



Board of Commissioners Regular Meeting
 Tuesday, October 15, 2024, 12 pm
 Pagedale City Hall
 1420 Ferguson Avenue
 Pagedale, Missouri 63133

Mission Statement

Our mission is to provide decent, safe, and affordable housing; ensure equal housing opportunity; promote self-sufficiency; and improve the quality of life and economic vitality of low- and moderate-income families.

AGENDA

Item	Individual	Action
1. Call to Order	Chairman	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Approval of Minutes Regular Meeting August 13, 2024	Chairman	Motion, 2 nd , Vote
4. Public Comments	Chairman	Informational
5. Reports of Commissioners	Chairman	Informational
6. Executive Director’s Report	Shannon Koenig	Informational
7. Reports of Officers and Employees		
A. Financial Reports Month ending July 31, 2024	Carolyn Riddle	Motion, 2 nd , Vote
B. Pagedale Housing Authority FY 2025 Budget, Resolution No. 1439	Nik Degler	Motion, 2 nd , Vote
C. Housing Administration Report	Kawanna Tate	Informational
D. Facilities and Maintenance Report	William Barry	Informational
E. Communications and Partnerships	Jennifer Wiegert	Informational
8. Unfinished Business	Chairman	Informational
9. New Business	Chairman	Informational
10. Executive Session	Chairman	Motion, 2 nd , 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 Meeting December 10, 2024	Chairman	Informational
12. Adjournment	Chairman	Motion, 2 nd , Vote

**PAGEDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, AUGUST 13, 2024
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
Judy Ricks, Chief Administrative Officer
Carolyn Riddle, Interim Finance Director
Emily Smith, Director, Program Compliance & Training
William Barry, Director, Maintenance and Facilities
Kawanna Tate, Director, Housing Administration
Joyce Agboola, Property Manager
Pete Wells, IT Business Analyst

GUEST:

Rich Larsen, CPA, Novogradac & Co., LLP
Certified Public Accountants

PUBLIC:

Gloria Williams, Alderwoman, Ward 3

ABSENT:

Verna Belton, Commissioner

Public Hearing:

The board meeting opened with a public hearing on the 5-Year PHA Plan for the years 2025-2029, the Annual PHA Plan for 2025 and the Capital Funds Action Plan for 2029. The purpose of this hearing was to allow the public an opportunity to comment on each of these plans.

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 11, 2024:

Chairman Keith Mosby asked for a motion to approve the minutes of the regular board meeting held Tuesday, June 11, 2024. Commissioner Erica Edwards 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:

There were no public comments.

Presentation of the City of Pagedale Housing Authority Audit Report for year ending December 31, 2023.

Rich Larsen, a partner with Novogradac & Co., LLP gave a presentation of the City of Pagedale Housing Authority Audit Report for year ending December 31, 2023.

After discussion, Chairman Keith Mosby asked for a motion to approve the City of Pagedale Housing Authority Audit Report for year ending December 31, 2023. Vice Chairman Robert Smith motioned for approval, Commissioner Lorraine Mosby 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:

There were no reports from the commissioners.

EXECUTIVE DIRECTOR'S REPORT:

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

Ms. Koenig informed the board that for the past several months staff have been working on safety initiatives to ensure the safety of everyone in County Housing communities including residents, landlords, staff and visitors.

Ms. Koenig told the board County Housing issued a workplace safety policy that outlines employee requirements for clear identification, advance notice of interactions, training, and reporting. She said staff have also started revising disaster preparedness and emergency response plans.

Ms. Koenig stated updates for the Admissions and Continued Occupancy Policy (ACOP) for the public housing program, public housing leases, board policies, main building policies, and general communications are being updated by staff. She said proposed updates to the ACOP will be presented to the board for review and approval.

Ms. Koenig presented the board with new commissioner manuals. She said the manuals were assembled to provide a new resource for commissioners and contain basic information about County Housing and the Pagedale Housing Authority. This is a new resource for commissioners and will be provided to all housing authority commissioners associated with County Housing.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports:

Ms. Riddle reviewed the Financial Reports for the period ending June 30, 2024. Chairman Keith Mosby asked for a motion to approve the June 20, 2024 Financial Reports as read and discussed. Vice Chairman Robert Smith motioned for approval, which motion was seconded by Commissioner Erica Edwards. 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. 5-Year PHA Plan 2025-2029:

Ms. Smith presented the board with the 5-Year PHA Plan for 2025-2029. She stated the 5-Year PHA Plan for 2025-2029 is a comprehensive strategic planning document required by the U.S. Department of Housing and Urban Development (HUD). She said It outlines the mission, goals, and strategies for the upcoming five years to address the housing needs in the communities we serve.

After discussion, Chairman Keith Mosby asked for a motion to approve the Pagedale Housing Authority 2025-2029 PHA Plan. Commissioner Lorraine Mosby motioned for approval, Vice Chairman Robert Smith 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. 2025 Annual PHA Plan and Certification of Compliance:

Ms. Smith presented the board with the 2025 Annual PHA Plan. She stated the 2025 Annual PHA Plan is a HUD required document that details the housing authority’s policies, programs, and strategies for meeting local housing needs and goals. Ms. Smith stated County Housing’s 2025 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 2025 Annual PHA Plan. Vice Chairman Robert Smith motioned for approval, Commissioner Erica Edwards 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.

D. Capital Funds Action Plan for 2029:

Mr. Barry presented the board with the Capital Funds Action Plans for 2029. He stated the Capital Fund Program (CFP) provides funds annually to Public Housing Agencies (PHAs) 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.

After discussion, Chairman Keith Mosby asked for a motion to approve the Capital Funds Action Plan for 2029. Commissioner Lorraine Mosby motioned for approval; Vice Chairman Robert Smith 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.

E. Housing Administration Report:

Ms. Tate reviewed the Housing Administration Report.

