

Housing Authority of the City of Pagedale  
Board of Commissioners  
Regular Meeting  
Tuesday, October 24, 2023  
12 pm

Pagedale City Hall  
1420 Ferguson Avenue  
Pagedale, Missouri 63133

Agenda Item	Individual	Action
1. Call to Order	Chairman	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Reading and Approval of Minutes Regular Meeting held August 15, 2023	Chairman	Motion Second Vote
4. Public Comments	Chairman	Informational
5. Reports of Commissioners	Chairman	Informational
6. Report of the Executive Director	Shannon Koenig	Informational
7. Reports of Officers and Employees		
A. Financial Reports for period ending August 31, 2023	Carolyn Riddle	Motion Second Vote
B. Housing Authority of the City of Pagedale FY 2024 Budget, Resolution No. 1428	Carolyn Riddle	Motion Second Vote
C. Capital Fund Action Plans for 2027 and 2028	William Barry	Motion Second Vote
D. Housing Administration Report	Kawanna Tate	Informational
E. Facilities and Maintenance Report	William Barry	Informational
8. Unfinished Business		
A. Housing Resource Coordination program	Shannon Koenig	Motion Second Vote
9. New Business	Chairman	Informational
10. Executive Session	Chairman	Motion Second Vote
Subject to an affirmative vote of the Board of Commissioners, an Executive Session may be held to discuss personnel issues, real estate, or litigation matters pursuant to RSMo Sections 610.021 to 610.022.		
11. Announcements Next Regular Meeting December 13, 2023	Chairman	Informational
12. Adjournment	Chairman	Motion Second Vote

HOUSING AUTHORITY OF THE CITY OF PAGEDALE  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, AUGUST 15, 2023  
MEETING MINUTES

ATTENDANCE:

COMMISSIONERS:

Dr. Keith Mosby, Sr., Chairman  
Robert Smith, Jr., Vice Chairman  
Erica Edwards, Commissioner  
Lorraine Mosby, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO  
Terri Acoff-States, Executive Assistant  
Mike Chapman, Chief Operating Officer  
Judy Ricks, Chief Administrative Officer  
Katrina Sommer, Deputy Chief Operating Officer  
William Barry, Director, Maintenance and Facilities  
Anna Holyan, Director, Strategic Initiatives  
Emily Smith, Director, Program Compliance and Training  
Kawanna Tate, Director, Housing Administration

PUBLIC:

Faye Millett, Mayor Pro Tempore  
Gloria Williams, Alderwoman, Ward 3  
Cory Dickens, Beyond Housing

ABSENT:

Verna Belton, Commissioner

Public Hearing:

The board meeting opened with a public hearing for the 2024 Annual PHA Plan. The purpose of this hearing was to allow the public an opportunity to comment on the Plan.

Chairman Keith Mosby called to order the public hearing and invited anyone from the public to comment. There were no public comments. The hearing was adjourned.

Chairman Keith Mosby called to order and opened the regular meeting.

Approval of Minutes of Regular Board Meeting Tuesday, June 20, 2023:

Chairman Keith Mosby asked for a motion to approve the minutes of the regular board meeting held Tuesday, June 20, 2023. Commissioner Lorraine Mosby motioned for approval, Vice Chairman Robert Smith seconded the motion. Upon roll call, "Ayes" and "Nays" were as follows:

AYES

K. Mosby  
R. Smith  
E. Edwards  
L. Mosby

NAYS

None

The Chairman declared the motion passed.

PUBLIC COMMENTS:

Chairman Keith Mosby welcomed and thanked the City of Pagedale Mayor Pro Tempore, Faye Millett, for joining the meeting.

Presentation of the Housing Authority of the City of Pagedale Draft Audit Report for year ending December 31, 2022.

Nick Territo, a representative from CliffordLarsonAllen, LLP gave a presentation of the Housing Authority of the City of Pagedale Draft Audit Report for year ending December 31, 2022.

After discussion, Chairman Keith Mosby asked for a motion to approve the City of Pagedale Housing Authority Draft Audit Report for year ending December 31, 2022. Vice Chairman Robert Smith motioned for approval, Commissioner Erica Edwards seconded the motion. Upon roll call, "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby	None
R. Smith	
E. Edwards	
L. Mosby	

The Chairman declared the motion passed.

REPORTS OF COMMISSIONERS:

Chairman Keith Mosby read comments from Commissioner Verna Belton who was unable to attend the meeting. He stated she first wanted to thank Mr. Barry for overseeing the updates to her kitchen. Secondly, Commissioner Belton wanted to know if she could receive commissioner training online. Chairman Keith Mosby addressed that question stating yes, and that he would enlist Ms. Acoff-States to check into classes available through NAHRO. Commissioner Belton's final comments were in reference to grass seed for the lawns and power washing of the homes. Mr. Barry stated he would investigate and follow up on both of her concerns.

Commissioner Erica Edwards introduced the subject of having a time limit on public comments. After discussion, Chairman Keith Mosby suggested not to limit time on public comments.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Koenig welcomed everyone and thanked them for attending the meeting.

Ms. Koenig updated the board on services for residents. She stated to date, five partnerships and two memorandums of understanding have been initiated for resident services. The partner organizations include: Community Action Agency of St. Louis County, Heat Up/Cool Down St. Louis, St. Louis County Weinman Domestic Violence Shelter, Urban League, and YWCA St. Louis.

Ms. Koenig thanked Commissioner Edwards for volunteering her time to provide staff with insight and ideas about the best ways to reach residents and meet their needs. She also thanked Alderwoman Williams for providing feedback that will help staff improve the Authority's operations on the ground.

Ms. Koenig stated the Housing Authority of the City of Pagedale 2024 budget will be presented to the board for approval at the October meeting.

Ms. Koenig updated the board on communications. She stated staff continue to work with Bailey & Co. on modernizing the County housing authority's brand and updating the website to provide information better and faster to residents, landlords, and the public.

