



Board of Commissioners Meeting
Tuesday, October 28, 2025, 12 pm
Olivette City Center
1140 Dielman Road
Olivette, Missouri 63132

AGENDA

Item	Individual	Action
1. Roll Call	Terri Acoff-States	Informational
2. Approval of Minutes Regular Meeting August 26, 2025	Chair	Motion, 2 nd , Vote
3. Public Comments	Chair	Informational
4. Mayor’s Report	Mayor Clark	Informational
5. Executive Director’s Report	Shannon Koenig	Informational
6. Financial Reports	Ben Washington	Motion, 2 nd , Vote
7. Other Business		
A. Olivette Housing Authority FY 2026 Budget, Resolution No. 1454	Ben Washington	Motion, 2 nd , Vote
B. Public Housing Performance Report	Kawanna Tate	Informational
C. Real Estate Development Report	Kurt Schulte	Informational
D. 2026 Board Meeting Schedule	Terri Acoff-States	Informational
8. 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.		
9. Next Meeting February 24, 2026	Chair	Informational
10. Adjournment	Chair	Motion, 2 nd , Vote

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, AUGUST 26, 2025
MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:
Stephanie Afful, Commissioner
Suzann Antoine, Commissioner
Kisha Lee, Commissioner (Acting Chair)

STAFF:
Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Benjamin Washington, Chief Financial Officer
Kawanna Tate, Director, Housing Administration
William Barry, Director of Inspections, Quality Control, and Capital Programs
Kurt Schulte, Development Officer
Nik Degler, Development Manager

GUESTS:
Sidney Clark, Mayor
Jennifer Yackley, City Manager
Darren Mann, Finance Director

ABSENT:
Nikeya Ingram, Chairwoman
Ellen Schapiro, Vice Chair

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.

Commissioner Kisha Lee called to order the public hearing and invited anyone from the public to comment. There were no public comments. The hearing was adjourned.

Approval of Minutes of Regular Board Meeting held Tuesday, April 22, 2025, and the Special Meeting held Tuesday May 27, 2025.

Commissioner Lee asked for a motion to approve the minutes of the regular board meeting held Tuesday, April 22, 2025 and the special meeting held Tuesday, May 27, 2025. Commissioner Antoine motioned for approval. Commissioner Afful seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
S. Afful S. Antoine K. Lee	None

Commissioner Lee, presiding, declared the motion passed.

**OLIVETTE HOUSING AUTHORITY
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PUBLIC COMMENTS:

There were no public comments.

Presentation of the City of Olivette Housing Authority Audit Report for year ending December 31, 2024.

Rich Larsen, partner and CPA with Novogradac & Co., LLP gave a presentation of the Olivette Housing Authority Audit Report for year ending December 31, 2024.

After discussion, Commissioner Lee asked for a motion to approve the Olivette Housing Authority Audit Report for year ending December 31, 2024. Commissioner Afful motioned for approval, Commissioner Antoine seconded the motion. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
S. Afful S. Antoine K. Lee	None

Commissioner Lee, presiding, declared the motion passed.

CITY OF OLIVETTE REPORT:

Mayor Clark greeted everyone and delivered an update on city business and activities happening in the Olivette community.

EXECUTIVE DIRECTOR’S REPORT:

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

Ms. Koenig presented the board with an overview of changes to the federal government that directly impact Olivette Housing.

Ms. Koenig presented the board with the second quarter Agency Performance Report Results for 2025. She stated the report had been updated to reflect second quarter progress on updated key results. Ms. Koenig said staff continue to make progress meeting the core objectives.

FINANCIAL REPORT:

Mr. Washington reviewed the Financial Reports for the period ending June 30, 2025.

After discussion, Commissioner Lee asked for a motion to approve the Financial Reports for period ending June 30, 2025. Commissioner Antoine motioned for approval. Commissioner Afful seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
S. Afful S. Antoine K. Lee	None

Commissioner Lee, presiding, declared the motion passed.