F. Facilities and Maintenance Report:

Mr. Barry reviewed the monthly maintenance and supply costs for Pagedale public housing from June 1, 2024 through July 31, 2024.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

Proposal to Recite the Pagedale Housing Authority Mission Statement at the Start of Board Meetings:

Commissioner Erica Edwards introduced a proposal to start the practice of reciting a portion of Pagedale Housing Authority's mission statement at the beginning of every board meeting. Commissioner Edwards, read the following out loud: “The mission of the Pagedale Housing Authority, through its relationship with County Housing (the Housing Authority of St. Louis County), is to provide decent, safe, and affordable housing, ensure equal housing opportunity, promote self-sufficiency, and improve the quality of life and economic vitality of extremely low-income, very low-income, low- and moderate-income families and individuals in our community.”

She stated this addition will remind board members, staff, and attendees of the organization's core purpose, fostering a stronger alignment with the mission during discussions and decisions. The mission statement could be recited by the chairperson or another designated board member at the start of each meeting.

Following a discussion, a motion was made by Chairman Keith Mosby for Pagedale Housing Authority Mission Statement to be recited at the start of Board meetings. The 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.

EXECUTIVE SESSION:

An Executive Session was not held.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, October 15, 2024.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chairman Keith Mosby asked for a motion to adjourn. Commissioner Lorraine Mosby moved for adjournment, which motion was seconded by Commissioner Erica Edwards. 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 thereupon declared said motion passed.

Secretary

Date

Chairman



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

Date: October 15, 2024

Subject: *Executive Director's Report*

This memo provides information about select Pagedale Housing Authority activities.

I. Agency Performance Report

The Agency Performance Report (attached) has been redesigned to reflect the new County Housing and Pagedale Housing Authority brand. This information is also on the website so that stakeholders can become familiar with our goals and monitor our progress.

II. New Firearms and Weapons Policy

Staff developed a Firearms and Weapons policy for public housing residents that has been published for public comment in the latest draft Admissions and Continued Occupancy Policy (ACOP). The policy is attached to this report. For today's meeting, commissioners were asked to review all proposed updates to the ACOP, including this policy. The proposed changes to the ACOP will be presented to all four boards associated with County Housing.

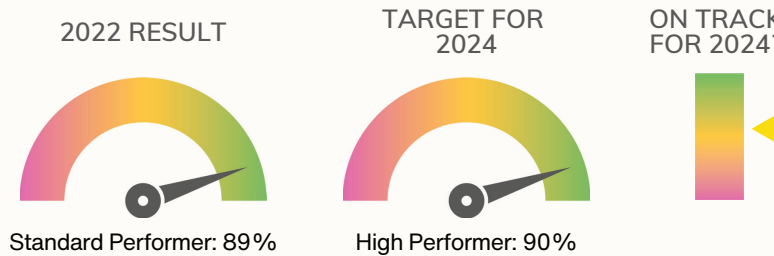
What HUD measures

PHAS SCORES

HUD assesses the health of a PHA's Public Housing program through an indicator called the Public Housing Assessment System, or PHAS.

Why it matters

The Housing Authority's PHAS score communicates how well the agency is performing, impacts the amount of HUD funding it receives for the fiscal year, and determines the frequency of HUD public housing inspections.



What the Authority measures

Objective 1: Deliver services safely, effectively, and efficiently.

Results

Finance/Single Audit [2022]

0 FINDINGS

Objective 2: Ensure residents, landlords, and employees feel respected during interactions with the Authority

Results

	Q1	Q2	Q3	Q4
Increase customer satisfaction	●	●	●	●
Implement regular resident and landlord communications	●	●	●	●

Objective 3: Help our residents and families gain self-sufficiency through partnerships with other organizations in the community.

Results

Increase the number of partnerships

Implement partner programming for residents

	Q1	Q2	Q3	Q4
Increase the number of partnerships	●	●	●	●
Implement partner programming for residents	●	●	●	●

PART VIII: FIREARMS AND WEAPONS POLICY

16-VIII.A. OVERVIEW

County Housing has established a Firearms and Weapons policy to promote the overall safety and well-being of everyone in the County Housing community. This policy clearly defines firearms and weapons and sets forth definitive guidelines for handling weapons and firearms in the County Housing community consistent with applicable laws.

Residents have the right to keep and bear arms, but also the responsibility to protect the health and safety of themselves, other residents, guests, and County Housing employees. To that end, residents, household members, guests, and visitors shall:

- Comply with all federal, state, and local requirements regarding the lawful ownership, possession, transportation, and use of firearms and weapons.
- Exercise reasonable care in the storage and security of firearms and weapons, including ammunition.
- Exercise reasonable care when handling firearms and weapons, ensuring the safety of household members and others.
- Store or otherwise secure all firearms and weapons during unit inspections, maintenance visits, housekeeping visits, or any occasion where County Housing personnel or authorized third parties enter resident units.
- Not discharge or use any firearm or weapon on County Housing property or within the unit in violation of any applicable federal, state, or local law.
- Not threaten or otherwise take any action with firearms or weapons on County Housing property that endangers the health or safety of others.

16-VIII.B. DEFINITIONS

The term “firearm” shall include but is not limited to the following:

- Pistols, revolvers, semiautomatic handguns, other handguns, rifles, shotguns, and any other instrument capable of being held and fired by a single person, that propels a projectile by means of explosive charge of firearm powder or other explosive propellant, mechanical (spring) action, gas or compressed air, capable of killing or injuring another person or an animal.
- Firearm parts kits that are designed to or may readily be completed, assembled, restored, or otherwise converted to expel a projectile by the action of an explosive (e.g., pistol, revolver, rifle, or shotgun).

No person may lawfully possess on County Housing property or within a unit any fully automatic firearm, machine firearm, sawed-off shotgun, assault weapon (as defined by specific state or federal statute), large capacity magazines unless allowed under state law, large capacity ammunition feeding devices, grenade launcher, rocket-propelled grenade (RPG) launcher, or other firearm or ammunition prohibited by applicable state or federal law.

The term “weapon” shall include but is not limited to the following:

- An instrument that is specifically designed, made, and/or adapted for the purpose of inflicting physical damage, serious bodily injury, or death by striking a person with the instrument, e.g. knife, dagger, club, nightstick, mace, slingshot, metal knuckles, crossbow.