Ms. Koenig said staff are actively working with HDA on mapping out physical needs for the Agency's main facility.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports:

Ms. Ricks reviewed the Financial Reports for the period ending May 31, 2023. Commissioner Lorraine Mosby moved to approve the May 31, 2023, Financial Reports as read and discussed which motion was seconded by Vice Chairman Robert Smith. Upon roll call, "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith E. Edwards L. Mosby	None

The Chairman declared the motion passed.

B. 2024 Annual PHA Plan and Certification of Compliance:

Ms. Smith presented the board with the 2024 Annual PHA Plan. She stated the 2024 Annual PHA Plan is a U.S. Department of Housing and Urban Development (HUD) required document that details the agency's policies, programs, and strategies for meeting local housing needs and goals. Ms. Smith stated the Authority's 2024 Annual PHA Plan describes the updates made to the organization's policies and planned activities for the upcoming fiscal year.

After discussion, Chairman Keith Mosby asked for a motion to approve the Housing Authority of St. Louis County 2024 Annual PHA Plan. Vice Chairman Robert Smith motioned for approval, Commissioner Lorraine Mosby seconded the motion. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith E. Edwards L. Mosby	None

The Chairman declared the motion passed.

C. Agency Performance Report:

Ms. Holyan reviewed the Agency Performance Report.

D. Housing Administration Report:

Ms. Tate reviewed the Housing Administration Report.

E. Facilities and Maintenance Report:

Mr. Barry reviewed the monthly maintenance and supply costs for Pagedale public housing from June 1 through July 31, 2023.

F. National Standards for the Physical Inspection of Real Estate (NSPIRE):

Ms. Smith presented information about changes to HUD's inspection standards. She stated on July 1, 2023, HUD implemented the National Standards for the Physical Inspection of Real Estate (NSPIRE) as the new physical inspection model designed to promote HUD's goal of reducing health and safety hazards in the home. NSPIRE replaces the Uniform Physical Condition Standards (UPCS)

and Housing Quality Standards (HQS), standardizing the inspection process for HUD programs so the same expectations of housing quality can be achieved across all programs.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

A. Housing Resource Coordination Program (HRCs):

Ms. Cory Dickens, the Senior Director of Housing at Beyond Housing, provided information about the Housing Resource Coordination program, operated by Beyond Housing. She presented the board with an overview of programs offered to see if the Pagedale Housing Authority may want to consider partnering with Beyond Housing to connect residents to a variety of social services.

EXECUTIVE SESSION:

An Executive Session was not held.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, October 24, 2023.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chairman Keith Mosby asked for a motion to adjourn. Vice Chairman Robert Smith moved for adjournment, which motion was seconded by Commissioner Lorraine Mosby. Upon roll call, "Ayes" and "Nays" were as follows:

AYES

K. Mosby  
R. Smith  
E. Edwards  
L. Mosby

NAYS

None

The Chairman thereupon declared said motion passed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## Memorandum



**To:** Board of Commissioners, Housing Authority of the City of Pagedale

**From:** Shannon Koenig, Executive Director and CEO

**Date:** October 24, 2023

**Subject:** *Executive Director's Report*

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This memo provides information about select Housing Authority activities.

**I. Celebration of Service**

Thanks to commissioners and Pagedale representatives who were able to attend the first annual celebration of service. It was a pleasure to honor your contributions and share food and fellowship with commissioners from all four housing authorities managed by County Housing.

**II. Housing Authority's New Brand**

The Housing Authority's new brand elements are coming together. Commissioners and elected officials saw a preview of some of those elements at the recent celebration of service. Staff anticipates launching the new brand, including new logos and the new website, early next year.

**III. Affirmative Action Plan Completed**

Human resources staff have completed an affirmative action plan for the Authority. This plan provides a framework for ensuring we are an equal opportunity employer.

**IV. Looking Ahead**

Staff are beginning to assess the Authority's accomplishments for the year and plan activities for 2024. Commissioners are welcome to provide input into goals for 2024.



## Memorandum

**To:** Board of Commissioners, Housing Authority of the City of Pagedale

**Through:** Shannon Koenig, Executive Director and CEO

**From:** Carolyn Riddle, Interim Finance Director

**Date:** October 24, 2023

**Subject:** *Financial Summary*

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This memo provides a financial summary of activities through August 31, 2023.

**I. Recommendation**

Staff recommend the Board approve the financial statements, as prepared.

**II. Highlights**

**A. Revenue**

Total operating income is under budget by 18% which is primarily due to Capital Funds not being drawn down.

**B. Expense**

Total operating expense is over budget by 2%. This is primarily due to higher contract costs than anticipated.

**C. Net Income**

Total operating net income is (\$10,768) but including depreciation expense, the total net income loss (\$50,830).

**D. Cash**

As of August 31, 2023, the cash balance in the operating bank account was \$625,617. Operating subsidy received for the month was \$75,246, tenant rental income for the month was \$27,435, net transfers out for operating expenses were \$17,172.