**OLIVETTE HOUSING AUTHORITY
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OTHER BUSINESS:

A. Olivette Public Housing Write-Offs Q2 - Resolution No. 1449:

Mr. Washington presented the board with the quarterly write-offs of uncollectable rents.

After review and discussion, Commissioner Antoine asked for a motion to approve Resolution No. 1449, Olivette Public Housing Write-Offs. Commissioner Afful motioned for approval, Commissioner Lee seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
S. Afful S. Antoine K. Lee	None

Commissioner Lee, presiding, declared the motion passed.

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

<u>AYES</u>	<u>NAYS</u>
S. Afful S. Antoine K. Lee	None

Commissioner Lee, presiding, 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.

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
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After discussion, Commissioner Lee asked for a motion to approve the Capital Funds Action Plan for 2030. Commissioner Afful motioned for approval; Commissioner Antoine seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
S. Afful	None
S. Antoine	
K. Lee	

Commissioner Lee, presiding, declared the motion passed.

EXECUTIVE SESSION:

Commissioner Lee asked for a motion to end the Regular Session and enter into an Executive Session. Commissioner Afful motioned to enter. Commissioner Antoine seconded the motion, and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
S. Afful	None
S. Antoine	
K. Lee	

Commissioner Lee, presiding, declared the motion passed.

Commissioner Lee motioned to exit Executive Session and entered back into the Regular Session. Commissioner Afful motioned to exit. Commissioner Antoine seconded the motion to exit and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
S. Afful	None
S. Antoine	
K. Lee	

Commissioner Lee, presiding, declared the motion passed.

NEXT BOARD MEETING:

The next meeting is scheduled for Tuesday, October 28, 2025.

ADJOURNMENT OF MEETING:

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

<u>AYES</u>	<u>NAYS</u>
S. Afful	None
S. Antoine	
K. Lee	

Commissioner Lee, presiding, declared the motion passed.

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, AUGUST 26, 2025
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Chair

Secretary

Date

DRAFT



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: October 28, 2025

Subject: *Executive Director's Report*

This memo provides an update on various Olivette Housing Authority related items.

I. Federal Government Updates

As of this writing, the federal government is currently shutdown. Prior to the shutdown, funds for the Public Housing Operating Fund were obligated through November 2025, and rental assistance and administrative dollars were loaded for October and two weeks of November. We have since learned from our national association that HUD will be obligating remaining November rental assistance as well as December rental assistance and administrative dollars to PHAs later this month. Funds will be available to PHAs at the beginning of each month as usual.

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

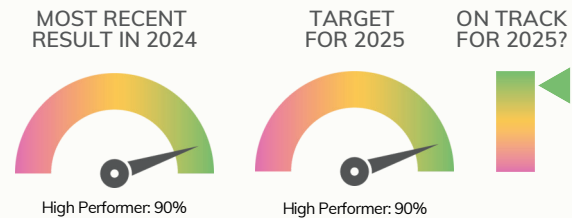
What HUD measures

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: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, CFO

Date: October 28, 2025

Subject: *Financial Summary*

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

I. Recommendation

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

II. Highlights

A. Revenue

The total YTD actual operating revenue of \$143,277 exceeded the total YTD budget revenue of \$105,129 by \$38,148 or 36%.

- The most significant favorable variance was \$39,657, attributed to the timing of the Capital Funds Grants drawdown of the FY2025 budget.
- Total Tenant Charges had an unfavorable budget variance of \$4,227.

B. Expenses

Total YTD actual operating expenses of \$93,298 were less than the total YTD budget expenses of \$100,421 by \$7,123 or 7%.

- The total Occupancy expense resulted in a favorable variance of \$1,788 or 6% primarily due to Contracted Costs being lower than the budget due to timing.
- The total Other General expense resulted in a favorable budget variance of \$7,325 or 23% due to lower expenses in Insurance, Outside Services, and Professional fees.