16-VIII.C. VIOLATIONS OF FIREARMS AND WEAPONS POLICY

Material violations of the Firearms and Weapons Policy, as determined by County Housing, shall be deemed a serious violation of the lease at County Housing's sole discretion. County Housing will terminate the family's tenancy in accordance with the policies in Chapter 13 of this ACOP.

Residents are responsible for the action and conduct of their guests and others under their control with regard to such person's possession of firearms and weapons.

The following are grounds for enforcement action against residents, including lease termination and eviction:

- Unlawful ownership, possession, transportation, or use of a firearm or weapon.
- Unlawful shooting, firing, exploding, throwing, discharging, or use of a firearm or weapon.
- Infliction of any injury upon another person through the intentional, reckless, careless, or negligent use of a firearm or weapon.
- Damaging any property through the reckless, careless, or negligent use of a firearm or weapon.
- Brandishing, displaying, or otherwise taking any action with a firearm or weapon in connection with a verbal or non-verbal threat of bodily harm or endangerment of health and safety.



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Carolyn Riddle, Interim Finance Director

Date: October 15, 2024

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending July 31, 2024 financial reports.

I. Recommendation

Staff recommend the Board approve the financial statements and accompanying narrative, as prepared.

II. Highlights

A. Revenue

The total operating income is over budget by 10% which is primarily due to total tenant charges being over budget. The total operating subsidy received in July was \$25,466.

B. Expense

The total operating expense is over budget by 18% primarily due to contract expense. Total outside services were over budget due to payment of consultant fees which includes marketing, information technology, accounting, and human resources. Total insurance is higher due to an increase in property and liability insurance.

C. Net Income

The total operating net loss is (\$64,096) year to date.

D. Cash

As of July 31, 2024 the cash balance in the operating bank account was \$502,620. The operating subsidy received for the month was \$25,466 and operating expenses paid were \$171,287.

III. Attachments

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

Pagedale Housing Authority
Budgeted Income Statement
As of July 31, 2024

					Pagedale HA			
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	194,129	174,884	19,245		25,466	24,983	483	
Total Tenant Charges	200,146	183,335	16,811		29,876	26,191	3,685	
Total Investment Income	281	393	(111)		41	56	(15)	
Total Miscellaneous Other Income	-	-	-		-	-	-	
Total Income	394,557	358,612	35,945	10%	55,383	51,230	4,153	8%
Total Rents and Utility Reimbursements	14,094	9,367	4,727		1,629	1,338	291	
Total Salaries	62,742	100,734	(37,992)		7,666	14,391	(6,724)	
Total Benefits and Taxes	21,200	25,270	(4,070)		2,801	3,610	(809)	
Total Training, Seminars, Conferences	10,958	16,039	(5,081)		978	2,291	(1,314)	
Total Admin	108,994	151,410	(42,416)	-28%	13,075	21,630	(8,556)	-40%
Total Utilities	31,690	32,957	(1,267)		4,893	4,708	185	
Total Materials	11,246	13,436	(2,190)		1,679	1,919	(241)	
Total Contract Costs	122,411	40,960	81,451		72,205	5,851	66,353	
Total Tenant Services Expense	1,473	1,593	(120)		-	228	(228)	
Total Other Maintenance Expenses	2,133	4,357	(2,223)		364	622	(259)	
Total Outside Services	-	-	-		-	-	-	
Total Other Occupancy Expenses	18,116	15,855	2,262		3,273	2,265	1,008	
Total Occupancy Expense	187,069	109,156	77,913	71%	82,413	15,594	66,820	429%
Total Insurance	41,274	27,931	13,343		6,014	3,990	2,024	
Total Outside Services	11,869	592	11,278		2,280	85	2,195	
Total Professional Fees	7,586	2,150	5,435		7,013	307	6,705	
Total Other Fees	30,016	30,265	(249)		4,149	4,324	(175)	
Total Telephone and Technology	9,516	11,431	(1,915)		6,991	1,633	5,358	
Total Other Administrative Expenses	4,355	6,109	(1,754)		617	873	(255)	
Total Internal Charges	9,683	9,837	(155)		1,358	1,405	(48)	
Total Other General	114,298	88,316	25,982	29%	28,421	12,617	15,805	125%
Total Expenses	410,361	348,882	61,479	18%	123,909	49,840	74,069	149%
Total Net Operating Income	(15,804)	9,730	(25,534)		(68,526)	1,390	(69,916)	
NON-OPERATING ITEMS								
Total Depreciation Expense	(48,292)	(61,557)	13,265		(6,899)	(8,794)	1,895	
Total Non- Operating Items	(48,292)	(61,557)	13,265		(6,899)	(8,794)	1,895	
Net Income (Loss)	(64,096)	(51,827)	(12,269)		(75,425)	(7,404)	(68,021)	

Pagedale Housing Authority
Cash Report
July 2024

Pagedale - US Bank

BEGINNING BOOK CASH BALANCE 7/1/2024	\$	552,979.23
ADD:		
Tenant Rent		25,820.84
Security Deposits		-
FSS Deposits		-
Capital Fund		69,600.00
Operating Subsidy		25,466.33
Interest		40.66
Transfer		-
Other Revenue		-
TOTAL DEPOSITS		120,927.83
LESS:		
Other Transfers		(880.00)
Manual Checks		-
Checks		(15,953.95)
NSF		-
Withdraws/Other Deductions		(154,453.28)
Operating Subsidy Out		-
TOTAL PAYMENTS		(171,287.23)
ENDING BOOK CASH BALANCE 7/31/2024	\$	502,619.83
<i>Pagedale - US Bank</i>		
Ending Bank Balance 7/31/2024	\$	502,619.83
Outstanding Checks		(12,343.84)
ACH in Transit		12,261.00
Other Items		783.55
Adjusted Bank Balance 7/31/2024	\$	503,320.54
Unrestricted Cash	\$	475,197.54
Restricted Security Deposit Cash		28,123.00
	\$	503,320.54

Pagedale Housing Authority (1218bpag)

