



Board of Commissioners Meeting
Tuesday, October 14, 2025, 12 pm
Pagedale City Hall
1420 Ferguson Avenue
Pagedale, Missouri 63133

AGENDA

Item	Individual	Action
1. Call to Order	Chair	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Reading of the Mission Statement	Chair	Informational
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.		
4. Approval of Minutes Regular Meeting August 12, 2025	Chair	Motion, 2 nd , Vote
5. Public Comments	Chair	Informational
6. Reports of Commissioners	Chair	Informational
7. Executive Director’s Report	Shannon Koenig	Informational
8. Reports of Officers and Employees		
A. Financial Reports Month ending August 31, 2025	Benjamin Washington	Motion, 2 nd , Vote
B. Pagedale Public Housing Write Offs Q3 Resolution No. 1453	Benjamin Washington	Motion, 2 nd , Vote
C. Pagedale Housing Authority FY 2026 Budget, Resolution No. 1452	Benjamin Washington	Motion, 2 nd , Vote
D. Public Housing Performance Report	Kawanna Tate	Informational
9. Unfinished Business	Chair	Informational
10. New Business	Chair	Informational
11. Executive Session	Chair	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.		
12. Announcements Next Meeting December 9, 2025	Chair	Informational
13. Adjournment	Chair	Motion, 2 nd , Vote

**PAGEDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, AUGUST 12, 2025
MEETING MINUTES**

ATTENDANCE:

COMMISSIONERS:

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

STAFF:

Terri Acoff-States, Executive Assistant
Benjamin Washington, Chief Financial Officer
William Barry, Director of Inspections, Quality Control, and
Capital Programs
Kawanna Tate, Director, Housing Administration
Joyce Agboola, Property Manager

PUBLIC:

Gloria Williams, Alderwoman, Ward 3
Vanessa Thomas, Resident

PUBLIC HEARING:

The board meeting opened with a public hearing on the Annual PHA Plan for 2026 and the Capital Funds Action Plan for 2030. 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.

Reading of the Mission Statement:

Chair Mosby recited the mission statement for the board.

Approval of Minutes of Regular Board Meeting Tuesday, June 10, 2025:

Chair Mosby asked for a motion to approve the minutes of the regular board meeting held Tuesday, June 10, 2025. Vice Chair Edwards motioned for approval; Commissioner Smith seconded the motion. Upon roll call, “Ayes” and “Nays” were as follows:

AYES

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

NAYS

None

The Chair declared the motion passed.

PUBLIC COMMENTS:

Ms. Thomas greeted the Board and expressed her appreciation for the opportunity to speak regarding the moving assistance provided to residents of Pagedale public housing who are being relocated to comply with occupancy standards. She acknowledged that the \$1,000 moving assistance is helpful and sincerely appreciated by residents. However, she noted that the total moving cost being charged by the moving company is between \$1,200 and \$1,600, leaving a \$200 to \$600 gap that residents are unable to afford.

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Ms. Thomas respectfully requested that, if the Board is unable to cover the full cost, the \$1,000 be given directly to residents so they may use the funds as they see fit to manage their moving expenses.

Following discussion, the Board agreed to vote to amend the previous amount authorized for moving assistance cost. The flat rate of \$1,000 will be replaced with a tiered structure based on unit size. Residents relocating from a 3-bedroom unit will be eligible for a one-time moving expense not to exceed \$1,600, and those relocating from a 2-bedroom unit will be eligible for a one-time moving expense not to exceed \$1,250. Payments will be made directly to the moving company.

REPORTS OF COMMISSIONERS:

Consideration of Amending Relocation Moving Assistance for Pagedale Public Housing Residents:

Chair Mosby requested a motion to approve amending the previously committed total of \$20,000 for moving assistance to include an additional \$8,850. This increase is intended to cover approximately 20 additional moves between August 2025 and May 2026.

After discussion, Commissioner Mosby motioned to approve amending relocation moving assistance for Pagedale public housing residents, which motion was seconded by Commissioner Smith. Upon roll call the “Ayes” and “Nays” were as follows:

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

The Chair declared the motion passed.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Acoff-States greeted the Board and thanked them for attending the meeting.

Ms. Acoff-States informed the Board that Executive Director Shannon Koenig was unable to attend the meeting but had submitted her written report in advance.

Ms. Acoff-States noted that she would relay any questions or concerns from the Board to Ms. Koenig.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports:

Mr. Washington reviewed the Financial Reports for the period ending June 30, 2025. Chair Mosby asked for a motion to approve the June 30, 2025 Financial Reports as read and discussed. Commissioner Mosby motioned for approval, which motion was seconded by Vice Chair Edwards. Upon roll call, “Ayes” and “Nays” were as follows:

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

The Chair declared the motion passed.

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B. Public Housing Performance Report:

Ms. Tate reviewed public housing activities within the framework of the Public Housing Assessment System. She presented an overview of the physical, management, and financial assessment subsystems along with the progress of the Capital Fund Program.