**III. Attachments**

- A. Budgeted Income Statement
- B. Cash Report
- C. Tenant Rents

**Pagedale Housing Authority**  
**Budgeted Income Statement**  
**As of August 31, 2023**

					<b>Pagedale HA</b>			
	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Monthly Actual</b>	<b>Monthly Budget</b>	<b>Variance</b>	<b>% Variance</b>
<b>OPERATING ITEMS</b>								
Total Operating Subsidy	190,411	176,199	14,212		75,246	22,025	53,222	
Capital Fund Grants	-	115,001	(115,001)		-	14,375	(14,375)	
Total Tenant Charges	205,516	194,726	10,790		27,435	24,341	3,094	
Total Investment Income	480	20	460		74	3	72	
Total Miscellaneous Other Income	2,880	333	2,547		-	42	(42)	
<b>Total Income</b>	<b>399,287</b>	<b>486,280</b>	<b>(86,993)</b>	-17.89%	<b>102,756</b>	<b>60,785</b>	<b>41,971</b>	69.05%
Total Rents and Utility Reimbursements	12,918	9,783	3,135		1,647	1,223	424	
Total Salaries	57,448	75,251	(17,803)		6,149	9,406	(3,257)	
Total Benefits and Taxes	18,720	6,956	11,764		2,338	869	1,469	
Total Training, Seminars, Conferences	11,123	14,692	(3,569)		-	1,836	(1,836)	
<b>Total Admin</b>	<b>100,209</b>	<b>106,682</b>	<b>(6,473)</b>	-6.07%	<b>10,134</b>	<b>13,335</b>	<b>(3,201)</b>	-24.00%
Total Utilities	44,430	44,658	(228)		10,578	5,582	4,996	
Total Materials	19,163	21,415	(2,252)		4,377	2,677	1,700	
Total Contract Costs	151,445	119,255	32,190		55,300	14,907	40,394	
Total Tenant Services Expense	6,840	-	6,840		788	-	788	
Total Other Maintenance Expenses	4,011	6,156	(2,144)		316	769	(453)	
Total Outside Services	-	-	-		-	-	-	
Total Other Occupancy Expenses	22,311	15,986	6,326		(2,830)	1,998	(4,828)	
<b>Total Occupancy Expense</b>	<b>248,201</b>	<b>207,469</b>	<b>40,732</b>	19.63%	<b>68,529</b>	<b>25,934</b>	<b>42,595</b>	164.25%
Total Insurance	30,369	27,137	3,232		3,756	3,392	363	
Total Outside Services	1,115	-	1,115		89	-	89	
Total Professional Fees	524	5,147	(4,624)		368	643	(276)	
Total Other Fees	17,572	37,990	(20,418)		5,257	4,749	508	
Total Telephone and Technology	3,510	3,652	(142)		608	457	152	
Total Other Administrative Expenses	8,556	14,128	(5,572)		220	1,766	(1,546)	
<b>Total Other General</b>	<b>61,645</b>	<b>88,054</b>	<b>(26,409)</b>	-29.99%	<b>10,298</b>	<b>11,007</b>	<b>(709)</b>	-6.44%
<b>Total Expenses</b>	<b>410,055</b>	<b>402,206</b>	<b>7,850</b>	1.95%	<b>88,961</b>	<b>50,276</b>	<b>38,685</b>	76.95%
<b>Tota Net Operating Income</b>	<b>(10,768)</b>	<b>84,074</b>	<b>(94,843)</b>		<b>13,795</b>	<b>10,509</b>	<b>3,285</b>	
<b>NON-OPERATING ITEMS</b>								
Total Depreciation Expense	(40,062)	(34,037)	(6,025)		(4,116)	(4,255)	139	
<b>Total Non- Operating Items</b>	<b>(40,062)</b>	<b>(34,037)</b>	<b>(6,025)</b>		<b>(4,116)</b>	<b>(4,255)</b>	<b>139</b>	
<b>Net Income (Loss)</b>	<b>(50,830)</b>	<b>50,037</b>	<b>(100,867)</b>		<b>9,679</b>	<b>6,255</b>	<b>3,424</b>	



**Pagedale Housing Authority**  
**Cash Report**  
**August 2023**

**Pagedale - US  
Bank**

**BEGINNING BOOK CASH BALANCE**  
**8/1/2023**      \$      **533,124.00**

**ADD:**

Tenant Rent	-
Security Deposits	-
FSS Deposits	-
Other Deposits	-
Operating Subsidy	75,246.48
Interest	74.28
Transfer	17,171.92
Other Revenue	-
<b>TOTAL DEPOSITS</b>	<b>92,492.68</b>

**LESS:**

Other Transfers	-
Manual Checks	-
Checks	-
NSF	-
Withdraws/Other Deductions	-
Operating Subsidy Out	-
<b>TOTAL PAYMENTS</b>	<b>-</b>

**ENDING BOOK CASH BALANCE 8/31/2023**      \$      **625,616.68**

*Pagedale - US Bank*

<b>Ending Bank Balance 8/31/2023</b>	\$      625,616.68
Outstanding Checks	-
ACH in Transit	-
Unearned Revenue	-
<b>Adjusted Bank Balance 8/31/2023</b>	<b>\$      625,616.68</b>

Variance      -

Unrestricted Cash	598,749.68
Security Deposit Cash	26,867.00
Restricted Cash	-
	<b>625,616.68</b>

## Pagedale August Tenant Rents

Period = Aug 2023

Book = Accrual

Property	Account	Period	Person	Amount	Remarks
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034421)	35.00	:Rent 07/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034421)	269.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034189)	98.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000399)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034357)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034509)	157.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034563)	184.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000738)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0035270)	130.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000422)	131.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034307)	473.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0035185)	7.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0010574)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000388)	601.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000410)	194.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000334)	466.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000383)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0035334)	351.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0019097)	125.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000377)	92.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0054564)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000413)	76.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0033690)	700.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000392)	409.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000387)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0033933)	484.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000336)	190.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0012812)	229.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034658)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000435)	312.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000398)	700.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0015506)	174.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000385)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000434)	585.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0035496)	107.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000412)	104.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0011506)	715.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000394)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034159)	297.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000382)	1,036.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0033887)	96.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0035415)	428.00	:Rent 08/23

## Pagedale August Tenant Rents

Period = Aug 2023

Book = Accrual

Property	Account	Period	Person	Amount	Remarks
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0035506)	692.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000523)	145.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000462)	162.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000518)	460.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034140)	139.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (b0022408)	227.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034258)	280.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0011184)	700.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0009706)	228.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000355)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000456)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0019204)	294.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000527)	700.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0037201)	800.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000240)	361.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000378)	700.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034650)	637.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0019139)	550.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0000537)	700.00	:Rent 08/23
1218bpag	4300-00-240	Tenant Rent	08-2023 (t0034260)	105.00	:Rent 08/23
				<b>27,435.00</b>	



**To:** Board of Commissioners, Housing Authority of the City of Pagedale

**Through:** Shannon Koenig, Executive Director and CEO

**From:** Carolyn Riddle, Interim Finance Director

**Date:** October 24, 2023

**Subject:** *FY24 Proposed Budget, Resolution No. 1428*

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This memo accompanies the proposed FY24 budget and provides a list of budget assumptions and notes.

**I. Recommendation**

Staff recommend the Board approve the FY24 Proposed Budget, Resolution No. 1428, as submitted.

