



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, MAY 17, 2018, 9:00 AM
Mason Manor, 1424 Admiral Court, Community Room

A. Roll Call.

1. William VandeCastle- Chair, Sandra Popp- Vice Chair, Terri Refsguard, Nathalie Lund and Stephen Srubas

B. Approval of the Agenda.

1. Approval of the May 17, 2018, agenda of the Green Bay Housing Authority.

C. Approval of Minutes.

1. Approval of the March 15, 2018, minutes of the Green Bay Housing Authority.

D. Regular Business.

1. Consideration with possible action to approve use of unrestricted funds to hire or contract for a Service Coordinator, not to exceed \$45,000 for the first year.
2. Consideration with possible action to ratify approval of award of Mason Manor 4th Floor Common Area Furniture to Nemschoff for \$6,289.92.
3. Consideration with possible action on approval to award Mason Manor Tuckpointing Project to lowest responsive and responsible bidder, R.J. Jacques, Inc., for \$131,642 plus as needed cost for brick removal and replacement.
4. Consideration with possible action to award replacement of Mason Manor second floor automatic doors to the lowest responsive and responsible bidder, not to exceed \$15,000.
5. Consideration with possible action to approve purchase of a duplex to replace 708 - 710 N. Webster Avenue, not to exceed \$185,000.
6. Consideration with possible action on Passbook Savings Rate.
7. Consideration with possible action to approve revisions to GBHA bylaws.

8. Consideration with possible action on approval of GBHA operating budget for Fiscal Year beginning July 1, 2018.
9. Consideration with possible action on acceptance of GBHA bills.
10. Consideration with possible action on acceptance of GBHA financial report.
11. Consideration with possible action on writing off delinquent tenant accounts.

E. Informational.

1. Civic Clerk Meeting Software.
2. Development Module of Lead the Way Training.
3. Langan Report for March and April, 2018.
4. Occupancy Report for the month of May, 2018.
5. Housing Update Report.
6. Update on bedbug situation.
7. Date of next meeting: June 21, 2018

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Green Bay Housing Authority will attend this meeting and will constitute a meeting of the Green Bay Housing Authority for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, March 15, 2018, 10:30 a.m.
City Hall, 100 N Jefferson St, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: William VandeCastle- Chair, Sandra Popp- Vice Chair, Terri Refsguard, and Stephen Srubas

EXCUSED: Nathalie Lund

OTHERS: Cheryl Renier-Wigg, Stephanie Schmutzer, Jayme Valentine and Ka Vang

APPROVAL OF MINUTES:

1. Approval of the January 18, 2018, minutes of the Green Bay Housing Authority (0:00:10).

A motion was made by S. Popp and seconded by Terri Refsguard to approve the January 18, 2018, minutes of the Green Bay Housing Authority. Motion carried.

ELECTION OF OFFICERS

2. Election of officers. (0:00:33)

After discussion, the group decided to maintain the current set of officers.

A motion was made by W. VandeCastle and seconded by S. Srubas to maintain the current set of officers. Motion carried.

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

3. Consideration with possible action on approval of audited financial reports. (0:02:15)

The members each received copies of the audited financial reports. The Authority reviewed them and had no questions or concerns.

A motion was made by W. VandeCastle and seconded by S. Srubas to approve the audited financial reports. Motion carried.

4. Consideration with possible action on reviewing Lead the Way Training (0:03:04).

C. Renier-Wigg inquired if the board was interested in reviewing past training modules.

A new module was added to the Lead the Way Trainings. R. Hallet had earlier proposed that the board review for next month.

The Authority decided to review a module every other month. At the April meeting, the Authority will review the newest module.

5. Consideration with possible action on approval of the Annual Plan update to the Five-Year Plan, including Certification of Compliance with PHA Plans and Related Regulations, Resolution 18-01 Civil Rights Certification, Resident Advisory Board Comments and Certification by Local Officials of Consistency with Consolidated Plan. (0:06:00)

C. Renier-Wigg directed the Authority to the information in their packets. She said the only point of interest is that the GBHA will need to sell one of their properties to the City of Green Bay for the Webster Avenue street widening project. The GBHA will then need to seek a new property.

A motion was made by S. Popp and seconded by W. VandeCastle to approve the Annual Plan update to the Five-Year Plan. Motion carried.

6. Consideration with possible action to approve Resolution No. 18-02 to allow the Executive Director to approve submission of unaudited fiscal year end financials to HUD, Resolution No. 18-03 to allow the Executive Director to approve submission of audited fiscal year end financials to HUD and Resolution No 18-04 to allow the Executive Director to approve capital fund processing. (0:08:09)

S. Schmutzer stated that allowing the Executive Director to approve these items will allow for changes to be made in a timely manner. She recommended that the Authority approve the unaudited fiscal year end financials and capital fund processing, but suggested they may want to retain Authority approval of the audited fiscal year financials.

A motion was made by S. Popp and seconded by T. Refsguard to approve the resolutions with the exception of the audited fiscal year financials. Motion carried.

7. Consideration with possible action to approve use of unrestricted funds to hire or contract for a Service Coordinator, not to exceed \$66,300 for the first year. (0:11:00).

C. Renier-Wigg stated that a HUD grant had been applied for to fund this position, but the grant was not awarded. Though she thought that having a social worker on site would be beneficial to GBHA residents, she wasn't sure if a full time position was necessary. She suggested that they could look into employing graduate students part-time. She suggested holding this item until the next meeting.

S. Popp expressed concern over the constant retraining that student employment would require.

A motion was made by W. VandeCastle and seconded by S. Popp to table this item until the next meeting.

8. Consideration with possible action to approve the third and fourth floor carpet project to lowest qualified bidder H.J. Martin and Son, Inc. (0:15:05)

S. Schmutzer stated that this bid is slightly higher than bids for previous floors. This is because third floor is shaped differently and also the cost of carpeting may have increased.

A motion was made by S. Srubas and seconded by W. VandeCastle to approve third and fourth floor carpet project to lowest qualified bidder H.J. Martin and Son, Inc. Motion carried.

FINANCIAL REPORT AND BILLS:

9. Consideration with possible action on acceptance of GBHA bills. (0:16:26)

S. Schmutzer stated that a few tenants moved out and received their security deposits. There were no abnormalities that she noticed.

A motion was made by S. Popp and seconded by T. Refsguard to accept the GBHA bills. Motion carried.

10. Consideration with possible action on acceptance of GBHA financial report. (0:17:24)

S. Schmutzer shared that the CFP report was included. The 2014 grant needs to be spent down by the 12th of May. The staff is working on completing the projects funded by that grant.