C. Annual PHA Plan (2026) and Certification of Compliance:

Ms. Tate presented the board with the 2026 Annual PHA Plan. She stated the 2026 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. Tate stated County Housing’s 2026 Annual PHA Plan describes the updates made to the organization’s policies and planned activities for the upcoming fiscal year.

After discussion, Chair Mosby asked for a motion to approve the Housing Authority of St. Louis County’s 2026 Annual PHA Plan. Commissioner Mosby motioned for approval, Commissioner Smith seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

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

The Chair declared the motion passed.

D. Capital Funds Action Plan (2030):

Mr. Barry presented the board with the Capital Funds Action Plan for 2030. 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, Chair Mosby asked for a motion to approve the Capital Funds Action Plan for 2030. Commissioner Smith motioned for approval; Vice Chair Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

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

The Chairman declared the motion passed.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

No new business was discussed.

**PAGEDALE HOUSING AUTHORITY
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MEETING MINUTES**

EXECUTIVE SESSION:

An Executive Session was not held.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, December 9, 2025.

ADJOURNMENT OF MEETING:

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

AYES

E. Edwards
L. Mosby
R. Smith

NAYS

None

The Vice Chair declared the motion passed.

Chair

Secretary

Date



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: October 14, 2025

Subject: *Executive Director's Report*

This report provides an update on various Pagedale Housing activities.

I. Federal Government Updates

As of this writing, the federal government is currently shutdown. NAHRO has heard from HUD that PHAs should be largely unaffected, at least initially. Funds for the Public Housing Operating Fund have been obligated through November 2025, and Housing Assistance Payments and Administrative Fee payments for the HCV program have been loaded for October and two weeks of November. While the expectation is that this will be a relatively short shutdown, the current climate in Washington is uncertain.

Proposed appropriations for FY26 remain unchanged. In FY26, the Public Housing Operating Fund could see a reduction up to about 11%, while the Public Housing Capital Fund could see a reduction up to about 29%.

II. Third Quarter Agency Performance Report Results

The Agency Performance Report for 2025 has been updated to reflect third quarter progress on updated key results. Staff continue to make progress meeting the core objectives.

III. Attachments

Q3 Agency Performance Report

Agency Performance Report

Third Quarter, 2025

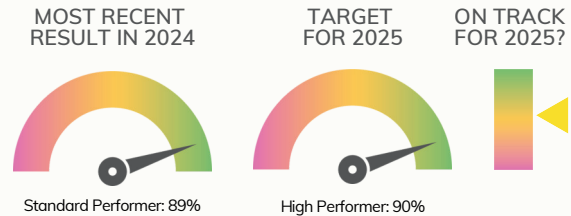
What HUD measures

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 County Housing measures

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

Results	Q1	Q2	Q3	Q4
Attain zero findings in finance/single audits				

Objective 2: Foster a customer-centered culture.

Results	Q1	Q2	Q3	Q4
Increase customer satisfaction				
Dedicate staff to customer outreach and resident engagement				
Implement quarterly feedback loops for residents				

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

Results	Q1	Q2	Q3	Q4
Communicate programming opportunities				
Enhance partnerships with local organizations				
Engage in community initiatives that promote housing stability and affordability				



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: October 14, 2025

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending August 31, 2025, financial reports.

I. Recommendation

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

II. Highlights

A. Revenue

The total YTD actual operating revenue of \$660,198 exceeded the total YTD budget revenue of \$608,204, resulting in a favorable variance of \$51,994 or 9%.

- Variances in the Total Operating Subsidy and Capital Funds Grants were attributable to timing differences in the drawdowns.
- Tenant Charges had an unfavorable budget variance of \$26,936 due to vacancies in seven (7) of the eighty-one (81) total units and fourteen (14) units had tenant rents of \$0 for the month.

B. Expenses

Total YTD actual operating expense of \$546,270 exceeded the total YTD budget expense of \$532,822, resulting in an unfavorable variance of \$13,449 or 3%.

- Total YTD Occupancy expense resulted in an unfavorable budget variance of \$21,312 primarily due to timing differences in utilities, materials, and contracted costs unit repairs.
- Total YTD Other General expenses resulted in a favorable budget variance of \$22,563 primarily due to timing differences in outside services and professional fees.

C. Net Income

The total operating net income is \$113,928 before depreciation of \$55,190, resulting in a bottom-line net income of \$58,738.

D. Cash

As of August 31, 2025, the adjusted cash balance in the operating bank account was \$634,537. There was \$23,433 of operating subsidy received. Tenant rental income for the month was \$19,638, and operating expenses payments made were \$53,054.