**II. Budget Assumptions and Notes**

- A. The budget assumes unit occupancy of 98%, which reflects the average occupancy over the last year.
- B. Federal program subsidy is based on the 2023 approved HUD-52723 form. Operating subsidy for 2024 is estimated to be \$299,801.
- C. Tenant rent is based on 2023 actual amounts with no expected increase.
- D. Salaries expense reflects the management staffing plan for the year. Maintenance staff salaries have increased, and additional FTE may be hired.
- E. Employee benefits expense is estimated to be about 21% of salaries expense.
- F. Contract costs for 2024 are estimated to total \$70,216 based on prior years' activity and notes from maintenance department, specifically that there will be an estimated six units requiring full unit repair which should cost \$7,000 per unit.
- G. New maintenance uniforms are included in the budget at \$800.
- H. Emergency per diem cost is budgeted for \$2,730, which covers miscellaneous tenant expenses, if needed.

- I. Payment in Lieu of Taxes (PILOT) expense is based on current year's calculation of 10% of rental income less utilities expense.
- J. Insurance expenses are estimated to increase by 30%.
- K. Audit expense is based on the cost of the 2022 expense.
- L. Management fees charged by County Housing are based on the 2023 property management rate of \$53.07, asset management rate of \$10, and bookkeeping rate of \$7.50 multiplied by units leased and available. This conforms with HUD guidelines to calculate the fees for management.
- M. A net operating income of \$198 is expected for 2024, but after depreciation expense, the total net loss is expected to be (\$105,328).

**III. FY24 Proposed Budget**

- A. Attachment: FY24 proposed budget

Pagedale Housing Authority  
 FY24 Proposed Budget - Resolution No. 1428

		2023	2023	
		Annualized Actual	Annual Budget	2024 Budget
4000-00-120	OPERATING INCOME			
4000-00-130	Income			
4100-00-140	Operating Subsidy			
4100-00-240	HUD PHA Operating Grants/Subsidy	276,396.00	264,299.04	299,801.00
4199-00-940	Total Operating Subsidy	276,396.00	264,299.04	299,801.00
4300-00-140	Tenant Charges			
4300-00-240	Tenant Rent	309,568.80	290,568.12	316,018.15
4325-00-240	Legal Fees - Tenant	232.80	4,476.60	232.80
4330-00-240	Maintenance- Labor	-	3,259.92	-
4335-00-240	Maintenance- Materials	-	8,312.16	-
4340-00-240	Misc. Tenant Income	360.00	-	360.00
4390-00-240	Bad Debt-Tenant Rents	(10,779.60)	(14,528.40)	(2,322.30)
4399-00-940	Total Tenant Charges	299,382.00	292,088.40	314,288.65
4500-00-140	Other Income			
4500-00-150	Investment Income			
4500-00-250	Investment Income - Unrestricted	653.71	30.60	673.32
4599-00-250	Total Investment Income	653.71	30.60	673.32
4600-00-150	Miscellaneous Other Income			
4670-00-250	Miscellaneous Other Income	6,912.00	500.04	-
4699-00-950	Total Miscellaneous Other Income	6,912.00	500.04	-
4998-00-940	Total Other Income	7,565.71	530.64	673.32
4999-00-930	Total Income	583,343.71	556,918.08	614,762.98
5000-00-130	EXPENSES			
5000-00-140	Rents and Utility Reimbursements			
5050-00-240	Utility Reimbursement	15,590.40	14,674.44	16,058.11
5999-00-940	Total Rents and Utility Reimbursements	15,590.40	14,674.44	16,058.11
6000-00-140	Salaries			
6000-00-150	Salaries - Administrative			
6000-00-250	Salaries - Administrative	50,150.40	97,234.68	140,649.87
6099-00-950	Total Salaries - Administrative	50,150.40	97,234.68	140,649.87
6200-00-150	Salaries - Maintenance			
6200-00-250	Salaries - Maintenance	19,735.73	15,642.48	55,350.06
6298-00-950	Total Salaries - Maintenance	19,735.73	15,642.48	55,350.06
6299-00-940	Total Salaries	69,886.13	112,877.16	195,999.93
6300-00-140	Benefits and Taxes			
6300-00-150	Employee Benefits - Administrative			
6300-00-250	Insurance - Dental - Administrative	249.05	160.44	423.38
6305-00-250	Insurance - Health - Administrative	6,547.82	3,760.20	11,131.30
6315-00-250	Insurance - STD - Administrative	440.64	249.60	749.09
6320-00-250	Insurance - LTD - Administrative	297.86	130.92	506.37
6325-00-250	Insurance - Life - Administrative	437.95	208.68	744.52
6330-00-250	Insurance - Long-Term - Administrative	53.11	103.68	90.29
6335-00-250	Insurance - Vision - Administrative	22.87	14.40	38.88
6350-00-250	Other - Pension - Administrative	3,259.03	3,163.08	5,540.35
6365-00-250	Taxes - FICA - Administrative	3,671.62	2,575.32	6,241.75
6370-00-250	Taxes - Unemployment - Administrative	401.88	67.56	683.20
6399-00-950	Total Employee Benefits - Administrative	15,381.84	10,433.88	26,149.13
6500-00-150	Employee Benefits - Maintenance			
6505-00-250	Insurance - Health - Maintenance	5,549.66	-	9,434.43
6550-00-250	Other - Pension - Maintenance	308.28	-	524.08
6565-00-250	Taxes - FICA - Maintenance	1,367.45	-	2,324.66
6570-00-250	Taxes - Unemployment - Maintenance	192.89	-	327.91
6598-00-950	Total Employee Benefits - Maintenance	7,418.28	-	12,611.08