Tenant Rents

Date = 07/01/2024 - 07/31/2024

Period	Person	Property	Account	Amount	Notes
07/2024	(t0035270)	1218bpag	(rent) Tenant Rent	130.00	:Rent 07/24
07/2024	(t0000412)	1218bpag	(rent) Tenant Rent	104.00	:Rent 07/24
07/2024	(t0034159)	1218bpag	(rent) Tenant Rent	297.00	:Rent 07/24
07/2024	(t0000382)	1218bpag	(rent) Tenant Rent	1,036.00	:Rent 07/24
07/2024	(t0033887)	1218bpag	(rent) Tenant Rent	96.00	:Rent 07/24
07/2024	(t0035415)	1218bpag	(rent) Tenant Rent	428.00	:Rent 07/24
07/2024	(t0033690)	1218bpag	(rent) Tenant Rent	800.00	:Rent 07/24
07/2024	(t0034140)	1218bpag	(rent) Tenant Rent	168.00	:Rent 07/24
07/2024	(t0000392)	1218bpag	(rent) Tenant Rent	472.00	:Rent 07/24
07/2024	(t0015506)	1218bpag	(rent) Tenant Rent	747.00	:Rent 07/24
07/2024	(t0000387)	1218bpag	(rent) Tenant Rent	1,036.00	:Rent 07/24
07/2024	(t0011184)	1218bpag	(rent) Tenant Rent	800.00	:Rent 07/24
07/2024	(t0034260)	1218bpag	(rent) Tenant Rent	112.00	:Rent 07/24
07/2024	(t0000536)	1218bpag	(rent) Tenant Rent	212.00	:Rent 07/24
07/2024	(t0009706)	1218bpag	(rent) Tenant Rent	217.00	:Rent 07/24
07/2024	(t0019204)	1218bpag	(rent) Tenant Rent	386.00	:Rent 07/24
07/2024	(t0000340)	1218bpag	(rent) Tenant Rent	131.00	:Rent 07/24
07/2024	(b0022408)	1218bpag	(rent) Tenant Rent	245.00	:Rent 07/24
07/2024	(t0000456)	1218bpag	(rent) Tenant Rent	1,036.00	:Rent 07/24
07/2024	(t0000462)	1218bpag	(rent) Tenant Rent	104.00	:Rent 07/24
07/2024	(t0011506)	1218bpag	(rent) Tenant Rent	132.00	:Rent 07/24
07/2024	(t0000355)	1218bpag	(rent) Tenant Rent	1,036.00	:Rent 07/24
07/2024	(t0000527)	1218bpag	(rent) Tenant Rent	800.00	:Rent 07/24
07/2024	(t0037201)	1218bpag	(rent) Tenant Rent	1,036.00	:Rent 07/24
07/2024	(t0023157)	1218bpag	(rent) Tenant Rent	135.00	:Rent 07/24
07/2024	(t0034650)	1218bpag	(rent) Tenant Rent	887.00	:Rent 07/24
07/2024	(t0000378)	1218bpag	(rent) Tenant Rent	745.00	:Rent 07/24
07/2024	(t0000240)	1218bpag	(rent) Tenant Rent	378.00	:Rent 07/24
07/2024	(t0000399)	1218bpag	(rent) Tenant Rent	1,252.00	:Rent 07/24
07/2024	(t0034258)	1218bpag	(rent) Tenant Rent	346.00	:Rent 07/24

Pagedale Housing Authority (1218bpag)

Tenant Rents

Date = 07/01/2024 - 07/31/2024

Period	Person	Property	Account	Amount	Notes
07/2024	(t0034307)	1218bpag	(rent) Tenant Rent	393.00	:Rent 07/24
07/2024	(t0035185)	1218bpag	(rent) Tenant Rent	7.00	:Rent 07/24
07/2024	(t0035334)	1218bpag	(rent) Tenant Rent	1,252.00	:Rent 07/24
07/2024	(t0000398)	1218bpag	(rent) Tenant Rent	793.00	:Rent 07/24
07/2024	(t0008244)	1218bpag	(rent) Tenant Rent	250.00	:Rent 07/24
07/2024	(b0034258)	1218bpag	(rent) Tenant Rent	280.00	:Rent 07/24
07/2024	(t0000422)	1218bpag	(rent) Tenant Rent	140.00	:Rent 07/24
07/2024	(t0012812)	1218bpag	(rent) Tenant Rent	350.00	:Rent 07/24
07/2024	(t0000410)	1218bpag	(rent) Tenant Rent	205.00	:Rent 07/24
07/2024	(t0000388)	1218bpag	(rent) Tenant Rent	651.00	:Rent 07/24
07/2024	(t0000377)	1218bpag	(rent) Tenant Rent	113.00	:Rent 07/24
07/2024	(t0000383)	1218bpag	(rent) Tenant Rent	1,252.00	:Rent 07/24
07/2024	(t0010574)	1218bpag	(rent) Tenant Rent	880.00	:Rent 07/24
07/2024	(d0033933)	1218bpag	(rent) Tenant Rent	484.00	:Rent 07/24
07/2024	(t0033933)	1218bpag	(rent) Tenant Rent	954.00	:Rent 07/24
07/2024	(t0035506)	1218bpag	(rent) Tenant Rent	656.00	:Rent 07/24
07/2024	(t0019097)	1218bpag	(rent) Tenant Rent	106.00	:Rent 07/24
07/2024	(t0000334)	1218bpag	(rent) Tenant Rent	772.00	:Rent 07/24
07/2024	(t0034470)	1218bpag	(rent) Tenant Rent	279.00	:Rent 07/24
07/2024	(t0000336)	1218bpag	(rent) Tenant Rent	757.00	:Rent 07/24
07/2024	(t0000434)	1218bpag	(rent) Tenant Rent	553.00	:Rent 07/24
07/2024	(t0000518)	1218bpag	(rent) Tenant Rent	157.00	:Rent 07/24
07/2024	(t0034421)	1218bpag	(rent) Tenant Rent	631.00	:Rent 07/24
07/2024	(t0034583)	1218bpag	(rent) Tenant Rent	697.00	:Rent 07/24
07/2024	(t0000238)	1218bpag	(rent) Tenant Rent	65.00	:Rent 07/24
07/2024	(t0028760)	1218bpag	(rent) Tenant Rent	658.00	:Rent 07/24
07/2024	(t0034658)	1218bpag	(rent) Tenant Rent	477.00	:Rent 07/24
07/2024	(t0000435)	1218bpag	(rent) Tenant Rent	320.00	:Rent 07/24
07/2024	(t0000394)	1218bpag	(rent) Tenant Rent	502.00	:Rent 07/24
07/2024	(t0035496)	1218bpag	(rent) Tenant Rent	176.00	:Rent 07/24