III. Attachments

- A.** Budgeted Income Statement
- B.** Cash Report
- C.** Tenant Rent

Pagedale Housing Authority
Budgeted Income Statement
As of August 31, 2025

					Pagedale HA			
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	181,662	212,425	(30,764)		23,433	26,553	(3,121)	
Capital Fund Grants	263,784	154,112	109,672		-	19,264	(19,264)	
Total Tenant Charges	214,464	241,400	(26,936)		23,623	30,175	(6,552)	
Total Investment Income	288	267	22		49	33	16	
Total Income	660,198	608,204	51,994	9%	47,105	76,026	(28,921)	-38%
Total Rents and Utility Reimbursements	9,293	15,333	(6,040)		535	1,917	(1,382)	
Total Salaries	100,655	103,333	(2,679)		8,933	12,917	(3,984)	
Total Benefits and Taxes	35,052	23,218	11,834		3,314	2,902	411	
Total Training, Seminars, Conferences	18,684	7,100	11,584		-	887	(887)	
Total Admin	163,684	148,984	14,700	10%	12,782	18,623	(5,841)	-31%
Total Utilities	46,269	39,133	7,136		1,174	4,892	(3,718)	
Total Materials	38,699	32,133	6,565		4,004	4,017	(12)	
Total Contract Costs	137,929	129,833	8,096		1,805	16,229	(14,424)	
Total Tenant Services Expense	2,798	2,087	711		-	261	(261)	
Total Other Maintenance Expenses	3,916	2,667	1,250		90	333	(243)	
Total Other Occupancy Expenses	21,302	23,827	(2,525)		2,586	2,978	(393)	
Total Occupancy Expense	250,992	229,680	21,312	9%	9,659	28,710	(19,051)	-66%
Total Insurance	60,533	59,733	800		7,569	7,467	102	
Total Outside Services	8,041	24,000	(15,959)		-	3,000	(3,000)	
Total Professional Fees	7,025	17,667	(10,641)		1,488	2,208	(721)	
Total Other Fees	33,885	30,977	2,908		4,090	3,872	217	
Total Telephone and Technology	6,168	8,667	(2,498)		331	1,083	(753)	
Total Other Administrative Expenses	5,158	3,433	1,725		1,309	429	880	
Total Internal Charges	10,783	9,680	1,103		1,330	1,210	120	
Total Other General	131,594	154,157	(22,563)	-15%	16,116	19,270	(3,154)	-16%
Total Expenses	546,270	532,822	13,449	3%	38,557	66,603	(28,046)	-42%
Total Net Operating Income	113,928	75,382	38,546		8,548	9,423	(875)	
NON-OPERATING ITEMS								
Total Depreciation Expense	(55,190)	(49,740)	(5,450)		(6,899)	(6,218)	(681)	
Total Non- Operating Items	(55,190)	(49,740)	(5,450)		(6,899)	(6,218)	(681)	
Net Income (Loss)	58,738	25,642	33,096		1,649	3,205	(1,556)	

Pagedale Housing Authority
Cash Report
August 2025

BEGINNING BANK CASH BALANCE 8/1/2025	\$	644,484
ADD:		
Tenant Rent	\$	19,638
Security Deposits	\$	-
FSS Deposits	\$	-
Capital Fund	\$	-
Operating Subsidy	\$	23,433
Interest	\$	49
Transfer	\$	-
Other Revenue	\$	-
TOTAL DEPOSITS	\$	43,119
LESS:		
Other Transfers	\$	(30,438)
Manual Checks	\$	-
Checks	\$	(14,649)
NSF	\$	-
Withdraws/Other Deductions	\$	(7,967)
Operating Subsidy Out		
TOTAL PAYMENTS	\$	(53,054)
ENDING BANK BALANCE 8/31/2025	\$	634,549
Ending Bank Balance 8/31/2025	\$	634,549
Outstanding Checks	\$	(1,538)
ACH in Transit	\$	1,573
Other Items	\$	(48)
Adjusted Book Balance 8/31/2025	\$	634,537
Unrestricted Cash	\$	608,612
Security Deposit Cash	\$	25,925
	\$	634,537

Public Housing Rent Roll

Property: Pagedale Housing Authority

As Of Date: 08/31/2025

Property Code	Unit Code	Tenant Code	Tenant Rent
1218bpag[Public Housing]	KI1350	t0011460	0
	SF6707	b0022408	245
	JU6523	t0000336	757
	EC1473	t0000334	772
	SC7209	t0008244	250
	SC7226	t0034563	0
	EH7076	t0035496	176
	SC7225	t0009706	217
	SC7213	t0011184	800
	AR6923	t0018997	0
	EH7072	t0034159	675
	HH6537	t0000518	157
	EH7060	t0015506	747
	RT6737	t0034421	631
	SC7234	t0000462	104
	EH7056	t0011506	309
	HH6547	t0034583	697
	H65172	t0033690	800
	AR6907	t0000527	800
	SC7201	t0028760	464
	WH6514	t0015477	0
	AR6904	t0034650	887
	KI1205	t0000410	205
	EC1461	t0035185	7
	SU1255	t0034258	346
	MI1345	t0000398	793
	PC1268	t0000394	502
	SC7230	t0035536	147
	EH1547	t0034140	168
	SC7204	t0000392	472
	RN7001	t0035334	1,252
	AR6912	b0019097	106
	EC1469	t0000399	1,252
	SC7238	t0035338	0
	RT6716	t0034260	0
	SC7208	b0035270	130
	KI1260	t0000434	461
	AR6921	t0035506	656
	MI1331	t0000355	1,036
	SF6740	b0035397	0
	AR6919	b0000435	320
	AR6911	t0000412	113
	PD1625	t0034307	393
	RT6720	t0034189	0
	GD7350	t0000422	140
	FE1522	t0033933	721
	SD1418	b0012771	0
	EC7072	t0000078	0
	SC7231	t0021073	212
	AR6915	t0023157	135