W. VandeCastle inquired about the new PILOT payment that the GBHA will need to begin paying.

S. Schmutzer said that the PILOT expenses will be on the budget that she is creating for the next fiscal year.

S. Popp offered congratulations to the staff for all their work regarding the PILOT issue.

A motion was made by W. VandeCastle and seconded by S. Popp to accept the GBHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL

11. Langan Report for January and February, 2018. (0:21:06)

J. Valentine indicated that the report contained an omission. There was one investigation on a Scattered Site tenant was recently closed and resulted in an eviction. There are two ongoing investigations: one at Mason Manor and one at a Scattered Site.

A motion was made by T. Refsguard and seconded by S. Popp to accept and place on file the Langan report for January and February 2018. Motion carried.

12. Occupancy Report for the month of March, 2018. (0:22:14)

J. Valentine stated that there was one Scattered Site vacancy that should be filled by the end of the month. There will be another vacancy in April as the current family that will be purchasing a Habitat for Humanity home. Mason Manor is 96 percent occupied with only seven vacancies, which is one of the highest occupancy rates in the past few months. She added that so long as the unit does not need carpet replacements, the turnaround time for vacant units has been shortened to about three weeks.

S. Popp commented that there are no applicants on the waiting list for Mason Manor's two bedroom units. J. Valentine explained that staff is establishing stronger marketing strategies.

S. Popp asked about the occupancy trends for the past few years. J. Valentine stated that the staff has begun tracking occupancy, which they can see has improved greatly in the past few months. Now that the bedbug situation is improving, occupancy has increased. Regarding the two bedrooms, they are designated for elderly or disabled, so many families who need two-bedrooms don't qualify because the head of the household isn't elderly or disabled.

W. VandeCastle asked about the two evictions at Mason Manor. J. Valentine replied that those evictions were due to the tenants failing to pay their rent.

There was discussion about the duplex that the City will be taking. J. Valentine explained the GBHA will be looking to relocate the tenants to other appropriate Scattered Site units. C. Renier-Wigg explained the relocation benefits the tenants will receive.

A motion was made by W. VandeCastle and seconded by S. Srubas to receive and place on file the occupancy report for the month of March, 2018. Motion carried

13. Housing Update Report. (0:27:48)

K. Vang shared that the residents have become more involved and connected with the staff. The residents have also taken more initiative in activities. A dart league, movie club and pool lessons have taken place. She reported that Mason Manor is down to one currently infested unit with bedbugs, but another was found the day before the meeting for a total of two infested units. R. Lewis' old maintenance position has been filled and the new hire, David, started this week.

W. VandeCastle suggested that the new employee attend one of the GBHA meetings so that the Authority could meet him.

J. Valentine shared that their next quarterly bedbug inspection will be in April.

C. Renier-Wigg gave a few updates. She stated that Jeff, another maintenance employee, has turned in his two week notice. Personnel Committee approved filling the position and it will be posted so that we can fill it quickly. Capital projects that will be taking place within the next year include roof replacement at Mason Manor, resealing & striping of the Mason Manor parking lots and exercise equipment will be moved into the old office to a fitness center. The Broadway Lofts project by TWG Development, which the Authority had approved to fund at a previous meeting, did not receive the WHEDA tax credits, so the GBHA will want to look at re-allocating that funding. Finally, a communication was referred by City Council to the law department to create a resolution to support the combination of the GBHA and BCHA. No progress has been made so far.

14. Update on bedbug situation.

This item was discussed during the previous agenda item.

15. Meetings for April, May and June are being moved to Room 310. (0:38:01)

C. Renier-Wigg stated that the sixth floor of City Hall is being remodeled, so their usual meeting place will be unavailable.

S. Srubas suggested that the next meeting take place at Mason Manor. W. VandeCastle agreed, and asked if the meeting could be held in the community room. Consensus was to hold the meeting at 9:00 a.m. not to interfere with the meal program.

A motion was made by T. Refsguard and seconded by S. Srubas to adjourn at 11:40 a.m. Motion carried.

LNC:RAH



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.1.

Consideration with possible action to approve use of unrestricted funds to hire or contract for a Service Coordinator, not to exceed \$45,000 for the first year.

BACKGROUND

Several months ago the GBHA applied for a Service Coordinator grant from HUD, but recently learned it was not awarded the grant. (The awards were based on a lottery, so the fact that GBHA was not awarded isn't due to the quality of the application). Due to the value this service would provide to the residents and the resulting benefits to the operations of the GBHA, staff is now requesting to use GBHA's unrestricted funds to employ a Service Coordinator. Since this would be a new position, we determined it would be best to start with a part time position and grow into it.

Staff intends to release a Request for Proposals soliciting proposals from companies who contract out Service Coordinators, while simultaneously exploring the costs and benefits of hiring a Service Coordinator directly. This will allow for a comparison of price and other factors to make an informed decision regarding the best staffing structure.

RECOMMENDATION

Approval to use unrestricted funds to hire or contract for a Service Coordinator, not to exceed \$45,000 for the first year.

FISCAL IMPACT

Up to \$45,000 from unrestricted funds

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.2.

Consideration with possible action to ratify approval of award of Mason Manor 4th Floor Common Area Furniture to Nemschoff for \$6,289.92.

BACKGROUND

Staff determined that some common area furniture at Mason Manor was in need of replacement. The 2014 Capital Fund grant had a line item to allow for this expense, but this grant needed to be expended by May 12, 2018, which would not allow sufficient time to obtain GBHA approval, as normally is required for this level of expense. The approval was therefore provided by the GBHA Chair, William VandeCastle and this action has been placed on this agenda to ratify the approval he provided.

The replacement furniture is for the 4th floor lobby at Mason Manor, for a cost of \$6,289.92. It includes six conference chairs and two side chairs with arms. The purchase was from Building Service, Inc. through a national cooperative contract for Nemschoff furniture, chosen to match existing furniture.

RECOMMENDATION

Ratify approval of award of Mason Manor 4th Floor Common Area Furniture to Nemschoff for \$6,289.92.

FISCAL IMPACT

\$6,289.92 from 2014 CFP grant

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.3.

Consideration with possible action on approval to award Mason Manor Tuckpointing Project to lowest responsive and responsible bidder, R.J. Jacques, Inc., for \$131,642 plus as needed cost for brick removal and replacement.

BACKGROUND

The Mason Manor Tuckpointing project was originally bid out in September, 2017, but was not awarded because the price from the sole responding vendor came in higher than expected. The project was postponed until spring in hopes of getting more competition and a better price. However, since that time it was discovered that significantly more lineal feet of repair work was needed. The project was rebid again in April. The total base bid of the lowest bidder did come in lower than previously; however, the alternate bid of seal coating came in higher. Despite the increase in the total price, staff feels that this is a good value overall and that there would be a significant cost savings to complete the seal coating in conjunction with the main project than to wait and complete it at a future date. Staff has been able to reprioritize projects to make funding available for this project.