Pagedale Housing Authority (1218bpag)

Tenant Rents

Date = 07/01/2024 - 07/31/2024

Period	Person	Property	Account	Amount	Notes
07/2024	(t0000385)	1218bpag	(rent) Tenant Rent	1,252.00	:Rent 07/24
08/2024	(t0035415)	1218bpag	(rent) Tenant Rent	-428.00	:RENT ADJ 07/24
08/2024	(t0035415)	1218bpag	(rent) Tenant Rent	262.00	:Rent 07/24
09/2024	(b0034258)	1218bpag	(rent) Tenant Rent	-280.00	:RENT ADJ 07/24
10/2024	(t0000537)	1218bpag	(rent) Tenant Rent	700.00	:Rent 07/24
				31,620.00	



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Carolyn Riddle, Interim Finance Director

Date: October 15, 2024

Subject: *FY25 Proposed Budget, Resolution No. 1439*

This memo accompanies the proposed FY25 budget and provides a list of budget assumptions and notes.

I. Recommendation

Staff recommend the Board approve FY25 proposed budget as submitted.

II. Budget Assumptions and Notes

- A. The budget assumes unit occupancy of 100%.
- B. Federal program subsidy is based on 2024 operating fund calculation and the 2024 annualized amount received.
- C. The operating subsidy for 2025 is estimated to be around \$318,638.
- D. The capital fund program administration costs of \$25,060 have been included in the budget to cover essential program expenses. Contract and project costs are being tracked separately and are included in a separate capital budget.
- E. Tenant rent is based on 2024 actual amounts with no expected increase.
- F. Salaries expense reflects management staffing plan for the year.
- G. Employee benefits expense is estimated to be about 20% of salaries expense.
- H. Board member conference and training expenses are estimated at \$32,000, which include the NAHRO conference and the NELROD conference.
- I. Contract costs are estimated to increase based on prior years' activity. This will include 10 unit repairs and maintenance uniforms.

- J. Emergency per diem cost for residents displaced due to possible catastrophic or natural disasters is \$2,730.
- K. Payment in Lieu of Taxes (PILOT) expense is based on the current year's calculation of 10% of rental income less utilities expense.
- L. The acquisition of a new fleet of vehicles is estimated to increase auto insurance costs by approximately \$10,000.
- M. Property insurance expense is projected to increase by 30%.
- N. Audit expense is based on an updated contract with a new auditor in 2024.
- O. County Housing fees are expected to remain the same according to HUD guidelines to calculate the fees for service charges, which include the property management fee rate of \$53.07, asset management fee rate of \$10, and bookkeeping fee rate of \$7.50 multiplied by units leased and available.
- P. A positive net operating income of \$13,885 is expected for 2025, but after depreciation expense, the total net income is expected to be (\$60,724).

III. Attachment

- A. FY25 Proposed Budget**

Pagedale Housing Authority
FY25 Proposed Budget

		2024	2024	2025
		Annualized Actual	Annual Budget	2025 Budget
4000-00-120	OPERATING INCOME			
4000-00-130	Income			
4100-00-140	Operating Subsidy			
4100-00-240	HUD PHA Operating Grants/Subsidy	291,193.74	299,801.04	318,638.00
4200-00-240	Capital Fund Grants - Hard Costs	-	-	
4200-00-240	Capital Fund Grants - Soft Costs	-	-	25,060.00
4199-00-940	Total Operating Subsidy	291,193.74	299,801.04	343,698.00
4300-00-140	Tenant Charges			
4300-00-240	Tenant Rent	350,416.67	316,018.20	360,000.00
4325-00-240	Legal Fees - Tenant	-	232.80	-
4335-00-240	Misc. Tenant Income	-	360.00	-
4340-00-240	Repayment Income	2,940.75	-	2,800.00
4390-00-240	Bad Debt-Tenant Rents	(720.00)	(2,322.24)	(700.00)
4399-00-940	Total Tenant Charges	352,637.42	314,288.76	362,100.00
4500-00-140	Other Income			
4500-00-150	Investment Income			
4500-00-250	Investment Income - Unrestricted	422.04	673.32	400.00
4599-00-250	Total Investment Income	422.04	673.32	400.00
4998-00-940	Total Other Income	422.04	673.32	400.00
4999-00-930	Total Income	644,253.20	614,763.12	706,198.00
5000-00-130	EXPENSES			
5000-00-140	Rents and Utility Reimbursements			
5050-00-240	Utility Reimbursement	22,553.33	16,058.16	23,000.00
5999-00-940	Total Rents and Utility Reimbursements	22,553.33	16,058.16	23,000.00
6000-00-140	Salaries			
6000-00-150	Salaries - Administrative			
6000-00-250	Salaries - Administrative	59,723.55	123,920.40	37,000.00
6099-00-950	Total Salaries - Administrative	59,723.55	123,920.40	37,000.00
6200-00-150	Salaries - Maintenance			
6200-00-250	Salaries - Maintenance	40,525.28	48,766.44	118,000.00
6298-00-950	Total Salaries - Maintenance	40,525.28	48,766.44	118,000.00
6299-00-940	Total Salaries	100,248.83	172,686.84	155,000.00
6300-00-140	Benefits and Taxes			
6300-00-150	Employee Benefits - Administrative			
6300-00-250	Insurance - Dental - Administrative	369.09	473.16	380.16
6305-00-250	Insurance - Health - Administrative	7,672.50	12,440.88	7,902.68
6315-00-250	Insurance - STD - Administrative	614.31	837.24	632.74
6320-00-250	Insurance - LTD - Administrative	412.49	565.92	424.86
6325-00-250	Insurance - Life - Administrative	588.53	832.08	606.18
6330-00-250	Insurance - Long-Term - Administrative	-	100.92	-
6335-00-250	Insurance - Vision - Administrative	31.52	43.44	32.46
6350-00-250	Other - Pension - Administrative	5,362.31	6,192.12	5,523.17
6365-00-250	Taxes - FICA - Administrative	4,419.95	6,976.08	4,552.54
6370-00-250	Taxes - Unemployment - Administrative	237.15	763.56	244.26
6399-00-950	Total Employee Benefits - Administrative	19,707.83	29,225.40	20,299.06
6500-00-150	Employee Benefits - Maintenance			
6505-00-250	Insurance - Health - Maintenance	7,996.43	10,544.40	8,236.32
6550-00-250	Other - Pension - Maintenance	2,929.56	585.72	3,017.45
6565-00-250	Taxes - FICA - Maintenance	2,968.14	2,598.12	3,057.18
6570-00-250	Taxes - Unemployment - Maintenance	210.24	366.48	216.55