Property Code	Unit Code	Tenant Code	Tenant Rent
	SD1524	t0054564	0
	AR6918	t0034470	279
	WO1319	t0000377	113
	HH6529	t0012290	367
	AR6901	t0033887	105
	AR6905	t0000340	131
	KI1347	t0000388	651
	AR6909	t0000387	1,036
	PC1273	t0000386	0
	SC7239	t0000385	1,252
	PC1282	t0019204	386
	SC7212	t0000456	1,036
	AR6913	t0000382	1,252
	MI1325	t0000383	1,252
	SD1530	t0021647	0
	FE1524	t0000240	378
	AR6917	t0010574	880
	HH6525	t0000238	65
	WH6509	b0037201	1,036
	SC7205	t0000378	745
	EH7067	t0034658	477
	SC7235	t0000536	212
	NX1519	t0012812	350
	AR6900	t0000537	0
			31,058



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: October 14, 2025

Subject: *Resolution No. 1453, Write-Offs of Uncollectable Rents*

Attached are the write-offs for uncollectable rents for the quarter ending September 30, 2025.

I. Recommendation

Staff recommend the Board approve Pagedale Public Housing write-offs for the third quarter of 2025.

RESOLUTION NO. 1453

AUTHORIZING QUARTERLY WRITE-OFF OF UNCOLLECTABLE RENTS

October 14, 2025

WHEREAS, the Executive Director and CEO has reported that continued unsuccessful attempts have been made to collect delinquent payments from former tenant(s) of the Pagedale Housing Authority; and

WHEREAS, it has been determined by the Board of Commissioners that after unsuccessful efforts to collect the delinquent payments from said former tenant, said payments in the total amount of \$28,248.50 are uncollectable and should be written off the books of the Authority.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Pagedale, that the following payments are uncollectable and should be written off the books of said Authority.

<u>Project</u>	<u>Tenant's Code</u>	<u>Balance Due</u>
MO-218	t0000456	\$24,283.50
	t0034563	\$3,965.00

Total: \$28,248.50

Chair

Secretary

Date



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: October 14, 2025

Subject: *FY 2026 Proposed Budget, Resolution No. 1452*

This memo accompanies the proposed FY 2026 budget and provides a list of budget assumptions and notes.

I. Recommendation

Staff recommend the Board approve the FY 2026 Proposed Budget as submitted.

II. Budget Assumptions and Notes

- A. The budget assumes unit occupancy of 95%.
- B. Federal program operating subsidy is based on FY 2025 operating fund calculation and the FY 2025 annualized amount received, adjusted for a potential 11% funding reduction. The FY 2026 estimate is \$273,941, reduced by an 11% anticipated funding reduction to \$243,807.
- C. The capital fund program administration costs of \$231,491 have been included in the budget to cover capital improvement projects and operations. It is believed the capital funds will be reduced by 15% to \$196,767.
- D. Tenant rent is budgeted at \$407,883 based on 74 paid units and 7 \$0 rent units accounting for the 81 total units. A 3% rent increase was applied, and we anticipate a 5% vacancy loss.
- E. Salaries expense reflects Management's allocated staffing plan for FY 2026.
- F. Employer-paid Benefits and Taxes are estimated to be approximately 35% of salary expenses.
- G. Board training expenses are estimated at \$28,000.

- H. Employee training and development expenses are estimated at \$1,120.
- I. Material costs are estimated at \$45,000 based on anticipated unit repairs and occupancy alignment expenses.
- J. Contract costs are estimated at \$148,762 based on anticipated unit repairs and HVAC expenses.
- K. Emergency per diem cost for displaced residents in the event of unforeseen catastrophic or natural disasters is estimated at \$3,000.
- L. Payment in Lieu of Taxes (PILOT) expense is based on the current year's calculation of 10% of rental income less utilities expense is estimated at \$25,000.
- M. A new fleet of vehicles was placed in service in FY 2025 and will increase the auto insurance in FY 2026 by an estimated 30%.
- N. Property insurance expense is projected to increase by 30%.
- O. Audit expense is based on contractual pricing with the audit firm for FY 2026.
- P. County Housing's rates will remain the same according to HUD guidelines to calculate the fees for service charges, which include the property management fee rate of \$59.04, asset management fee rate of \$10, and bookkeeping fee rate of \$7.50 multiplied by units leased and available.
- Q. The net operating income is \$74,140 before depreciation of \$82,000, resulting in a net loss of \$7,860.