Pagedale Housing Authority  
 FY24 Proposed Budget - Resolution No. 1428

		2023	2023	
		Annualized Actual	Annual Budget	2024 Budget
6599-00-940	Total Benefits and Taxes	22,800.12	10,433.88	38,760.20
6700-00-140	Training, Seminars, Conferences			
6710-00-240	Training - Board	26,694.91	21,596.04	27,495.76
6720-00-240	Training - Administration	-	232.08	-
6730-00-240	Training - Maintenance	-	209.76	-
6799-00-940	Total Training, Seminars, Conferences	26,694.91	22,037.88	27,495.76
7000-00-140	Occupancy			
7000-00-150	Utilities			
7005-00-250	Electricity-Vacant Units	960.24	1,093.44	989.05
7010-00-250	Electricity - Office	1,351.75	1,679.64	1,392.30
7020-00-250	Gas - Vacant Units	4,093.78	1,648.20	4,216.59
7030-00-250	Sewer	47,891.47	60,706.92	49,328.22
7035-00-250	Sewer - Office	110.98	138.36	114.31
7045-00-250	Water - Vacant Units	314.83	1,650.84	324.28
7050-00-250	Water - Office	128.42	69.24	132.28
7099-00-950	Total Utilities	54,851.47	66,986.64	56,497.02
7100-00-150	Materials			
7100-00-250	Maintenance Paper/Supplies	651.43	-	670.97
7105-00-250	Supplies - Appliance	1,293.60	826.44	1,332.41
7130-00-250	Supplies - Janitorial/Cleaning	580.20	142.44	597.61
7135-00-250	Supplies - Maintenance / Repairs	19,769.71	30,131.16	20,362.80
7140-00-250	Supplies - Plumbing	67.70	1,022.40	69.74
7199-00-950	Total Materials	22,362.65	32,122.44	23,033.53
7200-00-150	Contract Costs			
7200-00-250	Contract - Trash	23,673.07	19,871.04	24,383.26
7205-00-250	Contract - HVAC	-	3,999.96	-
7220-00-250	Contract - Grounds	216.00	10,130.52	-
7225-00-250	Contract - Unit Repair	80,520.70	119,485.20	42,000.00
7230-00-250	Contract - Electrical	564.00	2,839.32	580.92
7235-00-250	Contract - Plumbing	1,548.00	1,707.24	1,594.44
7240-00-250	Contract - Pest Control	-	5,954.64	-
7245-00-250	Contract - Janitorial/Cleaning	1,120.10	3,695.28	1,153.71
7255-00-250	Contract - Alarm Monitoring	489.29	365.88	503.97
7265-00-250	Contract - Building Repairs	-	10,833.24	-
7299-00-950	Total Contract Costs	108,131.16	178,882.32	70,216.30
7300-00-150	Tenant Services Expense			
7310-00-250	Other Tenant Services	1,296.00	-	2,730.00
7399-00-950	Total Tenant Services Expense	1,296.00	-	2,730.00
7400-00-150	Other Maintenance Expenses			
7400-00-250	Maintenance Uniforms	-	999.96	800.00
7420-00-250	Vehicle Maintenance	6,474.05	8,233.44	6,668.27
7499-00-950	Total Other Maintenance Expenses	6,474.05	9,233.40	7,468.27
7600-00-150	Other Occupancy Expenses			
7630-00-250	Payments in Lieu of Taxes	13,099.03	22,510.20	25,943.05
7640-00-250	Security/Law Enforcement	1,200.36	1,468.56	1,236.37
7699-00-950	Total Other Occupancy Expenses	14,299.39	23,978.76	27,179.42
7999-00-940	Total Occupancy	207,414.72	311,203.56	187,124.53
8000-00-140	Other Admin Expenses			
8000-00-150	Insurance			
8000-00-250	Insurance - Automobile	368.64	423.36	479.23
8010-00-250	Insurance - Liability	6,514.37	7,481.40	8,468.68
8020-00-250	Insurance - Property	29,795.38	32,426.64	38,733.99
8030-00-250	Insurance - Worker's Comp	153.60	374.16	199.68
8099-00-950	Total Insurance	36,831.98	40,705.56	47,881.58

Pagedale Housing Authority  
 FY24 Proposed Budget - Resolution No. 1428

		2023	2023	
		Annualized Actual	Annual Budget	2024 Budget
8100-00-150	Outside Services			
8100-00-250	Consultants	984.62	-	1,014.16
8110-00-250	Temporary Administrative Labor	588.12	-	-
8199-00-950	Total Outside Services	1,572.74	-	1,014.16
8200-00-150	Professional Fees			
8200-00-250	Professional Fees - Legal	375.17	4,476.60	386.42
8220-00-250	Professional Fees - Audit	-	3,244.56	3,300.00
8299-00-950	Total Professional Fees	375.17	7,721.16	3,686.42
8300-00-150	Other Fees			
8300-00-250	Bank Fees	1,291.49	713.76	1,330.23
8920-00-250	Bookkeeping Management Fee Expense			7,144.20
8910-00-250	Asset Management Fee Expense			9,720.00
8320-00-250	Management Fee - External	(62,827.49)	-	-
8320-10-250	Management Fee - HASLC	45,782.74	56,148.36	50,552.36
8340-00-250	Late Fees	-	2.88	-
8360-00-250	Tenant Screening	-	120.00	-
8399-00-950	Total Other Fees	(15,753.26)	56,985.00	68,746.79
8400-00-150	Telephone and Technology			
8410-00-250	Contract - Answer Service	414.34	411.60	426.77
8430-00-250	Internet	395.23	503.64	407.09
8440-00-250	Small Office Equipment	1,954.25	-	2,012.88
8450-00-250	Software/License Fees	1,842.82	2,392.20	13,082.87
8460-00-250	Telephone	1,354.92	2,170.80	1,395.57
8499-00-950	Total Telephone and Technology	5,961.55	5,478.24	17,325.16
8500-00-150	Other Administrative Expenses			
8504-00-250	Advertising	3,930.41	4,233.84	4,048.32
8508-00-250	Copiers/Printers	952.03	1,330.32	980.59
8524-00-250	Inspections	539.38	631.32	555.56
8540-00-250	Meetings	452.30	1,543.92	465.87
8544-00-250	Membership/Publications	109.10	70.20	112.38
8548-00-250	Office Supplies	559.61	613.92	576.40
8560-00-250	Postage / Delivery	526.75	1,462.68	542.55
8576-00-250	Travel	323.50	399.00	333.20
8580-00-250	Other Misc. Admin Expenses	2,774.52	10,906.44	2,857.76
8599-00-950	Total Other Administrative Expenses	10,167.60	21,191.64	10,472.63
8997-00-940	Total Other Administrative Expenses	39,155.78	132,081.60	149,126.75
8998-00-930	TOTAL EXPENSES	381,542.06	603,308.52	614,565.29
8999-00-920	Operating Income	201,801.65	(46,390.44)	197.69
9000-00-120	NON-OPERATING ITEMS			
9000-00-130	Depreciation Expense			
9000-00-230	Depreciation Expense	(46,063.01)	(51,055.44)	(105,526.00)
9099-00-930	Total Depreciation Expense	(46,063.01)	(51,055.44)	(105,526.00)
9997-00-920	TOTAL NON-OPERATING ITEMS	(46,063.01)	(51,055.44)	(105,526.00)
9998-00-910	NET INCOME	155,738.64	(97,445.88)	(105,328.31)