C. Net Income

The total operating net income was \$49,979, before depreciation of \$721, resulting in a bottom-line net income of \$49,257.

D. Cash

As of August 31, 2025, the adjusted cash balance in the operating bank account was \$326,529. A total of \$4,367 in operating subsidies was received. Tenant rental income for the month was \$5,144 and operating expenses payments were \$16,051.

III. Attachments

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

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

Olivette HA									
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance	
OPERATING ITEMS									
Total Operating Subsidy	\$ 33,853	\$ 31,160	\$ 2,693		\$ 4,367	\$ 3,895	\$ 472		
Total Capital Grants	\$ 63,476	\$ 23,819	\$ 39,657		\$ -	\$ 2,977	\$ (2,977)		
Total Tenant Charges	\$ 45,773	\$ 50,000	\$ (4,227)		\$ 5,614	\$ 6,250	\$ (636)		
Total Investment Income	\$ 175	\$ 150	\$ 25		\$ 25	\$ 19	\$ 6		
Total Income	\$ 143,277	\$ 105,129	\$ 38,148	36%	\$ 10,006	\$ 13,141	\$ (3,135)	-24%	
Total Rents and Utility Reimbursements	\$ 283	\$ 1,333	\$ (1,050)		\$ -	\$ 167	\$ (167)		
Total Salaries	\$ 30,561	\$ 32,667	\$ (2,106)		\$ 3,335	\$ 4,083	\$ (748)		
Total Benefits and Taxes	\$ 10,617	\$ 4,971	\$ 5,646		\$ 1,202	\$ 621	\$ 581		
Total Training, Seminars, Conferences	\$ -	\$ 500	\$ (500)		\$ -	\$ 63	\$ (63)		
Total Admin	\$ 41,461	\$ 39,471	\$ 1,990	5%	\$ 4,537	\$ 4,934	\$ (397)	-8%	
Total Utilities	\$ 7,328	\$ 7,090	\$ 238		\$ -	\$ 886	\$ (886)		
Total Materials	\$ 6,450	\$ 2,200	\$ 4,250		\$ 1,247	\$ 275	\$ 972		
Total Contract Costs	\$ 5,857	\$ 12,557	\$ (6,700)		\$ 124	\$ 1,570	\$ (1,446)		
Total Tenant Services Expense	\$ 1,223	\$ 313	\$ 910		\$ -	\$ 39	\$ (39)		
Total Other Maintenance Expenses	\$ 1,210	\$ 1,133	\$ 77		\$ 32	\$ 142	\$ (110)		
Total Other Occupancy Expenses	\$ 4,616	\$ 5,199	\$ (583)		\$ 640	\$ 650	\$ (9)		
Total Occupancy Expense	\$ 26,705	\$ 28,492	\$ (1,788)	-6%	\$ 2,042	\$ 3,562	\$ (1,519)	-43%	
Total Insurance	\$ 10,361	\$ 13,967	\$ (3,606)		\$ 1,296	\$ 1,746	\$ (450)		
Total Outside Services	\$ 1,950	\$ 3,333	\$ (1,383)		\$ -	\$ 417	\$ (417)		
Total Professional Fees	\$ 936	\$ 5,333	\$ (4,397)		\$ 15	\$ 667	\$ (652)		
Total Other Fees	\$ 6,563	\$ 5,658	\$ 905		\$ 827	\$ 707	\$ 119		
Total Telephone and Technology	\$ 1,963	\$ 1,150	\$ 813		\$ 64	\$ 144	\$ (80)		
Total Other Administrative Expenses	\$ 1,400	\$ 1,057	\$ 343		\$ 12	\$ 132	\$ (120)		
Total Internal Charges	\$ 1,960	\$ 1,960	\$ -		\$ 245	\$ 245	\$ -		
Total Other General	\$ 25,133	\$ 32,458	\$ (7,325)	-23%	\$ 2,457	\$ 4,057	\$ (1,600)	-39%	
Total Expenses	\$ 93,298	\$ 100,421	\$ (7,123)	-7%	\$ 9,037	\$ 12,553	\$ (3,516)	-28%	
Total Net Operating Income	\$ 49,979	\$ 4,708	\$ 45,271		\$ 969	\$ 588	\$ 380		
NON-OPERATING ITEMS									
Total Depreciation Expense	\$ (721)	\$ (650)	\$ (71)		\$ (90)	\$ (81)	\$ (9)		
Total Non- Operating Items	\$ (721)	\$ (650)	\$ (71)		\$ (90)	\$ (81)	\$ (9)		
Net Income (Loss)	\$ 49,257	\$ 4,058	\$ 45,200		\$ 878	\$ 507	\$ 371		