III. Attachment

A. FY 2026 Proposed Budget

**Pagedale Housing Authority
FY 2026 Operating Budget**

Budget #2

		FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
4000-00-110	REVENUE & EXPENSES			
4000-00-120	OPERATING INCOME			
4000-00-130	Income			
4100-00-140	Operating Subsidy			
4100-00-240	HUD PHA Operating Grants/Subsidy	\$ 271,250	\$ 318,638	\$ 243,807
4199-00-940	Total Operating Subsidy	\$ 271,250	\$ 318,638	\$ 243,807
4200-00-140	Capital Grants			
4200-00-240	Capital Fund Grants	\$ 17,143	\$ 25,060	\$ 157,414
4210-00-240	Capital Fund Grants-Soft Costs	\$ 231,491		\$ 39,353
4299-00-940	Total Capital Grants	\$ 248,634	\$ 25,060	\$ 196,767
4300-00-140	Tenant Charges			
4300-00-240	Tenant Rent	\$ 353,744	\$ 360,000	\$ 407,883
4335-00-240	Maintenance- Materials	\$ (446)		
4340-00-240	Misc. Tenant Income	\$ -	\$ 2,800	
4350-00-240	Repayment Income	\$ (1,432)		
4390-00-240	Bad Debt-Tenant Rents	\$ (24,709)	\$ (700)	
4399-00-940	Total Tenant Charges	\$ 327,157	\$ 362,100	\$ 407,883
4500-00-140	Other Income			
4500-00-150	Investment Income			
4500-00-250	Investment Income - Unrestricted	\$ 410	\$ 400	\$ 400
4599-00-250	Total Investment Income	\$ 410	\$ 400	\$ 400
4998-00-940	Total Other Income	\$ 410	\$ 400	\$ 400
4999-00-930	Total Income	\$ 847,450	\$ 706,198	\$ 848,857
5000-00-130	EXPENSES			
5000-00-140	Rents and Utility Reimbursements			
5050-00-240	Utility Reimbursement	\$ 15,014	\$ 23,000	\$ 18,014
5999-00-940	Total Rents and Utility Reimbursements	\$ 15,014	\$ 23,000	\$ 18,014
6000-00-140	Salaries			
6000-00-150	Salaries - Administrative			
6000-00-250	Salaries - Administrative	\$ 105,372	\$ 37,000	\$ 59,730
6099-00-950	Total Salaries - Administrative	\$ 105,372	\$ 37,000	\$ 59,730
6200-00-150	Salaries - Maintenance			
6200-00-250	Salaries - Maintenance	\$ 51,865	\$ 118,000	\$ 78,121
6298-00-950	Total Salaries - Maintenance	\$ 51,865	\$ 118,000	\$ 78,121
6299-00-940	Total Salaries	\$ 157,237	\$ 155,000	\$ 137,851

**Pagedale Housing Authority
FY 2026 Operating Budget**

Budget #2

		FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
6300-00-140	Benefits and Taxes			
6300-00-150	Employee Benefits - Administrative			
6300-00-250	Insurance - Dental - Administrative	\$ 627	\$ 380	\$ 550
6305-00-250	Insurance - Health - Administrative	\$ 14,039	\$ 7,903	\$ 12,308
6315-00-250	Insurance - STD - Administrative	\$ 753	\$ 633	\$ 660
6320-00-250	Insurance - LTD - Administrative	\$ 505	\$ 425	\$ 442
6325-00-250	Insurance - Life - Administrative	\$ 719	\$ 606	\$ 630
6335-00-250	Insurance - Vision - Administrative	\$ 57	\$ 32	\$ 50
6350-00-250	Other - Pension - Administrative	\$ 7,806	\$ 5,523	\$ 6,843
6365-00-250	Taxes - FICA - Administrative	\$ 8,819	\$ 4,553	\$ 7,731
6370-00-250	Taxes - Unemployment - Administrative	\$ 444	\$ 244	\$ 389
6399-00-950	Total Employee Benefits - Administrative	\$ 33,766	\$ 20,299	\$ 29,603
6500-00-150	Employee Benefits - Maintenance			
6500-00-250	Insurance - Dental - Maintenance	\$ 428		\$ 375
6505-00-250	Insurance - Health - Maintenance	\$ 11,446	\$ 8,236	\$ 10,035
6535-00-250	Insurance - Vision - Maintenance	\$ 34		\$ 30
6550-00-250	Other - Pension - Maintenance	\$ 4,804	\$ 3,017	\$ 4,212
6565-00-250	Taxes - FICA - Maintenance	\$ 3,719	\$ 3,057	\$ 3,261
6570-00-250	Taxes - Unemployment - Maintenance	\$ 212	\$ 217	\$ 185
6598-00-950	Total Employee Benefits - Maintenance	\$ 20,643	\$ 14,528	\$ 18,098
6599-00-940	Total Benefits and Taxes	\$ 54,409	\$ 34,827	\$ 47,701
6700-00-140	Training, Seminars, Conferences			
6710-00-240	Training - Board	\$ 27,921	\$ 32,000	\$ 28,000
6720-00-240	Training - Administration	\$ 4,109	\$ 250	\$ 1,120
6730-00-240	Training - Maintenance	\$ -	\$ 1,000	
6799-00-940	Total Training, Seminars, Conferences	\$ 32,030	\$ 33,250	\$ 29,120
7000-00-140	Occupancy			
7000-00-150	Utilities			
7005-00-250	Electricity-Vacant Units	\$ 3,060	\$ 3,000	\$ 3,573
7020-00-250	Gas - Vacant Units	\$ 7,565	\$ 1,800	
7030-00-250	Sewer	\$ 65,981	\$ 53,000	\$ 65,000
7035-00-250	Sewer - Office	\$ 25		
7045-00-250	Water - Vacant Units	\$ 675	\$ 900	
7099-00-950	Total Utilities	\$ 77,307	\$ 58,700	\$ 68,573
7100-00-150	Materials			
7100-00-250	Maintenance Paper/Supplies	\$ -	\$ 200	
7105-00-250	Supplies - Appliance	\$ 7,625	\$ 2,000	
7130-00-250	Supplies - Janitorial/Cleaning	\$ 225	\$ 500	
7135-00-250	Supplies - Maintenance / Repairs	\$ 44,291	\$ 45,000	\$ 45,000