RECOMMENDATION

Award Mason Manor Tuckpointing Project to lowest responsive and responsible bidder, R.J. Jacques, Inc., for \$131,642 plus as needed cost for brick removal and replacement.

FISCAL IMPACT

\$131,642 from CFP

ATTACHMENTS

1. Tuckpointing quote summary

CITY OF GREEN BAY QUOTATION SUMMARY - RFB #3026
GBHA Mason Manor Tuck-Pointing Project

DEPT: Comm Serv. Planholders: 12 Vendors ISSUED: 3/28/18			REQ #93 CC# 910 DUE: 4/18/18		VENDOR #1		VENDOR #2		VENDOR #3	
					R.J. JACQUES INC		INNOVATIVE MASONRY RESTORATION		CENTRAL RESTORATION LLC	
					Green Bay		Prior Lake, MN		Oakfield	
QTY	UNIT	DESCRIPTION			UNIT	PRICE		UNIT	PRICE	
Lump Sum		Base Bid 1 - Mobilization (Lump Sum)			\$ 9,012.00	\$ 9,012.00		\$ 72,300.00	\$ 72,300.00	
1700	LF	Base Bid 2 - Joint Sealant			\$ 20.11	\$ 34,187.00		\$ 9.00	\$ 15,300.00	
200	LF	Base Bid 3 - Tuck-Pointing Mortar Joints			\$ 36.11	\$ 7,222.00		\$ 12.00	\$ 2,400.00	
TOTAL BASE BID:						\$ 50,421.00			\$ 90,000.00	
Lump Sum		Alternate Bid 4A - Seal Coating Masonry ~45,000 sq ft (Lump Sum)			\$ 81,141.00	\$ 81,141.00		\$ 71,000.00	\$ 71,000.00	
1	EA	Alternate Bid 5A - Brick Removal/Replacement			\$ 80.00	\$ 80.00		\$ 39.00	\$ 39.00	
TOTAL ALTERNATE BID:						\$ 81,221.00			\$ 71,039.00	
TOTAL BASE & ALTERNATE BID:						\$ 131,642.00			\$ 161,039.00	
# of Calendar days work will be started in after award notice:					TBD		90 Days		90 Days	
Date vendor can have project completed: (no later than 10/31/18)					10/31/2018		10/31/2018		10/31/2018	
Payment Terms Net 30. Early Pay Disc:					Net 30		Net 30		2%	
Company accepts p-card payments:					No		No		No	
SOQ Expires:					4/12/2019		4/16/2019		4/11/2019	



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.4.

Consideration with possible action to award replacement of Mason Manor second floor automatic doors to the lowest responsive and responsible bidder, not to exceed \$15,000.

BACKGROUND

The second floor automatic doors at Mason Manor are outdated and have been experiencing problems for some time. Recently, significant damage was done to the doors which severely limited their functionality. Since improperly functioning doors represents a safety and security threat to Mason Manor residents and the property, replacement of these doors has been deemed an emergency. Staff has obtained one quote for replacement of the doors and is seeking an additional quote(s). Due to the emergency of this project, approval is requested to award this work to whoever the lowest responsive and responsible bidder is.

RECOMMENDATION

Award replacement of Mason Manor second floor automatic doors to the lowest responsive and responsible bidder, not to exceed \$15,000.

FISCAL IMPACT

Up to \$15,000 from unrestricted funds

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.5.

Consideration with possible action to approve purchase of a duplex to replace 708 - 710 N. Webster Avenue, not to exceed \$185,000.

BACKGROUND

As has been previously discussed, the GBHA Scattered Site duplex at 708 - 710 N. Webster Avenue will be acquired by the City of Green Bay/Department of Transportation for the Webster Avenue Street Reconstruction project. Staff has begun looking at replacement properties and has determined that a reasonable duplex in a desirable area of Green Bay may cost up to \$185,000. Since real estate is selling quickly, it would be beneficial for the GBHA to provide advanced approval on the purchase when a suitable replacement is located so that an offer doesn't have to be made contingent upon GBHA approval.

Staff is pursuing properties in low-poverty areas of Green Bay; preferably with three-bedrooms, but would also consider two-bedrooms and preferably side-by-side duplexes rather than upper/lowers.

RECOMMENDATION

Approval to purchase a suitable duplex not to exceed \$185,000.

FISCAL IMPACT

Up to \$185,000, funded partially by the compensation offered by the Department of Public Works/Department of Transportation and partially by GBHA unrestricted funds

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.6.

Consideration with possible action on Passbook Savings Rate.

BACKGROUND

Federal regulations require that when determining annual income for families in public housing, the PHA includes in annual income greater of either 1) actual income resulting from all family assets; or 2) a percentage of the value of such assets based upon the current passbook savings rate when the family has assets in excess of \$5,000.

HUD requires PHAs to review the passbook savings rate annually and adjust as necessary. PHAs may establish a passbook savings rate within 75 basis points of the Savings National Rate in effect at the time the PHA establishes the passbook rate. The passbook savings rate may not be less than zero percent. As of May 1, 2018, the Savings National Rate is 0.07 percent; therefore, the GBHA may set its passbook savings rate between zero and 0.82 percent. The GBHA has set its passbook savings rate at zero percent for the past several years.

RECOMMENDATION

To approve the passbook savings rate to remain at zero percent.

FISCAL IMPACT

No fiscal impact

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.7.

Consideration with possible action to approve revisions to GBHA bylaws.

BACKGROUND

The City of Green Bay has begun using an agenda and meeting management software with all of its council and committee meetings, including the GBHA meetings. The software includes a standard Order of Business for all agendas. Since the GBHA's Order of Business is governed by the GBHA's bylaws, the GBHA bylaws must be amended in order to conform to the City's new standard.

RECOMMENDATION

To approve the proposed amendment to the GBHA bylaws.

FISCAL IMPACT

No fiscal impact

ATTACHMENTS

1. GBHA By-Laws - amended 05.2018

**BY-LAWS OF THE HOUSING AUTHORITY
OF THE
CITY OF GREEN BAY, WISCONSIN**

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority

The name of the Authority shall be "The Housing Authority of the City of Green Bay, Wisconsin."

Section 2. Seal of Authority

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority

The offices of the Authority shall be at City Hall in the City of Green Bay, State of Wisconsin, but the Authority may hold its meetings at Mason Manor, or at such other place as it may designate.