Olivette Housing Authority
Cash Report
August 2025

BEGINNING BANK CASH BALANCE 8/1/2025	\$	331,536
ADD:		
Tenant Rent	\$	5,144
Security Deposits	\$	-
FSS Deposits	\$	-
Capital Fund		
Operating Subsidy	\$	4,367
Interest	\$	25
Transfer	\$	-
Other Revenue	\$	-
TOTAL DEPOSITS	\$	9,536
LESS:		
Other Transfers	\$	(12,336)
Manual Checks		
Checks	\$	(1,358)
NSF/ Service Fees	\$	-
Withdraws/Other Deductions	\$	(2,357)
Operating Subsidy Out	\$	-
TOTAL PAYMENTS	\$	(16,051)
ENDING BANK BALANCE 8/31/2025	\$	325,020
Ending Bank Balance 8/31/2025	\$	325,020
Outstanding Checks	\$	(116)
ACH in Transit	\$	1,650
Other Items	\$	(25)
Adjusted Book Balance 8/31/2025	\$	326,529
Unrestricted Cash	\$	321,596
Security Deposit Cash	\$	4,933
	\$	326,529

Olivette Public Housing Rent Roll

(Olivette Housing Authority)

As Of Date: 08/31/2025

Property Code	Tenant Code	Tenant Rent
1132bolv[Public Housing]	t0000316	\$ 309
	t0000247	\$ 305
	t0010032	\$ 461
	t0010951	\$ 78
	t0012183	\$ 656
	t0000248	\$ 554
	t0000694	\$ 453
	t0000307	\$ 118
	t0000323	\$ 469
	t0000310	\$ 1,015
	t0000313	\$ 323
	t0000325	\$ 341
	t0012791	\$ 734
	t0010954	\$ 328
		\$ 6,144

Public Housing Rent Roll



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: October 28, 2025

Subject: *FY 2026 Proposed Budget, Resolution No. 1454*

This memo accompanies the proposed FY 2026 Proposal 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 \$51,048, reduced by an 11% anticipated funding reduction to \$45,433.
- C. The capital fund program administration costs of \$38,310 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 \$32,564. This amount is then allocated 80% to grants and 20% to soft costs.
- D. Tenant rent is budgeted at \$65,712 based on 13 paid units and 1 \$0 rent unit accounting for the 14 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 23% of salary expenses.
- G. Employee training and development expenses are estimated at \$647.

- H. Total Occupancy Costs are estimated at \$40,882. The significant component costs are Utilities, Materials, and Contract at \$11,050, \$8,200, and \$12,540, respectively.
- I. Emergency per diem cost for displaced residents in the event of unforeseen catastrophic or natural disasters is estimated at \$1,500.
- J. 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 \$5,600.
- K. 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%.
- L. Property insurance expense is projected to increase by 30%.
- M. Audit expense is based on contractual pricing with the audit firm for FY 2026.
- N. County Housing's rates 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 \$59.04, asset management fee rate of \$10, and bookkeeping fee rate of \$7.50 multiplied by units leased and available.
- O. The net operating income is \$307 before depreciation of \$1,000, resulting in a net loss of \$693.