**Pagedale Housing Authority
FY 2026 Operating Budget**

Budget #2

		FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
7140-00-250	Supplies - Plumbing	\$ -	\$ 500	
7145-00-250	Tools and Equipment	\$ 7,335		
7199-00-950	Total Materials	\$ 59,477	\$ 48,200	\$ 45,000
7200-00-150	Contract Costs			
7200-00-250	Contract - Trash	\$ 35,598	\$ 22,000	\$ 41,000
7205-00-250	Contract - HVAC	\$ 19,275	\$ 50	
7210-00-250	Contract - Snow Removal	\$ 1,691		\$ 1,400
7215-00-250	Contract - Elevator Monitoring			\$ 160
7220-00-250	Contract - Grounds	\$ 10,799	\$ 11,000	\$ 11,440
7225-00-250	Contract - Unit Repair	\$ 109,474	\$ 120,000	\$ 80,000
7230-00-250	Contract - Electrical	\$ 1,038	\$ 12,000	
7235-00-250	Contract - Plumbing	\$ 12,874	\$ 6,000	\$ 14,162
7240-00-250	Contract - Pest Control	\$ 8,618	\$ 7,000	
7245-00-250	Contract - Janitorial/Cleaning	\$ -	\$ 400	\$ 400
7255-00-250	Contract - Alarm Monitoring	\$ 62		
7265-00-250	Contract - Building Repairs	\$ 1,111	\$ 300	
7270-00-250	Contract - Carpet Cleaning			\$ 200
7290-00-250	Contract - Other Costs	\$ 32,815	\$ 16,000	
7299-00-950	Total Contract Costs	\$ 233,356	\$ 194,750	\$ 148,762
7300-00-150	Tenant Services Expense			
7310-00-250	Other Tenant Services	\$ 4,796	\$ 2,730	\$ 3,000
7385-00-250	Tenant Security Deposits	\$ -	\$ 400	
7399-00-950	Total Tenant Services Expense	\$ 4,796	\$ 3,130	\$ 3,000
7400-00-150	Other Maintenance Expenses			
7400-00-250	Maintenance Uniforms	\$ -	\$ 1,000	
7410-00-250	Maintenance Personnel Mileage	\$ 1,871		
7420-00-250	Vehicle Maintenance	\$ 4,689	\$ 3,000	\$ 500
7499-00-950	Total Other Maintenance Expenses	\$ 6,559	\$ 4,000	\$ 500
7500-00-150	Outside Services			
7520-00-250	Maintenance - Temporary Labor	\$ 135		
7599-00-950	Total Outside Services	\$ 135	\$ -	\$ -
7600-00-150	Other Occupancy Expenses			
7630-00-250	Payments in Lieu of Taxes	\$ 26,142	\$ 30,340	\$ 25,000
7640-00-250	Security/Law Enforcement	\$ 5,942	\$ 5,400	\$ 4,968
7699-00-950	Total Other Occupancy Expenses	\$ 32,084	\$ 35,740	\$ 29,968
7999-00-940	Total Occupancy	\$ 413,714	\$ 344,520	\$ 295,803