ARTICLE II – OFFICERS

Section 1. Officers

The officers of the Authority shall be a Chairman, Vice-Chairman, and a Secretary (who shall be Executive Director).

Section 2. Chairman

The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Authority.

Section 3. Vice-Chairman

The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

Section 4. Secretary

The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary or any vacancy therein, shall have such terms as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary shall act as Treasurer of the Authority. He shall have the care and custody of all funds of the Authority, and shall deposit the same in the name of the Authority, in such bank(s) as the Authority may select. He shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener, when requested) an account of his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

Section 5. Vacancies

Should the offices of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor as aforesaid.

Section 6. Additional Personnel

The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the Housing Authorities Law of Wisconsin and all other laws of the State of Wisconsin applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of Wisconsin.

ARTICLE III – MEETINGS

Section 1. Annual Meeting

The annual meeting of the Authority shall be held on the third Thursday of February at the regular meeting time and place of the Authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day or other day as determined by the Authority.

Section 2. Regular Meeting

Monthly meetings shall be held without notice at the place, time and date fixed by resolution, or in the event of a legal holiday, on the next succeeding secular day or other day as determined by the Authority.

Section 3. Special Meetings

The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority, or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Additional Duties

The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 5. Election or Appointment

The first Chairman, as initially appointed and confirmed, shall hold office for the period he is initially appointed and confirmed, or until his successor is elected or qualified. Thereafter, the Chairman shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one (1) year, or until his successor is elected and qualified. The Vice-Chairman shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one (1) year, or until his successor is elected and qualified.

Section 6. Quorum

The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three (3) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 7. Order of Business

At the regular meetings of the Authority, the following shall be the order of business:

1. Roll call.
2. Approval of the Agenda
- ~~23.~~ ~~Approval of the mMinutes of the previous meeting.~~
- ~~3.~~ ~~Communications.~~
- ~~4.~~ ~~Old Business~~
- ~~54.~~ ~~New Regular~~ Business.
- ~~7.~~ ~~Financial Report and Bills~~
- ~~85.~~ ~~Administrator's Report and~~ Informational
- ~~96.~~ Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 8. Manner of Voting

The voting on all questions coming before the Authority shall be by voice vote. Upon the request of any commissioner, the yeas and nays shall be recorded in the minutes of such meetings. A simple majority of those commissioners present and voting shall determine the prevailing vote on each action.

ARTICLE IV – AMENDMENTS

Amendments to By-Laws

The By-Laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # D.8.

Consideration with possible action on approval of GBHA operating budget for Fiscal Year beginning July 1, 2018.

BACKGROUND

The GBHA annual operating budget runs July 1, 2018, through June 30, 2019. The majority of the budget is consistent with prior years, with increases for cost of living. Major changes are listed below:

Central Office Coast Center (COCC):

- Miscellaneous was increased by \$10,000 to account for the charges from the City for administration and human resources services.

Mason Manor:

- In the coming year the AED will need to be replaced the estimated cost is \$1,600.

Scattered Sites:

- In the coming year the GBHA is budgeting to spend \$6,000 on tree trimming at various sites;
- In the coming year the GBHA is budgeting to spend \$4,100 on installing or replacing mini sewers at two sites;
- The PIOLT was increased to use the new rate of 35 percent, which equates to \$27,225. This adjustment was previously approved by the GBHA.

Revenue Bonds:

- The GBHA is looking to spend \$150,000 from the unrestricted reserves. \$15,000 for 2nd floor automatic doors at Mason Manor and \$90,000 to fund the difference for replacing 708 - 710 Webster Avenue;
- Finally the GBHA is looking at funding a Services Coordinator position using up to \$45,000 from the unrestricted reserves.

Along with capital fund monies, the GBHA is looking to spend some of their unrestricted funds over the next few years. The GBHA has over \$1 million dollars in unrestricted funds. Below are some of the projects with estimated amounts that will need to be supplemented with unrestricted funds in the upcoming years:

- Roof Replacement \$150,000
- Boilers \$20,000
- Elevators \$350,000
- Service Coordinator position \$90,000

RECOMMENDATION

Approval of the annual operating budget with any adjustments from the Committee.

FISCAL IMPACT

ATTACHMENTS

1. 18-19 Budget
2. Training Needs - 18-19

COCC

PY	YTD 7/1-4/1	17-18 Budget	18-19 Budget	\$ Budget changed	% of Budget changed
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Income

2802.00 · Hud Contributions	0.00	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	115,045.10	77,455.17	122,884.80	128,981.04	4.96%
3520.00 · Asset Management Rev	24,360.00	16,240.00	19,680.00	24,240.00	23.17%
3530.00 · BookKeeping Fee Rev	16,935.00	11,047.50	23,040.00	18,180.00	-21.09%
3610.00 · Int Income	391.51	0.00	340.00	1,500.00	341.18%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	28.14	0.00	25.00	25.00	0.0%
3690.02 · Other Income	214.02	0.00	0.00	0.00	0.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.0%

Total Income	156,973.77	104,742.67	165,969.80	172,926.04	6,956.24	4.19%
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Expense

4110.00 · Admin Salaries	86,927.65	54,380.27	99,000.00	103,000.00	4,000.00	4.04%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	36.68	250.00	250.00	0.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	2,715.59	1,594.34	6,500.00	10,500.00	4,000.00	61.54%
4150.00 · Travel	489.58	640.52	500.00	1,000.00	500.00	100.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	1,558.00	1,558.00	1,750.00	1,800.00	50.00	2.86%
4182.00 · Employee Benefits - Admin	27,104.58	19,020.53	33,000.00	33,000.00	0.00	0.0%
4190.01 · Printing	1,272.03	660.25	2,500.00	1,000.00	-1,500.00	-60.0%
4190.02 · Postage	214.36	161.90	300.00	250.00	-50.00	-16.67%
4190.03 · Paper & Office Supplies	645.97	1,062.66	500.00	750.00	250.00	50.0%
4190.04 · Publications	250.30	64.93	400.00	200.00	-200.00	-50.0%
4190.05 · Membership Dues & Fees	402.00	381.82	700.00	500.00	-200.00	-28.57%
4190.06 · Computer Support	2,663.83	7,653.86	9,000.00	5,000.00	-4,000.00	-44.44%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	2,000.00	2,000.00	0.00	0.0%
4190.10 · Miscellaneous	4,021.66	14,079.40	5,000.00	15,000.00	10,000.00	200.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	100.00	100.00	0.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	0.00	529.39	500.00	800.00	300.00	60.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.00	0.00	0.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	0.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.25 · Unit Repair	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	3,000.00	0.00	-3,000.00	-100.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.00	0.00	0.0%