		2024	2024	2025
		Annualized Actual	Annual Budget	2025 Budget
6598-00-950	Total Employee Benefits - Maintenance	14,104.37	14,094.72	14,527.50
6599-00-940	Total Benefits and Taxes	33,812.19	43,320.12	34,826.56
6700-00-140	Training, Seminars, Conferences			
6710-00-240	Training - Board	5,128.50	27,495.72	32,000.00
6720-00-240	Training - Maintenance	-	-	250.00
6730-00-240	Training - Administration	11,356.22	-	1,000.00
6799-00-940	Total Training, Seminars, Conferences	16,484.72	27,495.72	33,250.00
7000-00-140	Occupancy			
7000-00-150	Utilities			
7005-00-250	Electricity	6.60	-	-
7005-00-250	Electricity-Vacant Units	2,900.51	989.04	3,000.00
7010-00-250	Electricity - Office	-	1,392.36	-
7020-00-250	Gas - Vacant Units	1,797.98	4,216.56	1,800.00
7030-00-250	Sewer	52,024.46	49,328.16	53,000.00
7035-00-250	Sewer - Office	-	114.36	-
7045-00-250	Water - Vacant Units	856.98	324.24	900.00
7050-00-250	Water - Office	-	132.24	-
7099-00-950	Total Utilities	57,586.52	56,496.96	58,700.00
7100-00-150	Materials			
7100-00-250	Maintenance Paper/Supplies	-	670.92	200.00
7105-00-250	Supplies - Appliance	-	1,332.36	2,000.00
7130-00-250	Supplies - Janitorial/Cleaning	469.55	597.60	500.00
7135-00-250	Supplies - Maintenance / Repairs	43,695.81	20,362.80	45,000.00
7140-00-250	Supplies - Plumbing	656.75	69.72	500.00
7199-00-950	Total Materials	44,822.10	23,033.40	48,200.00
7200-00-150	Contract Costs			
7200-00-250	Contract - Trash	22,055.24	24,383.28	22,000.00
7205-00-250	Contract - HVAC	33.38	-	50.00
7220-00-250	Contract - Grounds	11,181.09	-	11,000.00
7225-00-250	Contract - Unit Repair	127,006.62	42,000.00	120,000.00
7230-00-250	Contract - Electrical	13,812.08	580.92	12,000.00
7235-00-250	Contract - Plumbing	6,431.91	1,594.44	6,000.00
7240-00-250	Contract - Pest Control	7,807.68	-	7,000.00
7245-00-250	Contract - Janitorial/Cleaning	600.00	1,153.68	400.00
7255-00-250	Contract - Alarm Monitoring	-	504.00	-
7265-00-250	Contract - Building Repairs	447.00	-	300.00
7265-00-250	Contract - Other Costs	24,000.00	-	16,000.00
7299-00-950	Total Contract Costs	213,374.99	70,216.32	194,750.00
7300-00-150	Tenant Services Expense			
7310-00-250	Other Tenant Services	1,584.75	2,730.00	2,730.00
7310-00-250	Tenant Security Deposits	624.00	-	400.00
7399-00-950	Total Tenant Services Expense	2,208.75	2,730.00	3,130.00
7400-00-150	Other Maintenance Expenses			
7400-00-250	Maintenance Uniforms	-	800.04	1,000.00
7420-00-250	Vehicle Maintenance	3,748.22	6,668.28	3,000.00
7499-00-950	Total Other Maintenance Expenses	3,748.22	7,468.32	4,000.00
7600-00-150	Other Occupancy Expenses			
7630-00-250	Payments in Lieu of Taxes	22,879.77	25,943.04	30,340.00
7640-00-250	Security/Law Enforcement	4,908.11	1,236.36	5,400.00
7699-00-950	Total Other Occupancy Expenses	27,787.88	27,179.40	35,740.00
7999-00-940	Total Occupancy	349,528.44	187,124.40	344,520.00
8000-00-140	Other Admin Expenses			
8000-00-150	Insurance			