## Memorandum

**To:** Board of Commissioners, Housing Authority of the City of Pagedale

**Through:** Shannon Koenig, Executive Director and CEO

**From:** William Barry, Director of Maintenance and Facilities

**Date:** October 24, 2023

**Subject:** *Capital Fund Action Plans*

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The U.S. Department of Housing and Urban Development (HUD) Capital Fund Program (CFP) provides funds annually to Public Housing Agencies (PHA) for the development, financing, and modernization of public housing developments and management improvements. By providing financial support for capital improvements, the program helps PHAs address the backlog of repairs, create healthier living environments, and promote the overall well-being of residents in public housing communities.

**I. Recommendation**

Staff recommend the Board approve the Housing Authority of the City of Pagedale Capital Fund Action Plans for 2027 and 2028.

**II. 2028 Work Items**

- Renovate kitchens in 15 units.
- Renovate bathrooms in six units.
- Remove and trim trees.
- Operations
- Administration

**III. 2027 Work Items**

- Renovate kitchens in 13 units.
- Replace bathroom exhaust fans.
- Remove and trim trees.
- Repair basement foundations in two units.
- Operations
- Administration

**IV. Attachment**

Capital Fund Program Annual Funding



Housing Authority of the City of Pagedale  
Capital Fund Program  
\$222,508 Annual Funding

**New 2028 Work Items and Administrative Funds**

Renovate kitchens in 15 units	\$147,000
Renovate bathrooms in six units	\$48,000
Remove and trim trees	\$5,000
Operations	\$258
Administration	\$22,250
<b>2028 Total</b>	<b>\$222,508</b>

**New 2027 Work Items and Administrative Funds**

Renovate kitchens in 13 units	\$120,000
Replace 81 bathroom exhaust fans	\$20,000
Remove and trim trees	\$30,000
Repair basement foundations in two units	\$30,000
Operations	\$258
Administration	\$22,250
<b>2027 Total</b>	<b>\$222,508</b>

Existing 2026 - 2024 Work Items and Administrative Funds

2026	
Replace windows in ten units	\$67,665
Replace storage sheds at 35 units	\$78,000
Renovate bathrooms in three units	\$24,341
Repair/replace fencing at five units	\$20,252
Provide energy assessments for 81 units	\$10,000
Administration	\$22,250
<b>2026 Total</b>	<b>\$222,508</b>

2025	
Replace nine storage sheds	\$21,000
Renovate bathrooms in nine units	\$65,258
Remove trees	\$70,000
Replace three roofs and tuck-point one unit	\$38,000
Replace two porch railings	\$6,000
Administration	\$22,250
<b>2025 Total</b>	<b>\$222,508</b>

2024	
Lead-based paint inspection mitigation	\$40,000
Install sump pump systems in three units	\$24,665
Replace floor tile in five units	\$50,071
Replace interior doors in 10 units	\$35,000
Renovate bathrooms in seven units	\$50,000
Operations	\$522
Administration	\$22,250
<b>2024 Total</b>	<b>\$222,508</b>

Memorandum



To: Board of Commissioners, Housing Authority of the City of Pagedale

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director of Housing Administration

Date: October 24, 2023

Subject: *Housing Administration Report*

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At our last meeting, we discussed our performance projections for the Management Assessment Sub-System (MASS) of the Public Housing Assessment System (PHAS). Today, I will cover our current projections and other programmatic updates.

I. **Current MASS Performance**

Below is a snapshot of our current performance for each of the sub-indicators of the MASS:

Sub-Indicator	Performance	Projected Points	Max Points
Occupancy	98.60%	16	16
Accounts Payable Ratio	0.26	4	4
Tenant Accounts Receivable	0.325	0	5
<b>Current Snapshot</b>	<b>Standard Performer</b>	<b>20</b>	<b>25</b>

II. **Other Updates**

A. **Public Housing Assessment System (PHAS) Update**

The 2022 PHAS appeal is still being processed. However, the Department of Housing and Urban Development D.C. office has indicated the outcome may be in our favor. If approved, this could change our overall designation to "Standard Performer."

A. **NSPIRE Inspections**

NSPIRE inspections took place on September 26 and 27, 2023. HUD requires these inspections at least once annually to ensure public housing units meet the quality standards of safety and sanitary living conditions for our residents. A follow-up inspection is set for December 5th and 6th, 2023. Every resident affected will be notified of the reinspection date ahead of time.

B. **Resident Advisory Board Meeting**

A Resident Advisory Board (RAB) meeting is tentatively scheduled for October 26, 2023. The purpose of this meeting is to discuss the proposed revisions to the Admissions and Continued Occupancy Plan (ACOP) and gather input from residents.

# Memorandum



**To:** Board of Commissioners, Housing Authority of the City of Pagedale  
**Through:** Shannon Koenig, Executive Director and CEO  
**From:** William Barry, Director of Maintenance and Facilities  
**Date:** October 24, 2023  
**Subject:** *Maintenance Report*

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This memo summarizes the monthly maintenance and supply costs for Pagedale public housing from August 1 through September 30, 2023.