COCC

	PY	YTD 7/1-4/1	17-18 Budget	18-19 Budget	\$ Budget changed	% of Budget changed
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	100.00	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	0.00	100.00	125.00	125.00	0.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	145.00	145.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	601.24	0.00	650.00	650.00	0.00	0.0%
9120.00 · Transfers Out	300,000.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	428,966.79	101,924.55	165,920.00	176,070.00	10,150.00	6.12%
Net Income	-271,993.02	2,818.12	49.80	-3,143.96		

^ services provided by the City (HR/Admin)

Mason Manor

Income

	PY	YTD 7/1-4/1	17-18 Budget	18-19 Budget	\$ Budget changed	% of Budget changed
2802.00 · Hud Contributions	159,537.00	106,184.50	129,264.00	137,622.00	8,358.00	6.47%
3110.00 · Dwelling Rental	461,137.68	269,765.00	461,000.00	461,000.00	0.00	0.0%
3120.00 · Excess Utilities	4,820.00	2,692.00	4,750.00	4,620.00	-130.00	-2.74%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3610.00 · Int Income	2,306.68	6,015.79	2,600.00	8,000.00	5,400.00	207.69%
3690.00 · Other Income - Tenants	6,804.73	0.00	7,500.00	8,000.00	500.00	6.67%
3690.01 · Other Income - Ins Dividends	872.30	4,680.25	800.00	800.00	0.00	0.0%
3690.02 · Other Income	16,150.81	7,426.49	6,500.00	7,000.00	500.00	7.69%
3690.03 · Cell Tower Rent	128,248.68	84,663.88	126,390.33	130,958.08	4,567.75	3.61%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	779,877.88	481,427.91	738,804.33	758,000.08	19,195.75	2.6%

Expense

4110.00 · Admin Salaries	88,049.19	51,489.38	87,000.00	89,500.00	2,500.00	2.87%
4120.00 · Compensated Absences	0.00	0.00	1,000.00	1,000.00	0.00	0.0%
4130.00 · Legal Expense	797.50	2,758.35	500.00	3,000.00	2,500.00	500.0%
4130.01 · Investigations Expense	2,094.21	3,121.52	2,600.00	2,600.00	0.00	0.0%
4140.00 · Staff Training	2,735.72	503.27	4,365.00	3,800.00	-565.00	-12.94%
4150.00 · Travel	336.43	356.71	400.00	400.00	0.00	0.0%
4160.00 · Management Fee	88,143.50	58,680.96	92,932.80	97,055.04	4,122.24	4.44%
4163.00 · BookKeeping Fee	12,975.00	8,370.00	18,240.00	13,680.00	-4,560.00	-25.0%
4165.00 · Asset Management Fee	18,360.00	12,240.00	13,680.00	18,240.00	4,560.00	33.33%
4171.00 · Auditing Fees	3,116.00	3,116.00	3,500.00	3,600.00	100.00	2.86%
4182.00 · Employee Benefits - Admin	30,226.57	22,644.87	32,000.00	32,000.00	0.00	0.0%
4190.01 · Printing	4,096.76	2,396.72	2,500.00	2,500.00	0.00	0.0%
4190.02 · Postage	764.00	686.00	800.00	1,000.00	200.00	25.0%
4190.03 · Paper & Office Supplies	1,569.01	856.95	1,000.00	1,500.00	500.00	50.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	22.50	22.50	50.00	50.00	0.00	0.0%
4190.06 · Computer Support	10,443.23	9,737.22	8,000.00	9,000.00	1,000.00	12.5%
4190.07 · Tele Fax & Comm	1,809.21	844.92	1,400.00	1,250.00	-150.00	-10.71%
4190.08 · Marketing	2,273.24	2,875.78	2,300.00	2,300.00	0.00	0.0%
4190.10 · Miscellaneous	1,716.67	0.00	2,000.00	2,000.00	0.00	0.0% #
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	891.10	1,025.34	1,500.00	1,500.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	3,120.58	2,278.77	3,000.00	3,000.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	24,424.24	23,804.27	22,500.00	22,500.00	0.00	0.0%
4310.00 · Water	34,817.54	23,865.94	36,000.00	36,000.00	0.00	0.0%
4320.00 · Electricity	67,988.94	42,521.63	67,500.00	65,000.00	-2,500.00	-3.7%
4330.00 · Gas	29,353.63	21,198.20	30,000.00	32,000.00	2,000.00	6.67%
4390.00 · Other Utilities	4,417.86	2,850.22	3,750.00	3,750.00	0.00	0.0%
4410.00 · Maint - Labor	131,802.29	95,098.11	120,000.00	129,500.00	9,500.00	7.92%
4420.00 · Maint - Supplies	31,941.16	24,471.66	20,000.00	25,000.00	5,000.00	25.0%
4430.00 · Maint - Contracts	10,727.54	20,788.91	10,000.00	10,000.00	0.00	0.0%
4430.01 · Maint - Non-Contract	4,907.78	5,171.17	2,500.00	2,500.00	0.00	0.0%
4430.03 · Maint - Truck Maint	2,627.97	1,249.51	2,000.00	2,000.00	0.00	0.0%
4430.09 · Fire Protection - Maint	1,740.86	2,255.00	2,000.00	3,000.00	1,000.00	50.0%
4430.10 · Heating and Cooling	4,295.03	2,810.10	3,000.00	1,500.00	-1,500.00	-50.0%
4430.11 · Snow Removal	1,002.90	180.50	1,500.00	1,500.00	0.00	0.0%
4430.12 · Elevator Maintenance	9,886.53	7,402.20	10,500.00	10,500.00	0.00	0.0%
4430.13 · Landscape and Grounds	1,995.26	2,144.25	1,500.00	2,000.00	500.00	33.33%
4430.14 · Unit Turnaround	3,064.88	0.00	5,000.00	0.00	-5,000.00	-100.0%
4430.15 · Electrical	0.00	0.00	1,000.00	1,000.00	0.00	0.0%
4430.16 · Plumbing	1,654.00	0.00	2,750.00	2,750.00	0.00	0.0%
4430.17 · Extermination	114,761.94	22,520.60	50,000.00	25,000.00	-25,000.00	-50.0%
4430.18 · Appliances	2,231.99	3,002.36	1,500.00	3,000.00	1,500.00	100.0%
4430.19 · Garbage & Trash Removal	3,766.37	2,324.91	3,000.00	3,000.00	0.00	0.0%
4430.25 · Unit Repair	11,332.02	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	46,596.31	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	39,041.48	35,193.67	46,000.00	47,000.00	1,000.00	2.17%