III. Attachment

A. FY 2026 Proposed Budget

**Olivette Housing Authority
FY 2026 Operating Budget**

		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	\$ 46,740	\$ 46,740	\$ 45,433
4199-00-940	Total Operating Subsidy	\$ 46,740	\$ 46,740	\$ 45,433
4200-00-140	Capital Grants			
4200-00-240	Capital Fund Grants	\$ 35,728	\$ 35,728	\$ 26,051
4210-00-240	Capital Fund Grants-Soft Costs			\$ 6,513
4299-00-940	Total Capital Grants	\$ 35,728	\$ 35,728	\$ 32,564
4300-00-140	Tenant Charges			
4300-00-240	Tenant Rent	\$ 68,355	\$ 75,000	\$ 65,712
4335-00-240	Maintenance- Materials	\$ 13		
4340-00-240	Misc. Tenant Income	\$ 293		
4399-00-940	Total Tenant Charges	\$ 68,660	\$ 75,000	\$ 65,712
4500-00-140	Other Income			
4500-00-150	Investment Income			
4500-00-250	Investment Income - Unrestricted	\$ 259	\$ 225	\$ 225
4525-00-250	Interest Income	\$ 3		
4599-00-250	Total Investment Income	\$ 262	\$ 225	\$ 225
4998-00-940	Total Other Income	\$ 262	\$ 225	\$ 225
4999-00-930	Total Income	\$ 151,390	\$ 157,693	\$ 143,934
5000-00-130	EXPENSES			
5000-00-140	Rents and Utility Reimbursements			
5050-00-240	Utility Reimbursement	\$ 425	\$ 2,000	\$ 750
5999-00-940	Total Rents and Utility Reimbursements	\$ 425	\$ 2,000	\$ 750
6000-00-140	Salaries			
6000-00-150	Salaries - Administrative			
6000-00-250	Salaries - Administrative	\$ 34,561	\$ 12,000	\$ 17,316
6099-00-950	Total Salaries - Administrative	\$ 34,561	\$ 12,000	\$ 17,316
6200-00-150	Salaries - Maintenance			
6200-00-250	Salaries - Maintenance	\$ 11,280	\$ 37,000	\$ 27,343
6298-00-950	Total Salaries - Maintenance	\$ 11,280	\$ 37,000	\$ 27,343
6299-00-940	Total Salaries	\$ 45,841	\$ 49,000	\$ 44,659
6300-00-140	Benefits and Taxes			
6300-00-150	Employee Benefits - Administrative			
6300-00-250	Insurance - Dental - Administrative	\$ 218	\$ 114	\$ 236
6305-00-250	Insurance - Health - Administrative	\$ 4,863	\$ 2,362	\$ 2,390
6315-00-250	Insurance - STD - Administrative	\$ 240	\$ 109	\$ 100