		2024	2024	2025
		Annualized Actual	Annual Budget	2025 Budget
8000-00-250	Insurance - Automobile	545.90	479.28	11,000.00
8010-00-250	Insurance - Liability	15,561.02	8,468.64	20,000.00
8020-00-250	Insurance - Property	45,140.03	38,733.96	58,000.00
8030-00-250	Insurance - Worker's Comp	663.36	199.68	600.00
8099-00-950	Total Insurance	61,910.30	47,881.56	89,600.00
8100-00-150	Outside Services			
8110-00-250	Consultants	18,354.44	1,014.12	10,000.00
8199-00-950	Total Outside Services	18,354.44	1,014.12	10,000.00
8200-00-150	Professional Fees			
8200-00-250	Professional Fees - Legal	-	386.40	10,000.00
8200-00-250	Professional Fees - Accounting	811.13	-	500.00
8220-00-250	Professional Fees - Audit	22,909.70	3,300.00	16,000.00
8299-00-950	Total Professional Fees	23,720.82	3,686.40	26,500.00
8300-00-150	Other Fees			
8300-00-250	Bank Fees	1,431.90	1,330.20	1,400.00
8320-10-250	Management Fee - County Housing	43,656.00	50,552.40	44,965.68
8360-00-250	Tenant Screening	97.13	-	100.00
8399-00-950	Total Other Fees	45,185.03	51,882.60	46,465.68
8400-00-150	Telephone and Technology			
8410-00-250	Contract - Answer Service	-	426.72	200.00
8410-00-250	Contract - IT Contracts	665.76	-	500.00
8430-00-250	Internet	441.54	407.04	500.00
8440-00-250	Small Office Equipment	9,802.50	998.16	7,000.00
8450-00-250	Software/License Fees	2,920.20	16,369.32	2,800.00
8460-00-250	Telephone	1,944.44	1,395.60	2,000.00
8499-00-950	Total Telephone and Technology	15,774.44	19,596.84	13,000.00
8500-00-150	Other Administrative Expenses			
8504-00-250	Advertising	1,072.49	4,048.32	800.00
8508-00-250	Copiers/Printers	1,043.85	980.64	1,000.00
8524-00-250	Inspections	1,380.00	555.60	1,350.00
8540-00-250	Meetings	-	465.84	-
8544-00-250	Membership/Publications	68.19	112.32	50.00
8548-00-250	Office Supplies	-	576.36	500.00
8560-00-250	Postage / Delivery	437.13	542.52	450.00
8576-00-250	Travel	3,445.71	333.24	600.00
8580-00-250	Other Misc. Admin Expenses	1,040.94	2,857.80	1,000.00
8599-00-950	Total Other Administrative Expenses	8,488.31	10,472.64	5,750.00
8900-00-150	Internal Charges			
8910-00-250	Asset Mgt Fee Expense	8,505.00	9,720.00	8,505.00
8920-00-250	Bookkeeping Management Fee Expense	6,018.75	7,144.20	6,015.00
8996-00-950	Total Internal Charges	14,523.75	16,864.20	14,520.00
8997-00-940	Total Other Administrative Expenses	187,957.07	151,398.36	101,715.68
8998-00-930	TOTAL EXPENSES	710,584.57	598,083.60	692,312.24
8999-00-920	Operating Income	(66,331.37)	16,679.52	13,885.76
9000-00-120	NON-OPERATING ITEMS			
9000-00-130	Depreciation Expense			
9000-00-230	Depreciation Expense	(72,437.40)	(105,525.96)	(74,610.52)
9099-00-930	Total Depreciation Expense	(72,437.40)	(105,525.96)	(74,610.52)
9997-00-920	TOTAL NON-OPERATING ITEMS	(72,437.40)	(105,525.96)	(74,610.52)
9998-00-910	NET INCOME	(138,768.77)	(88,846.44)	(60,724.76)



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: October 15, 2024

Subject: *Housing Administration Report*

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	99.42	16	16
Accounts Payable Ratio	0.08	4	4
Tenant Accounts Receivable	0.40	0	5
Current Snapshot	Standard Performer	20	25

II. Public Housing Updates

A. Evictions

We are proceeding with the eviction process for any residents who have not set up a payment agreement, have defaulted on their repayment agreement and are ten months or more behind in rent. This applies to seven residents.



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: William Barry, Director of Facilities and Maintenance

Date: October 15, 2024

Subject: *Maintenance Report*

This memo summarizes the monthly maintenance and supply costs for Pagedale public housing from August 1 through September 30, 2024.

I. Maintenance Supply Costs

The following are repair and replacement costs for plumbing, electrical, appliance, carpentry, and air conditioning repair supplies.

August	\$ 5,316
September	\$ 5,962
Total	\$11,278

A. Attachment: List of Work Orders from August – September 2024

II. Contracted Repair Costs

These costs include plumbing services, trash services, pest control, lawn care, rehabbing three units, and siding power washing.

August	\$ 26,470
September	\$ 28,918
Total	\$ 55,388

III. Other Maintenance Cost

This cost covers vehicle fuel and maintenance.

August	\$ 366
September	\$ 0
Total	\$ 366

IV. **Capital Fund Projects**

Completed 2021 CFP Project

- 58 Storage sheds have been replaced

Ongoing 2020 CFP Project

- 23 storage sheds are on order, estimated delivery date of October 15, 2024
- Installation to begin after the delivery

Work Order Detail

Pagedale Housing Authority (1218bpag)