Mason Manor

	PY	YTD 7/1-4/1	17-18 Budget	18-19 Budget	\$ Budget changed	% of Budget changed
4480.00 · Protect Service	0.00	0.00	500.00	500.00	0.00	0.0%
4510.00 · Insurance Expense - Property	8,014.50	8,198.17	7,750.00	8,500.00	750.00	9.68%
4510.01 · Insurance Expenses - Liability	5,423.82	5,350.00	5,800.00	5,800.00	0.00	0.0%
4520.00 · PILOT	32,937.97	0.00	33,750.00	33,750.00	0.00	0.0%
4530.00 · Bank Fees	1,028.60	417.50	1,165.50	1,025.00	-140.50	-12.06%
4572.00 · Bad Debt - Tenant Rents	19,017.50	0.00	13,000.00	13,000.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	210,488.26	0.00	215,000.00	215,000.00	0.00	0.0%
9120.00 · Transfers Out	50,000.00	0.00	25,000.00	25,000.00	0.00	0.0%
Total Expense	1,184,829.59	536,824.14	1,022,733.30	1,020,050.04	-2,683.26	-0.26%
Net Income	-404,951.71	-55,396.23	-283,928.97	-262,049.96		

AED \$1600

(47,049.96) P/(I) without Depreciation
We have excess reserves to cover this

RevBonds

PY	YTD 7/1-4/1	17-18 Budget	18-19 Budget	\$ Budget changed	% of Budget changed
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Income

2802.00 · Hud Contributions	0.00	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.0%
3610.00 · Int Income	3,790.55	0.00	2,900.00	10,000.00	244.83%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.00	0.0%
3690.02 · Other Income	28,535.00	13,635.00	14,955.00	0.00	0.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.0%

Total Income	32,325.55	13,635.00	17,855.00	24,955.00	7,100.00	39.77%
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Expense

4110.00 · Admin Salaries	444.79	206.84	2,000.00	2,000.00	0.00	0.0%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	1,000.00	0.00	0.00	0.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	0.00	0.00	0.00	0.00	0.0%
4150.00 · Travel	0.00	0.00	0.00	0.00	0.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	410.00	410.00	500.00	525.00	25.00	5.0%
4182.00 · Employee Benefits - Admin	116.99	79.57	750.00	750.00	0.00	0.0%
4190.01 · Printing	0.00	390.00	0.00	0.00	0.00	0.0%
4190.02 · Postage	0.00	0.00	0.00	0.00	0.00	0.0%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
4190.04 · Publications	65.30	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.00	0.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	30.00	0.00	500.00	500.00	0.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	45,000.00	45,000.00	100.0% ¥
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	2,420.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.00	0.00	0.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	0.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.25 · Unit Repair	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	8,400.00	8,500.00	105,000.00	96,500.00	1,135.29% ¥
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.00	0.00	0.0%

RevBonds

	PY	YTD 7/1-4/1	17-18 Budget	18-19 Budget	\$ Budget changed	% of Budget changed
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.00	0.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	1,067.08	12,906.41	12,250.00	153,775.00	141,525.00	1,155.31%
Net Income	31,258.47	728.59	5,605.00	-128,820.00		

¥PY Lead testing in scattered Sites/CY Replacing 708/710 Webster & 2nd floor doors

¥¥ social worker positons

ScSite

Income

	PY	YTD 7/1-4/1	17-18 Budget	18-19 Budget	\$ Budget changed	% of Budget changed
2802.00 · Hud Contributions	143,528.00	88,009.00	119,640.00	135,492.00	15,852.00	13.25%
3110.00 · Dwelling Rental	128,684.23	80,706.00	118,772.00	118,772.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3610.00 · Int Income	1,411.68	0.00	1,500.00	5,000.00	3,500.00	233.33%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	1,913.43	0.00	2,000.00	2,000.00	0.00	0.0%
3690.02 · Other Income	17,492.64	5,966.83	7,500.00	7,500.00	0.00	0.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	50,000.00	0.00	25,000.00	25,000.00	0.00	0.0%
Total Income	343,029.98	174,681.83	274,412.00	293,764.00	19,352.00	7.05%

Expense

4110.00 · Admin Salaries	59,647.89	30,785.13	61,000.00	62,000.00	1,000.00	1.64%
4120.00 · Compensated Absences	0.00	0.00	1,000.00	1,000.00	0.00	0.0%
4130.00 · Legal Expense	144.50	415.90	500.00	500.00	0.00	0.0%
4130.01 · Investigations Expense	3,038.40	2,827.78	2,000.00	3,000.00	1,000.00	50.0%
4140.00 · Staff Training	2,735.70	503.25	4,365.00	3,800.00	-565.00	-12.94%
4150.00 · Travel	290.59	355.01	300.00	500.00	200.00	66.67%
4160.00 · Management Fee	26,901.60	18,774.21	29,952.00	31,926.00	1,974.00	6.59%
4163.00 · BookKeeping Fee	3,960.00	2,677.50	4,800.00	4,500.00	-300.00	-6.25%
4165.00 · Asset Management Fee	6,000.00	4,000.00	6,000.00	6,000.00	0.00	0.0%
4171.00 · Auditing Fees	3,116.00	3,116.00	3,250.00	3,400.00	150.00	4.62%
4182.00 · Employee Benefits - Admin	20,865.36	11,811.17	22,500.00	22,500.00	0.00	0.0%
4190.01 · Printing	894.59	298.00	750.00	500.00	-250.00	-33.33%
4190.02 · Postage	764.00	686.00	750.00	1,000.00	250.00	33.33%
4190.03 · Paper & Office Supplies	506.06	537.03	500.00	800.00	300.00	60.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	22.50	22.50	50.00	50.00	0.00	0.0%
4190.06 · Computer Support	4,624.30	5,843.22	4,750.00	6,000.00	1,250.00	26.32%
4190.07 · Tele Fax & Comm	1,025.83	755.84	1,100.00	1,100.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	1,716.67	83.22	1,800.00	1,000.00	-800.00	-44.44%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	1,250.00	1,250.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	20,963.66	16,811.82	19,500.00	25,000.00	5,500.00	28.21%
4320.00 · Electricity	3,705.59	2,723.79	3,000.00	3,000.00	0.00	0.0%
4330.00 · Gas	3,221.30	2,193.99	3,000.00	3,000.00	0.00	0.0%
4390.00 · Other Utilities	8,727.42	6,599.78	8,000.00	10,000.00	2,000.00	25.0%
4410.00 · Maint - Labor	28,065.51	21,595.97	45,500.00	48,500.00	3,000.00	6.59%
4420.00 · Maint - Supplies	14,893.83	10,699.29	11,000.00	11,000.00	0.00	0.0%
4430.00 · Maint - Contracts	8,764.00	16,580.40	10,000.00	20,000.00	10,000.00	100.0%
4430.01 · Maint - Non-Contract	292.30	4,839.54	500.00	2,000.00	1,500.00	300.0%
4430.03 · Maint - Truck Maint	2,544.98	1,249.56	2,500.00	2,500.00	0.00	0.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	106.05	794.18	750.00	750.00	0.00	0.0%
4430.11 · Snow Removal	3,978.40	1,221.20	3,000.00	2,000.00	-1,000.00	-33.33%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	11,518.58	5,581.84	5,000.00	11,000.00	6,000.00	120.0% *
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	719.88	0.00	1,750.00	750.00	-1,000.00	-57.14%
4430.16 · Plumbing	545.00	525.00	1,750.00	750.00	-1,000.00	-57.14%
4430.17 · Extermination	370.00	955.00	1,500.00	2,000.00	500.00	33.33%
4430.18 · Appliances	251.60	515.92	1,000.00	1,000.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	288.68	748.86	500.00	1,000.00	500.00	100.0%
4430.25 · Unit Repair	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	5,985.00	0.00	6,150.00	5,600.00	-550.00	-8.94% **
4433.00 · Emp Ben Contr-ord maint	14,417.94	7,895.22	16,000.00	16,000.00	0.00	0.0%