**Olivette Housing Authority
FY 2026 Operating Budget**

		FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
6320-00-250	Insurance - LTD - Administrative	\$ 161	\$ 73	\$ 67
6325-00-250	Insurance - Life - Administrative	\$ 230	\$ 105	\$ 96
6335-00-250	Insurance - Vision - Administrative	\$ 19	\$ 9	\$ 10
6350-00-250	Other - Pension - Administrative	\$ 2,658	\$ 1,621	\$ 1,477
6365-00-250	Taxes - FICA - Administrative	\$ 2,848	\$ 1,336	\$ 1,218
6370-00-250	Taxes - Unemployment - Administrative	\$ 134	\$ 67	\$ 61
6399-00-950	Total Employee Benefits - Administrative	\$ 11,372	\$ 5,797	\$ 5,653
6500-00-150	Employee Benefits - Maintenance			
6500-00-250	Insurance - Dental - Maintenance	\$ 151		\$ 164
6505-00-250	Insurance - Health - Maintenance	\$ 2,491	\$ 981	\$ 2,694
6535-00-250	Insurance - Vision - Maintenance	\$ 12		\$ 13
6550-00-250	Other - Pension - Maintenance	\$ 1,065	\$ 343	\$ 1,038
6565-00-250	Taxes - FICA - Maintenance	\$ 811	\$ 312	\$ 790
6570-00-250	Taxes - Unemployment - Maintenance	\$ 24	\$ 23	\$ 23
6598-00-950	Total Employee Benefits - Maintenance	\$ 4,554	\$ 1,659	\$ 4,721
6599-00-940	Total Benefits and Taxes	\$ 15,926	\$ 7,457	\$ 10,374
6700-00-140	Training, Seminars, Conferences			
6720-00-240	Training - Administration	\$ -	\$ 500	\$ 647
6730-00-240	Training - Maintenance	\$ -	\$ 250	
6799-00-940	Total Training, Seminars, Conferences	\$ -	\$ 750	\$ 647
7000-00-140	Occupancy			
7000-00-150	Utilities			
7000-00-250	Electricity	\$ -	\$ 120	
7005-00-250	Electricity-Vacant Units	\$ 1,002	\$ 800	\$ 1,000
7020-00-250	Gas - Vacant Units	\$ 248	\$ 100	\$ 250
7030-00-250	Sewer	\$ 9,739	\$ 9,600	\$ 9,800
7035-00-250	Sewer - Office	\$ 4	\$ -	
7045-00-250	Water - Vacant Units	\$ -	\$ 15	
7099-00-950	Total Utilities	\$ 10,993	\$ 10,635	\$ 11,050
7100-00-150	Materials			
7105-00-250	Supplies - Appliance	\$ 1,153	\$ -	\$ 1,000
7130-00-250	Supplies - Janitorial/Cleaning	\$ 38	\$ 100	
7135-00-250	Supplies - Maintenance / Repairs	\$ 7,375	\$ 3,000	\$ 7,200
7140-00-250	Supplies - Plumbing	\$ -	\$ 200	
7145-00-250	Tools and Equipment	\$ 1,110	\$ -	
7199-00-950	Total Materials	\$ 9,675	\$ 3,300	\$ 8,200
7200-00-150	Contract Costs			
7200-00-250	Contract - Trash	\$ 1,858	\$ 2,900	\$ 2,000
7210-00-250	Contract - Snow Removal			\$ 350
7215-00-250	Contract - Elevator Monitoring			\$ 40
7205-00-250	Contract - HVAC	\$ 188	\$ 35	
7220-00-250	Contract - Grounds	\$ 5,355	\$ 4,400	\$ 6,000