**I. Maintenance Supply Costs**

The following are repair and replacement costs for plumbing supplies, appliance repairs, furnace, garage door, and air conditioning supplies.

August	\$ 4,377.00
<u>September</u>	<u>\$ 687.00</u>
<b>Total</b>	<b>\$ 5,064.00</b>

**A. Attachment:** List of Work Orders from August - September 2023

**II. Contracted Repair Costs**

These costs include plumbing services, janitorial/cleaning, trash services, mold mitigation, pest control, grounds/tree removal, and kitchen cabinet replacements.

August	\$ 50,372.00
<u>September</u>	<u>\$ 10,643.00</u>
<b>Total</b>	<b>\$ 61,015.00</b>

**III. Other Maintenance Cost**

This cost covers vehicle fuel.

August	\$ 316.00
<u>September</u>	<u>\$ 39.00</u>
<b>Total</b>	<b>\$ 355.00</b>



## Work Order Detail

Pagedale Housing Authority (1218bpag)  
Work Orders active between 08/01/2023 and 10/01/2023

Unit	WO	WO Category	WO Brief Description	Call Date	Date Completed	Days to Complete	Days open in Period Reported
AR6905	35650	Electrical	Light in the livingroom is out.	07/25/2023	08/03/2023	9	2
MI1325	35651	Plumbing	Repair wall, pieces of tile is miss	07/25/2023	08/07/2023	13	6
SC7201	35703	Plumbing	Toilet is still running	07/31/2023	08/03/2023	3	2
EC1469	35707		Fridge sounds like its going to giv	07/31/2023	08/03/2023	3	2
EC1469	35708		Hole in yard is back	07/31/2023	08/03/2023	3	2
PC1282	35713		Screen door very hard to get oper	07/31/2023	08/03/2023	3	2
JU6523	35722	Building Exterior	Front and back porch.	08/01/2023	08/03/2023	2	2
KI1205	35737		Sinks in kitchen stopped up	08/03/2023	08/10/2023	7	7
SC7235	35748		tub draining very slowly	08/07/2023	08/18/2023	11	11
AR6900	35750	HVAC	Not cooling	08/07/2023	08/10/2023	3	3
EC1469	35752		Seal around garage needs replacir	08/07/2023	08/31/2023	24	24
PC1282	35805	HVAC	A/C not working	08/10/2023	08/11/2023	1	1
SF6707	35856	Doors	Closet doors off track.	08/14/2023	08/22/2023	8	8
SF6707	35857	Plumbing	When turning on water in kitchen	08/14/2023	08/22/2023	8	8
AR6911	35871	Plumbing	Toilet leaking	08/15/2023	08/22/2023	7	7
MI1331	35876	Appliance	Oven door is damage	08/16/2023	08/18/2023	2	2
MI1331	35877	Flooring-Steps	basement for basement steps	08/16/2023	08/18/2023	2	2
MI1331	35878	General	Vent cover in back bedroom.	08/16/2023	08/18/2023	2	2
SC7200	35881	HVAC	A/C is not working	08/16/2023	08/21/2023	5	5
SC7209	35884		Thermostat fell off wall	08/17/2023	08/17/2023	1	1
FE1522	35896	Plumbing	Toilet does'nt flush	08/21/2023	08/22/2023	1	1
PC1282	35897	HVAC	A/C is out!	08/21/2023	08/21/2023	1	1
SC7209	35911	HVAC	Thermostat is not working	08/21/2023	08/22/2023	1	1
AR6905	35952	General	Low water pressure in bathroom	08/28/2023	08/29/2023	1	1
AR6905	35953	Appliance	Burners are not coming on.	08/28/2023	08/29/2023	1	1
SC7235	35955	Appliance	Not coming on.	08/29/2023	08/29/2023	1	1
SC7225	35957		Outlet in bedroom sparks when pl	08/29/2023	08/29/2023	1	1
SD1524	35958		Toilet constantly running	08/29/2023	08/30/2023	1	1
SD1524	35959		Bottom of fridge leaking	08/29/2023	08/30/2023	1	1
EC1461	35966		Stove smokes when turned on	08/30/2023	08/31/2023	1	1
EC1461	35967		Kitchen exhaust fan really loud	08/30/2023	08/31/2023	1	1
MI1325	35973	General	Replace bathroom faucets	08/31/2023	09/01/2023	1	1
MI1325	35974	Plumbing	Replace kitchen faucet	08/31/2023	09/01/2023	1	1
EC1469	35982	Grounds	Critter under the porch	09/01/2023	09/06/2023	5	5
PC1268	36002	Building Exterior	Replace shingles	09/06/2023	09/20/2023	14	14
H65171	36004		No A/C	09/06/2023	09/08/2023	2	2
AR6911	36005	Plumbing	Toilet still is running	09/06/2023	09/08/2023	2	2
AR6923	36007	Plumbing	Basement flooded	09/06/2023	09/08/2023	2	2
EH7072	36014	General	Tissue holder is broke	09/07/2023	09/08/2023	1	1
EH7072	36015	Doors	Closet door off track	09/07/2023	09/08/2023	1	1
SC7200	36038	HVAC	A/C is not working	09/11/2023	09/12/2023	1	1
EC1461	36039	Grounds	Critter under the front porch.	09/11/2023	09/13/2023	2	2
FE1524	36043	General	Shelves for the panty	09/12/2023	09/13/2023	1	1
FE1524	36044	General	Needing a toilet seat for second b	09/12/2023	09/18/2023	6	6
AR6907	36048		Water leaking	09/13/2023	09/15/2023	2	2
SC7204	36061	Grounds	Bee hive in front of house.	09/15/2023	09/18/2023	3	3
MI1345	36063	Doors	front screen door closer	09/15/2023	09/18/2023	3	3
MI1345	36064	General	More water comes out of faucet ir	09/15/2023	09/25/2023	10	10
NX1519	36074		Fallen tree debris in yard	09/18/2023	09/19/2023	1	1
PC1268	36075		Tree from next door falling	09/18/2023	09/19/2023	1	1
SC7238	36076		Furnace not kicking on	09/18/2023	09/21/2023	3	3
EC1469	36079		No A/C	09/18/2023	09/19/2023	1	1
EC1469	36080		All toilet seats are loose	09/18/2023	09/19/2023	1	1
FE1524	36086		Resident is home	09/19/2023	09/19/2023	1	1
MI1331	36094		Toilet stopped up in hallway	09/19/2023	09/21/2023	2	2
MI1331	36095		bedroom window wont stay open	09/19/2023	09/20/2023	1	1
MI1331	36096		Banister going into basement loos	09/19/2023	09/20/2023	1	1
MI1331	36097		Put vent back in place in middle b	09/19/2023	09/20/2023	1	1
SC7238	36136		Furnace not functioning properly	09/21/2023	09/27/2023	6	6
KI1350	36161	HVAC	No A/C	09/25/2023	09/27/2023	2	2
RT6716	36168	Doors	Secure front door frame.	09/25/2023	09/27/2023	2	2
SC7201	36170	General	Bed bugs in unit	09/25/2023	09/26/2023	1	1
EC1469	36175		Thermostat not working properly	09/26/2023	09/27/2023	1	1
HH6525	36250	General	replace toilet seat.	09/28/2023	10/06/2023	8	3
SF6703	36262	General	Smelling Gas	09/29/2023	10/04/2023	5	2
SC7225	36263	Plumbing	Can't flush the toilet	09/29/2023	09/29/2023	1	1