ScSite

	PY	YTD 7/1-4/1	17-18 Budget	18-19 Budget	\$ Budget changed	% of Budget changed
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	31,628.50	35,844.17	31,750.00	37,000.00	5,250.00	16.54%
4510.01 · Insurance Expenses - Liability	2,726.00	3,489.00	2,750.00	3,600.00	850.00	30.91%
4520.00 · PILOT	9,206.23	0.00	8,950.00	27,225.00	18,275.00	204.19%
4530.00 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	12,843.96	0.00	12,000.00	12,000.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	128,933.40	0.00	149,000.00	149,000.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	450,951.80	224,356.29	491,467.00	545,501.00	54,034.00	10.99%
Net Income	-107,921.82	-49,674.46	-217,055.00	-251,737.00		

(102,737.00) P/(I) without Depreciation

* Tree Trimming

We have excess reserves to cover this

** 2 mini sewers @ \$2050 each PY / 510 N Chestnut

TRAINING NEEDS -FYE 2018

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals Subtotal</u>	<u>Registration</u>	<u>Travel</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>	<u>BCHA Split</u>	<u>GBHA Split</u>	<u>BCHA Total</u>	<u>GBHA Total</u>
Admin Training - Location: Local Date: TBD																
	Robyn	\$0	\$25	1	3	\$0	\$75	\$325	\$56	1	100	\$456	0.5	0.5	\$228.00	\$228.00
Casterline Location: TBD - Out of State, Dates: TBD																
	Stephanie	\$175	\$65	1	2	\$350	\$130	\$650	\$875			\$2,005	0.5	0.5	\$1,002.50	\$1,002.50
NAHRO National Conference - Location TBD- Out of State; Dates: TBD 2018																
	Robyn	\$175	\$54	1	3	\$525	\$162	\$495	\$700			\$1,882	0.5	0.5	\$941.00	\$941.00
BCHA	Commissioner	\$175	\$54	1	3	\$525	\$162	\$495	\$700			\$1,882	1	0	\$1,882.00	\$0.00
BCHA	Commissioner	\$175	\$54	1	3	\$525	\$162	\$495	\$700			\$1,882	0	0	\$0.00	\$0.00
GBHA	Commissioner	\$175	\$54	1	3	\$525	\$162	\$495	\$700			\$1,882	0	1	\$0.00	\$1,882.00
GBHA	Commissioner	\$175	\$54	1	3	\$525	\$162	\$495	\$700			\$1,882	0	1	\$0.00	\$1,882.00
Happy Training - Location: TBD - out of state, Dates: TBD																
	Sr Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$1,000			\$2,575	0	1	\$0.00	\$2,575.00
Nan Mckay - Public Housing Magement training - Location: TBD - out of state, Dates: TBD																
	Sr Accountant	\$115	\$59	1	5	\$575	\$295	\$1,100	\$725			\$2,695	0.5	0.5	\$1,347.50	\$1,347.50
Nan Mckay - UPSC Fundamentals training - Location: TBD - out of state, Dates: TBD																
	Jayme	\$125	\$74	1	2	\$250	\$148	\$750	\$400			\$1,548	0	1	\$0.00	\$1,548.00
	David	\$125	\$74	1	2	\$250	\$148	\$750	\$400			\$1,548	0	1	\$0.00	\$1,548.00
<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals</u>	<u>Registration</u>	<u>Travel Sub</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>	<u>BCHA Split</u>	<u>GBHA Split</u>	<u>Total</u>	
WAHA "Fall" Conference - Location: Sheboygan, Dates: 9/17,18,19,20/ 2018																
	Robyn	\$115	\$51	1	3	\$345	\$153	\$325	\$146	1	260	\$969	0.5	0.5	\$484.30	\$484.30
	Jayme/Ka	\$115	\$51	1	3	\$345	\$153	\$325	\$0	0	260	\$823	0	1	\$0.00	\$823.00
	Stephanie	\$115	\$51	1	3	\$345	\$153	\$325	\$146	1	260	\$969	0.5	0.5	\$484.30	\$484.30
	Maintenance	\$115	\$51	1	3	\$345	\$153	\$325	\$0	0	260	\$823	0	1	\$0.00	\$823.00
BCHA	Commissioner	\$115	\$51	1	3	\$345	\$153	\$325	\$146	1	260	\$969	1	0	\$968.60	\$0.00
BCHA	Commissioner	\$115	\$51	1	3	\$345	\$153	\$325	\$0	0	260	\$823	1	0	\$823.00	\$0.00
GBHA	Commissioner	\$115	\$51	1	3	\$345	\$153	\$325	\$146	1	260	\$969	0	1	\$0.00	\$968.60
GBHA	Commissioner	\$115	\$51	1	3	\$345	\$153	\$325	\$0	0	260	\$823	0	1	\$0.00	\$823.00
WAHA "Spring" Conferences - Location:TBD Date: 4/2019																
	Robyn	\$115	\$51	1	1	\$115	\$51	\$100	\$102	1	188	\$368	0.5	0.5	\$184.23	\$184.23
	Stephanie	\$115	\$51	1	1	\$115	\$51	\$100	\$102	1	188	\$368	0.5	0.5	\$184.23	\$184.23
	Jayme/Ka	\$115	\$51	1	1	\$115	\$51	\$100	\$0	0	188	\$266	0	1	\$0.00	\$266.00
															\$8,301.66	\$17,994.66



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # D.9.