**Olivette Housing Authority
FY 2026 Operating Budget**

		FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
7225-00-250	Contract - Unit Repair	\$ -	\$ 10,000	\$ 2,500
7235-00-250	Contract - Plumbing	\$ 218	\$ 1,500	\$ 500
7245-00-250	Contract - Janitorial/Cleaning	\$ 186	\$ -	\$ 100
7255-00-250	Contract - Alarm Monitoring	\$ 9	\$ -	
7265-00-250	Contract - Building Repairs	\$ 972	\$ -	\$ 1,000
7270-00-250	Contract - Carpet Cleaning	\$ -	\$ -	\$ 50
7299-00-950	Total Contract Costs	\$ 8,785	\$ 18,835	\$ 12,540
7300-00-150	Tenant Services Expense			
7310-00-250	Other Tenant Services	\$ 1,835	\$ 470	\$ 1,500
7399-00-950	Total Tenant Services Expense	\$ 1,835	\$ 470	\$ 1,500
7400-00-150	Other Maintenance Expenses			
7400-00-250	Maintenance Uniforms	\$ -	\$ 500	\$ 250
7410-00-250	Maintenance Personnel Mileage	\$ 620	\$ -	
7420-00-250	Vehicle Maintenance	\$ 1,195	\$ 1,200	\$ 500
7499-00-950	Total Other Maintenance Expenses	\$ 1,815	\$ 1,700	\$ 750
7500-00-150	Outside Services			
7520-00-250	Maintenance - Temporary Labor	\$ 30	\$ -	
7599-00-950	Total Outside Services	\$ 30	\$ -	\$ -
7600-00-150	Other Occupancy Expenses			
7630-00-250	Payments in Lieu of Taxes	\$ 5,694	\$ 6,449	\$ 5,600
7640-00-250	Security/Law Enforcement	\$ 1,231	\$ 1,350	\$ 1,242
7699-00-950	Total Other Occupancy Expenses	\$ 6,924	\$ 7,799	\$ 6,842
7999-00-940	Total Occupancy	\$ 40,057	\$ 42,739	\$ 40,882
8000-00-140	Other Admin Expenses			
8000-00-150	Insurance			
8000-00-250	Insurance - Automobile	\$ 708	\$ 11,000	\$ 921
8010-00-250	Insurance - Liability	\$ 2,508	\$ 2,800	\$ 3,261
8020-00-250	Insurance - Property	\$ 11,778	\$ 7,000	\$ 15,312
8030-00-250	Insurance - Worker's Comp	\$ 546	\$ 150	\$ 710
8099-00-950	Total Insurance	\$ 15,541	\$ 20,950	\$ 20,204
8100-00-150	Outside Services			
8100-00-250	Consultants	\$ 906	\$ 5,000	\$ 2,711
8110-00-250	Temporary Administrative Labor	\$ 2,019	\$ -	\$ 250
8199-00-950	Total Outside Services	\$ 2,925	\$ 5,000	\$ 2,961
8200-00-150	Professional Fees			
8200-00-250	Professional Fees - Legal	\$ 64	\$ 1,000	\$ 1,360
8210-00-250	Professional Fees - Accounting	\$ 1,340	\$ -	\$ 2,250
8220-00-250	Professional Fees - Audit	\$ -	\$ 7,000	
8299-00-950	Total Professional Fees	\$ 1,404	\$ 8,000	\$ 3,610
8300-00-150	Other Fees			

**Olivette Housing Authority
FY 2026 Operating Budget**

		FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
8300-00-250	Bank Fees	\$ -	\$ 250	
8320-10-250	Management Fee - HASLC	\$ 9,821	\$ 8,237	\$ 9,423
8340-00-250	Late Fees	\$ 4	\$ -	
8360-00-250	Tenant Screening	\$ 19	\$ -	
8370-00-250	Miscellaneous Fees	\$ -	\$ -	\$ 66
8399-00-950	Total Other Fees	\$ 9,844	\$ 8,487	\$ 9,489
8400-00-150	Telephone and Technology			
8400-00-250	Computer Parts	\$ 224	\$ 100	\$ 770
8410-00-250	Contract - Answer Service	\$ 224	\$ 100	
8420-00-250	Contract - IT Contracts	\$ 1,601	\$ 175	\$ 1,270
8430-00-250	Internet	\$ 100	\$ 100	\$ 230
8440-00-250	Small Office Equipment	\$ 10	\$ 250	\$ 113
8450-00-250	Software/License Fees	\$ 654	\$ 650	\$ 2,922
8460-00-250	Telephone	\$ 356	\$ 450	\$ 564
8499-00-950	Total Telephone and Technology	\$ 3,168	\$ 1,825	\$ 5,869
8500-00-150	Other Administrative Expenses			
8504-00-250	Advertising	\$ -	\$ 200	
8508-00-250	Copiers/Printers	\$ -	\$ 250	\$ 250
8540-00-250	Meetings	\$ 113	\$ -	
8544-00-250	Membership/Publications	\$ 56	\$ 10	
8548-00-250	Office Supplies	\$ 55	\$ 100	\$ 548
8560-00-250	Postage / Delivery	\$ 811	\$ 525	\$ 35
8576-00-250	Travel	\$ 217	\$ -	
8580-00-250	Other Misc. Admin Expenses	\$ 848	\$ 500	\$ 556
8599-00-950	Total Other Administrative Expenses	\$ 2,100	\$ 1,585	\$ 1,389
8900-00-150	Internal Charges			
8910-00-250	Asset Mgt Fee Expense	\$ 1,680	\$ 1,680	\$ 1,596
8920-00-250	Bookkeeping Management Fee Expense	\$ 1,260	\$ 1,260	\$ 1,197
8996-00-950	Total Internal Charges	\$ 2,940	\$ 2,940	\$ 2,793
8997-00-940	Total Other Administrative Expenses	\$ 37,923	\$ 48,787	\$ 46,315
8998-00-930	TOTAL EXPENSES	\$ 140,171	\$ 150,732	\$ 143,627
8999-00-920	Operating Income	\$ 11,219	\$ 6,961	\$ 307
9000-00-120	NON-OPERATING ITEMS			
9000-00-130	Depreciation Expense			
9000-00-230	Depreciation Expense	\$ (1,082)	\$ (975)	\$ (1,000)
9099-00-930	Total Depreciation Expense	\$ (1,082)	\$ (975)	\$ (1,000)
9997-00-920	TOTAL NON-OPERATING ITEMS	\$ (1,082)	\$ (975)	\$ (1,000)
9998-00-910	NET INCOME	\$ 10,137	\$ 5,986	\$ (693)