**Pagedale Housing Authority
FY 2026 Operating Budget**

Budget #2

		FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
8000-00-140	Other Admin Expenses			
8000-00-150	Insurance			
8000-00-250	Insurance - Automobile	\$ 729	\$ 11,000	\$ 948
8010-00-250	Insurance - Liability	\$ 12,880	\$ 20,000	\$ 16,744
8020-00-250	Insurance - Property	\$ 75,006	\$ 58,000	\$ 97,508
8030-00-250	Insurance - Worker's Comp	\$ 2,181	\$ 600	\$ 2,836
8099-00-950	Total Insurance	\$ 90,796	\$ 89,600	\$ 118,035
8100-00-150	Outside Services			
8100-00-250	Consultants & Service Providers	\$ 4,555	\$ 10,000	\$ 10,770
8110-00-250	Temporary Administrative Labor	\$ 9,229		\$ 1,000
8199-00-950	Total Outside Services	\$ 13,784	\$ 10,000	\$ 11,770
8200-00-150	Professional Fees			
8200-00-250	Professional Fees - Legal	\$ 3,369	\$ 10,000	\$ 5,240
8210-00-250	Professional Fees - Accounting	\$ 6,124	\$ 500	\$ 9,000
8220-00-250	Professional Fees - Audit	\$ -	\$ 16,000	
8299-00-950	Total Professional Fees	\$ 9,493	\$ 26,500	\$ 14,240
8300-00-150	Other Fees			
8300-00-250	Bank Fees	\$ 1,496	\$ 1,400	\$ 750
8320-10-250	Management Fee - HASLC	\$ 49,527	\$ 44,966	\$ 54,518
8340-00-250	Late Fees	\$ 33		
8370-00-250	Miscellaneous Fees			\$ 24
8360-00-250	Tenant Screening	\$ 22	\$ 100	
8399-00-950	Total Other Fees	\$ 51,078	\$ 46,466	\$ 55,292
8400-00-150	Telephone and Technology			
8400-00-250	Computer Parts			\$ 3,080
8410-00-250	Contract - Answer Service	\$ 604	\$ 200	\$ 780
8420-00-250	Contract - IT Contracts	\$ 3,886	\$ 500	\$ 5,080
8430-00-250	Internet	\$ 455	\$ 500	\$ 920
8440-00-250	Small Office Equipment	\$ 68	\$ 7,000	\$ 452
8450-00-250	Software/License Fees	\$ 3,569	\$ 2,800	\$ 11,688
8460-00-250	Telephone	\$ 1,425	\$ 2,000	\$ 2,257
8499-00-950	Total Telephone and Technology	\$ 10,007	\$ 13,000	\$ 24,257

**Pagedale Housing Authority
FY 2026 Operating Budget**

Budget #2

		FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
8500-00-150	Other Administrative Expenses			
8504-00-250	Advertising	\$ -	\$ 800	
8508-00-250	Copiers/Printers	\$ -	\$ 1,000	\$ 1,000
8524-00-250	Inspections	\$ 1,543	\$ 1,350	\$ 1,000
8540-00-250	Meetings	\$ 498		
8544-00-250	Membership/Publications	\$ 370	\$ 50	
8548-00-250	Office Supplies	\$ 366	\$ 500	\$ 2,192
8560-00-250	Postage / Delivery	\$ 1,036	\$ 450	\$ 60
8576-00-250	Travel	\$ 3,806	\$ 600	
8580-00-250	Other Misc. Admin Expenses	\$ (1,020)	\$ 1,000	\$ 2,224
8599-00-950	Total Other Administrative Expenses	\$ 6,598	\$ 5,750	\$ 6,476
8900-00-150	Internal Charges			
8910-00-250	Asset Mgt Fee Expense	\$ 9,840	\$ 8,505	\$ 9,234
8920-00-250	Bookkeeping Management Fee Expense	\$ 6,364	\$ 6,015	\$ 6,926
8996-00-950	Total Internal Charges	\$ 16,204	\$ 14,520	\$ 16,160
8997-00-940	Total Other Administrative Expenses	\$ 197,962	\$ 205,836	\$ 246,229
8998-00-930	TOTAL EXPENSES	\$ 870,366	\$ 796,432	\$ 774,718
8999-00-920	Operating Income	\$ (22,916)	\$ (90,234)	\$ 74,140
9000-00-120	NON-OPERATING ITEMS			
9000-00-130	Depreciation Expense			
9000-00-230	Depreciation Expense	\$ (82,786)	\$ (74,611)	\$ (82,000)
9099-00-930	Total Depreciation Expense	\$ (82,786)	\$ (74,611)	\$ (82,000)
9997-00-920	TOTAL NON-OPERATING ITEMS	\$ (82,786)	\$ (74,611)	\$ (82,000)
9998-00-910	NET INCOME	\$ (105,701)	\$ (164,845)	\$ (7,860)



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: October 14, 2025

Subject: *Public Housing Performance*

This memo describes recent public housing activities within the framework of the Public Housing Assessment System.

I. PASS - projected 31/40 points

The purpose of PASS is to determine whether public housing units are decent, safe, sanitary and in good repair, and to determine the level to which the PHA is maintaining its public housing in accordance with housing condition standards.

A. Maintenance Activity

From August 1 through September 30, 2025, the maintenance team completed 31 work orders and three-unit rehabs. Four additional rehabs are in progress, and three-unit rehabs are out for bid.

II. MASS - projected 16/25 points

The purpose of the management operations indicator is to assess the AMP's and PHA's management operations capabilities.

Sub-Indicator	Performance	Points
Occupancy	97.65	12/16
Accounts Payable Ratio	0.24	4/4
Tenant Accounts Receivable	.614	0/5
Projected Points		16

Our occupancy score has decreased noticeably due to several factors.

- HUD's unit offline process: HUD has recently adjusted the way units can be taken offline, which has impacted our numbers.

- Vacancies from tenant turnover: We've had several evictions, along with tenants choosing to vacate before the eviction process was completed, leaving multiple units unoccupied.
- Occupancy alignment moves: A few additional units will also become vacant as tenants relocate due to occupancy alignment requirements.