Total number of non-emergency work orders:	66
Average completion days:	3.00
Average completion days for reporting period 2 years prior:	1.00
Reduction in average completion days over the past three years:	-2.00



## Memorandum

**To:** Board of Commissioners, Housing Authority of the City of Pagedale

**From:** Shannon Koenig, Executive Director and CEO

**Date:** October 24, 2023

**Subject:** *Resident Services*

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This memo provides a recommendation along with background information about the Housing Resource Coordination program, operated by Beyond Housing.

**I. Recommendation**

Staff recommend the board consider the Housing Resource Coordination program for Pagedale public housing residents if Beyond Housing can obtain funding to cover the cost to administer the program. This item would be presented again for consideration if and when funding becomes available.

**II. Background**

During several meetings, commissioners have acknowledged the value of connecting housing authority residents with supportive services.

While the County Housing Authority is working to establish relationships with a variety of providers, the Pagedale Housing Authority has considered partnering directly with Beyond Housing to connect residents to a variety of social services quickly.

Beyond Housing staff made a presentation to the Board about the program at the August 15<sup>th</sup> meeting. The cost to provide services is estimated to be one Beyond Housing staff person's salary annually.

**III. Housing Resource Coordination Program**

**A. Current Operations**

Housing Resource Coordination is an innovative program that combines affordable housing with supportive services. A team of three Housing Resource Specialists, one Housing Resource Manager and one Homeownership Resource Specialist work with people living in Beyond Housing's 500+ housing units, providing budgeting advice, coaching, crisis intervention/resources, and referrals to a wide range of partners through a case management model. The program was founded in 2014 and has seen great success in helping families maintain stable housing.

## **B. Existing Clients**

The Housing Resource Coordination program serves families living in 500+ housing units. This includes 429 units in the 24:1 Community comprised of 95 units in 2 senior buildings and 334 housing units. Additionally, there are another 130 homes scattered throughout St. Louis County served by the program. Families are predominately African-American, female head of household with an average income of \$28,150 and one child. Although most of these families have a source of earned income, many still struggle to meet their basic needs and remain stably housed.

## **C. Program Overview**

Research has shown that residents who face housing instability are less likely to make progress in their long-term goals. Housing Resource Coordination staff identify needs, set goals, offer support, and provide referrals at the following strategic check-in points: move-in, one month after move-in, monthly, and at annual re-certification. Housing Resource Coordination staff offer families several types of support, including:

### **1. Emergency Financial Assistance**

Specialists assist residents in accessing the range of financial assistance programs Beyond Housing has to offer. Utility and rental assistance are provided, with funds typically being secured annually through public and private funders. Additionally, clients have access to an emergency match savings program.

### **2. Financial Coaching**

Specialists can provide basic financial management advice to help residents in budgeting, saving, and improving their credit score. Should a resident have more extensive financial needs, they are referred to Prosperity Connection—a long time partner in the program. Prosperity Connection offers residents a more in-depth budgeting plan, as well as training on topics from student loans to identity theft.

### **3. Referrals**

Using the Community Impact Network's Partner Portal, specialists make referrals to various partner organizations for needs outside Beyond Housing's programs. This has proved an impactful tool for specialists, working to ensure residents receive the support they need in a timely manner. From parenting classes to job training, to food access, referrals seek to address all the needs a resident may have. Organizations like Nurses for Newborns, the Urban League, and Employment Connection have become valuable partners in this referral process.



#### **D. Program Goals**

In general, the goals for participating families are to:

1. Increase their income
2. Increase their credit score
3. Be employed or in employment/school training programs
4. Receive necessary social services referrals
5. Not make an unplanned, disruptive move over the course of the year
6. Stay in their homes for at least a year

#### **E. Additional Events**

The Housing Resource Coordination program is offered year-round, with activities provided on an ongoing basis to fit with residents' needs. Specialists check in with residents at move-in, monthly, and at their annual lease renewal. Annual events also help to support residents, including the following:

##### **1. Beyond the Backpack**

Each August, before the start of the school year, residents with children are encouraged to participate in this back-to-school fair that provides children with free school supplies, health screenings, and haircuts. Backpacks, filled with school supplies and a referral booklet are distributed to Normandy Schools Collaborative (NSC) to distribute to their students. Additional backpacks were distributed to Housing Resource Coordination families whose children do not attend NSC.

##### **2. Holiday Friends**

Each year 500 local youth, many from families who are a part of the Housing Resource Coordination program, receive donated gifts. This event is held each year in early December.

##### **3. Summer Camp Scholarships**

Annually, Beyond Housing makes available 20 scholarships of \$100 a piece to families living in rental units. These funds help pay for youth to attend local summer camps.