MEMORANDUM



To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: October 28, 2025

Subject: *Public Housing Performance*

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

I. PASS - projected 35/40 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

The maintenance team completed seven work orders from August 1 through September 30.

II. MASS – projected 20/25 points

The purpose of the management operations indicator is to assess the PHA’s management operations capabilities.

Sub-Indicator	Performance	Points
Occupancy	100%	16/16
Accounts Payable Ratio	(0.05)	4/4
Tenant Accounts Receivable	0.545	0/5
Projected Points		20

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 June 30, 2025.

Housing Authority	QR	MENAR	DSCR	Projected Points
Olivette	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	\$28,617	100%	15%	3/25/2026
2021	\$27,885	100%	100%	2/22/2025
2022	\$34,237	100%	81%	5/11/2026
2023	\$34,506	100%	10%	2/16/2027
2024	\$35,728	100%	10%	5/05/2028

B. Project Updates

In 2025, planned projects include replacing entry doors and lateral line backflow prevention valves.

V. Projected Overall PHAS Score for 2024

PASS – 35/40 points

MASS – 20/25 points

FASS – 25/25 points

CFP – 10/10 points

Total 90

Projected: High Performer



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kurt Schulte, Development Officer

Date: October 28, 2025

Subject: *Development Report*

This memo provides an overview of current efforts involved in the repositioning of the Olivette Housing Authority's PHA units on Rothwell Heights Lane.

I. Recommendation

No Board action is required.

II. Discussion

A. Tax Credit Application 1:

4% Federal credits only – June Submission

- i. County Housing applied for 4% Federal low-income housing tax credits (LIHTC) in June.
- ii. MHDC requested further information two weeks after the deadline and County Housing provided responses.
- iii. A decision on this application is expected October 21st.

B. Tax Credit Application 2:

4% State and Federal credits – September Submission

- i. County Housing submitted another 4% LIHTC application on September 17th.
- ii. This application replaced the Disaster Relief Funds that were contemplated in the June application with 4% state credits.
- iii. This application was submitted as a backup if the previous application is unsuccessful.



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: October 28, 2025

Subject: *Board Meeting Dates for 2026*

This memo provides the schedule for the 2026 Olivette Housing Authority Commissioners quarterly Board meetings. Meetings will be held at Olivette City Center, 1140 Dielman Road, Olivette, MO 63132 and will start at noon.

Tuesday, February 24, 2026

Tuesday, April 28, 2026

Tuesday, August 25, 2026

Tuesday, October 27, 2026

If you have any questions, please contact me at 314-227-3114 or terria@countyhousing.org.