Work Orders active between 08/01/2024 and 09/30/2024

Unit	WO	Priority	WO Category	WO Brief Description	Call Date	Date Completed	Days open	
							Days to Complete	in Period Reported
KI1347	38462	Routine	Electrical	Detector in bedroom is bee	07/22/2024	08/01/2024	10	1
EH7056	38477	Routine	General	Repair faucet on tub.	07/23/2024	08/01/2024	9	1
SC7225	38501	Routine	Appliance	oven not working	07/30/2024	08/01/2024	2	1
SC7234	38502	Routine	Appliance	pilot light in oven not worki	07/30/2024	08/01/2024	2	1
RT6737	38505	Routine	Grounds	Tree branch fell in driveway	07/30/2024	08/02/2024	3	1
WO1319	38511	Routine	Electrical	smoke detector	07/31/2024	08/01/2024	1	1
AR6907	38512	Routine	Electrical	carbo monoxide beeping	08/01/2024	08/01/2024	1	1
WH6514	38515	Routine	HVAC	A/C is not coming on	08/01/2024	08/01/2024	1	1
SU1255	38522	Routine	Appliance	Oven isniot coming on.	08/05/2024	08/09/2024	4	4
SU1255	38524	Routine	Plumbing	Hall toilet backed up	08/05/2024	08/05/2024	1	1
SD1418	38527	Routine	Grounds	Very large branch fell on to	08/05/2024	08/13/2024	8	8
SC7225	38528	Routine	Electrical	new batteries	08/05/2024	08/05/2024	1	1
SC7239	38529	Routine	General	Replace toilet seat.	08/05/2024	08/05/2024	1	1
HH6537	38543	Routine	Electrical	lighth switch	08/08/2024	08/13/2024	5	5
SC7204	38557	Routine	Plumbing	sink	08/12/2024	08/21/2024	9	9
KI1260	38564	Routine	General	Door on medicine cabinet v	08/13/2024	08/21/2024	8	8
KI1260	38565	Routine	Doors	Front screen door closer	08/13/2024	08/21/2024	8	8
PD1625	38568	Routine	General	Toilet tank is cracked	08/13/2024	08/15/2024	2	2
EH7067	38572	Routine	Doors	Repair bedroom door	08/14/2024	08/30/2024	16	16
AR6900	38586	NSPIRE Low			08/20/2024	09/25/2024	36	36
AR6901	38588	NSPIRE Mode			08/20/2024	09/25/2024	36	36
EC1469	38610	Routine	Electrical	Sensor light in back is out.	08/27/2024	08/30/2024	3	3
AR6905	38629	Routine	HVAC	NO HOT WATER	08/29/2024	08/30/2024	1	1
AR6909	38647	Routine	Walls-Ceilings	Mold in bathroom	09/09/2024	09/25/2024	16	16
AR6909	38648	Routine	Doors	Please replace all doors in f	09/09/2024	09/18/2024	9	9
AR6909	38649	Routine	General	Vanity cracked	09/09/2024	09/20/2024	11	11
AR6909	38650	Routine	Appliance	Needing a new refrigerator.	09/09/2024	09/26/2024	17	17
AR6909	38651	Routine	General	Replace kitchen cabinets	09/09/2024	09/18/2024	9	9
KI1350	38652	Routine	General	Closet 1st bedroom	09/09/2024	09/24/2024	15	15
KI1350	38653	Routine	Doors	Front screen door closer is	09/09/2024	09/11/2024	2	2
WH6514	38658	Routine	HVAC	No heat	09/10/2024	09/11/2024	1	1
WH6514	38659	Routine	Plumbing	Basement drain backed up	09/10/2024	09/11/2024	1	1
AR6911	38662	Routine	Doors	Front screen door is hard to	09/10/2024	09/11/2024	1	1
SC7231	38669	Routine	Grounds	broken tree limb	09/11/2024	09/11/2024	1	1
SC7231	38670	Routine	Plumbing	broken toilet seat	09/11/2024	09/11/2024	1	1
WH6514	38672	Routine	Plumbing	broken outside faucet	09/11/2024	09/26/2024	15	15
SF6740	38673	Routine	Plumbing	Water running in bathtub.	09/12/2024	09/13/2024	1	1
SF6740	38674	Routine	Appliance	Refrigerator is making a lou	09/12/2024	09/18/2024	6	6
SF6740	38675	Routine	Doors	Door to bathroom and bedr	09/12/2024	09/13/2024	1	1
SF6740	38676	Routine	Flooring-Steps	Back porch/steps	09/12/2024	09/12/2024	18	18
AR6907	38691	Routine	General	Replace vanity faucet.	09/16/2024	09/25/2024	9	9
SC7230	38694	Routine	Plumbing	shower not working	09/17/2024	09/17/2024	1	1
SC7212	38703	Routine	Plumbing	Toilet is running/hugh wate	09/17/2024	09/20/2024	3	3
SC7212	38704	Routine	Electrical	Light in back of house is ou	09/17/2024	09/20/2024	3	3
AR6923	38718	Routine	Plumbing	leaking behind the toilet tar	09/19/2024	09/25/2024	6	6
FE1522	38722	Routine	Plumbing	toilet stopped up	09/20/2024	09/20/2024	1	1
FE1524	38724	Routine	Appliance	Smelling gas when she turn	09/20/2024	09/24/2024	4	4
EH7067	38725	Routine	Plumbing	sink	09/23/2024	09/26/2024	3	3
PC1268	38728	Routine	Electrical	Outlet for the refrigerator is	09/23/2024	09/24/2024	1	1
PC1268	38729	Routine	Plumbing	Still having a problem with	09/23/2024	09/25/2024	2	2
RT6737	38731	Routine	Building Exterior	no mail box	09/23/2024	09/25/2024	2	2
SC7230	38735	Routine	Grounds	Very large branch has faller	09/24/2024	09/25/2024	1	1
FE1524	38746	Routine	Electrical	Light out in the back of hou	09/24/2024	09/25/2024	1	1
AR6904	38773	Routine	HVAC	A/C is not cooling	09/30/2024		1	1

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Total number of work orders:	54
Average completion days:	5.74
Average completion days for reporting period 2 years prior:	1.00
Reduction in average completion days over the past three years:	-4.74



MEMORANDUM

To: Pagedale Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Jennifer Wiegert, Director of Communications and Partnerships

Date: October 15, 2024

Subject: *Communications and Partnerships Update*

I am honored to have recently joined County Housing as the Director of Communications & Partnerships. In this role, I am committed to enhancing our communication efforts, building stronger connections with our residents, stakeholders, and community partners, and ensuring that our messaging aligns with the organization's mission and goals.

I. External Communications

A. Development of Resident Newsletter

One of my first priorities when I came on board was to create resident-focused newsletters. These publications will serve as a vital tool for keeping residents informed about important updates, upcoming events, and resources available to them.

B. Partnerships Update

We are making significant progress in formalizing partnership agreements with several key organizations that will provide valuable resources and support for our residents. Below is the status of each new partnership:

- **Saint Louis County Department of Public Health:** The partnership agreement with the County Health Department is in its final stages.

- **Rx Outreach:** Discussions with Rx Outreach have been very positive, and we are close to finalizing an agreement that will offer affordable prescription medication to our residents.

- **Urban League of Metropolitan St. Louis:** We have an updated MOU in hand, and both sides agree on the scope of services to be provided, including job training and community support programs.

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- **St. Louis Area Food Bank:** The St. Louis Area Food Bank partnership is progressing well. We have aligned on providing regular food distributions to our communities, and we are working through the final details of the agreement.

C. Transition of Projects from Bailey & Co.

I have been working with Bailey & Co. to review and transition ongoing communications projects from the public relations firm that has been assisting us.