III. FASS - projected 25/25 points

The purpose of the financial condition indicator is to measure the financial condition of each public housing project. The reporting period is through August 31, 2025.

Housing Authority	QR	MENAR	DSCR	Projected Points
Pagedale	12/12	11/11	2/2	25

IV. CFP - 10/10 projected points

The purpose of the Capital Fund program assessment is to identify how long it takes a PHA to obligate the funds provided to it from the Capital Fund program.

A. Capital Grant Fund Progress

Grant Year	Amount	Obligated	Expended	Deadline to expend
2020	\$172,502	100%	100%	3/25/2026
2021	\$180,371	100%	100%	2/22/2025
2022	\$221,831	100%	20%	5/11/2026
2023	\$223,209	100%	15%	2/16/2027
2024	\$231,168	100%	15%	5/05/2028

B. CFP Projects

In 2025, planned projects include floor tile replacements, bathroom renovations, and appliance replacements.

C. 2020-2024 CFP Work Items Progress

- Tree trimming/removal ongoing
- Floor tile replacement and bathroom renovations 20% completed
- Appliance, interior doors, and sump pump replacements 0% completed

V. Projected Overall PHAS Score

PASS - 31/40 points

MASS - 16/25 points

FASS - 25/25 points

CFP - 10/10 points

Total 82

Standard Performer

VI. Housing Updates

A. Occupancy Alignment

In September, one tenant transferred from a three-bedroom unit in Pagedale to a one-bedroom unit in another housing authority. Additionally, a resident in a three-bedroom unit that would be downsized to a two-bedroom unit decided to leave the program and move out of the area.

In October, one tenant will be transferring from a two-bedroom unit in Pagedale to a one-bedroom unit in another housing authority.

VII. Attachment

Work Order Detail August 1 - September 30, 2025

Work Order Detail

Pagedale Housing Authority (1218bpag)

Work Orders active between 08/01/2025 and 09/30/2025

Unit	WO	WO Priority	WO Category	WO Brief Descripti	Call Date	Date Completed	Days to Complete	in Period Reported
PC1282	40880	Routine	Appliance	Oven	07/03/2025	09/09/2025	68	39
HH6537	40881	Routine	Electrical	Light	07/07/2025	09/22/2025	77	52
HH6537	40882	Routine	General	Smoke Detector	07/07/2025	09/22/2025	77	52
HH6537	40883	Routine	Doors	Closet	07/07/2025	09/22/2025	77	52
KI1260	40949	Routine	Doors	Door	07/14/2025	09/10/2025	58	40
AR6907	40977	Routine	General	plugs	07/15/2025	09/10/2025	57	40
KI1350	41030			screen door	07/23/2025	10/02/2025	70	61
EH1547	41033	Routine	General	Wall stain	07/23/2025	10/02/2025	70	61
KI1205	41075	Routine	Grounds	tree	08/01/2025	09/09/2025	39	39
PC1268	41096		Appliance		08/06/2025		54	54
RT6716	41105	Routine	Appliance		08/08/2025	09/19/2025	42	42
SC7209	41109	Routine	General	drain pipe	08/11/2025	09/10/2025	30	30
KI1205	41111	Routine	Grounds		08/11/2025	09/10/2025	30	30
EH7060	41113	Routine	Walls-Ceiling		08/12/2025		50	50
FE1524	41143	Routine	Plumbing		08/18/2025	09/10/2025	23	23
RA6737	41162	Routine	Plumbing		08/18/2025	09/22/2025	35	35
EH7060	41163	Routine	Plumbing		08/18/2025		42	42
AR6909	41181	Routine	Electrical		08/20/2025		40	40
EC1469	41182	Routine	Walls-Ceiling		08/20/2025	09/10/2025	21	21
RA6737	41221	Routine	Building Exter		08/25/2025	09/22/2025	28	28
SF6707	41230	Routine	Walls-Ceiling		08/26/2025	09/22/2025	27	27
SF6707	41237	Routine		dry wall	08/28/2025	09/09/2025	12	12
NX1519	41238	Routine	General		08/28/2025	09/19/2025	22	22
SC7235	41239	Routine	Plumbing		08/28/2025	09/15/2025	18	18
AR6907	41247	Routine	General	stove	09/02/2025	09/23/2025	21	21
GD7350	41271	Routine	Doors		09/02/2025		27	27
AR6917	41431	Routine	General		09/10/2025	09/23/2025	13	13
EH7076	41440	Routine	General	screen door	09/12/2025	09/22/2025	10	10
RT6716	41450	Routine	General	hole in the living roc	09/16/2025	09/23/2025	7	7
JU6523	41451	Routine	General	shower leak	09/16/2025		14	14
AR6917	41623	Routine	General	lights	09/26/2025		4	4

31

Total number of non-emergency work orders:	31
Total calendar days it took to complete non-emerg	1,163
Average completion days:	37.51
Average completion days for reporting period 2 year	2.00
Reduction in average completion days over the pa	-35.51