Consideration with possible action on acceptance of GBHA bills.

BACKGROUND

March and April Checks.

RECOMMENDATION

Approval of the March and April GBHA bills.

FISCAL IMPACT

ATTACHMENTS

1. March Check Listing
2. April Check Listing

2:58 PM

04/10/18

Green Bay Housing Authority

Check Detail

March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4404	03/01/2018	CITY OF GREEN BAY		1111.01 · General ...	
Bill	112053	12/31/2017		legal help	4130.00 · Legal Ex...	-36.68
Bill	970-12420	01/30/2018		encasements	4430.17 · Extermin...	-777.30
				storage units	4420.00 · Maint - S...	-156.00
				valentiens da...	4220.01 · Ten Ser -...	-38.84
Bill	970-12420	02/01/2018		siding/showe...	4420.00 · Maint - S...	-106.81
				drip bowl/key...	4420.00 · Maint - S...	-236.99
				3 refrigerators	4430.25 · Unit Repair	-699.00
Bill	970-12420	02/06/2018		paper & pens	4190.03 · Paper & ...	-50.68
				paper & pens	4190.03 · Paper & ...	-50.68
				backgrounds	4130.01 · Investiga...	-25.20
				backgrounds	4130.01 · Investiga...	-25.19
Bill	112052	02/09/2018		fuel	4150.00 · Travel	-91.57
				fuel	4150.00 · Travel	-91.57
Bill	112830	02/14/2018		mailings	4190.02 · Postage	-16.42
				packets/age...	4190.01 · Printing	-61.26
				letterhead/ca...	4190.01 · Printing	-175.97
				letterhead	4190.10 · Miscellan...	-83.22
Bill	18000434	02/14/2018		trash cart	4430.19 · Garbage ...	-50.00
Bill	18000444	02/14/2018		sidewalk clea...	4430.11 · Snow Re...	-70.00
Bill	112886	02/20/2018		mower & equ...	4510.00 · Insuranc...	-2.17
				mower & equ...	4510.00 · Insuranc...	-2.17
TOTAL						-2,847.72
Bill Pmt -Check	4405	03/01/2018	FIRST SUPPLY GRE...		1111.01 · General ...	
Bill	10998725-00	02/12/2018		toilet parts	4420.00 · Maint - S...	-406.33
Bill	10975461-00	02/21/2018		seats/levers/...	4420.00 · Maint - S...	-1,177.40
TOTAL						-1,583.73
Bill Pmt -Check	4406	03/01/2018	H.J. MARTIN & SON,...	carpet rolls	1111.01 · General ...	
Bill	HJ245327	01/30/2018		carpet rolls	4430.25 · Unit Repair	-5,700.00
TOTAL						-5,700.00
Bill Pmt -Check	4407	03/01/2018	AMA HEATING	1333 Univer...	1111.01 · General ...	
Bill	S82235	02/14/2018		ventor motor	4430.10 · Heating a...	-187.23
TOTAL						-187.23
Bill Pmt -Check	4408	03/01/2018	Bug Blaster Inc	1424 Admirl...	1111.01 · General ...	
Bill	126210	02/18/2018		treating #403	4430.17 · Extermin...	-130.00
TOTAL						-130.00
Bill Pmt -Check	4409	03/01/2018	CELLCOM	cell bill	1111.01 · General ...	
Bill	709434	02/15/2018		cell bill	4190.07 · Tele Fax...	-37.18
				cell bill	4190.07 · Tele Fax...	-37.19
TOTAL						-74.37

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04/10/18

Green Bay Housing Authority

Check Detail

March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4410	03/01/2018	Clean By Design LLC		1111.01 · General ...	
Bill	1468	02/14/2018		cleaning #420	4430.00 · Maint - C...	-187.00
Bill	1470	02/21/2018		cleaning # 210	4430.00 · Maint - C...	-166.00
TOTAL						-353.00
Bill Pmt -Check	4411	03/01/2018	ELAND ELECTRIC	1428 dousm...	1111.01 · General ...	
Bill	92673	02/19/2018		rewiring gara...	4430.01 · Maint - N...	-277.69
TOTAL						-277.69
Bill Pmt -Check	4412	03/01/2018	EZ GLIDE GARAGE ...	VOID: 1100 ...	1111.01 · General ...	
TOTAL						0.00
Bill Pmt -Check	4413	03/01/2018	GREEN BAY WATE...		1111.01 · General ...	
Bill	2/21/18-11032-04	02/21/2018		1125 Univers...	4390.00 · Other Util...	-52.96
				1125 Univers...	4310.00 · Water	-70.94
Bill	2/21/18-33071-01	02/21/2018		1444 Univers...	4390.00 · Other Util...	-52.96
				1444 Univers...	4310.00 · Water	-118.93
Bill	2/21/18-33067-01	02/21/2018		1404 Univers...	4390.00 · Other Util...	-52.96
				1404 Univers...	4310.00 · Water	-100.50
Bill	2/21/18-11007-04	02/21/2018		1341 Univers...	4390.00 · Other Util...	-52.96
				1341 Univers...	4310.00 · Water	-45.17
Bill	2/21/18-10912-03	02/21/2018		1420 university	4390.00 · Other Util...	-52.96
				1420 university	4310.00 · Water	-275.31
Bill	2/21/18-10914-03	02/21/2018		1448 Univers...	4390.00 · Other Util...	-52.96
				1448 Univers...	4310.00 · Water	-145.96
Bill	2/21/18-10413-04	02/21/2018		1100 Pine	4390.00 · Other Util...	-52.96
				1100 Pine	4310.00 · Water	-194.88
Bill	2/21/18-1041702	02/21/2018		1014 Pine	4390.00 · Other Util...	-52.96
				1014 Pine	4310.00 · Water	-347.59
Bill	2/21/18-10418-03	02/21/2018		1008 Pine	4390.00 · Other Util...	-52.96
				1008 Pine	4310.00 · Water	-25.88
Bill	2/21/18-10909-03	02/21/2018		1408 Univers...	4390.00 · Other Util...	-52.96
				1408 Univers...	4310.00 · Water	-187.85
Bill	2/21/18-10910-03	02/21/2018		1412 Univers...	4390.00 · Other Util...	-52.96
				1412 Univers...	4310.00 · Water	-119.82
Bill	2/21/18-10911-04	02/21/2018		1416 Univers...	4390.00 · Other Util...	-52.96
				1416 Univers...	4310.00 · Water	-142.17
Bill	2/21/18-11008-03	02/21/2018		1339 Univers...	4390.00 · Other Util...	-52.96
				1339 Univers...	4310.00 · Water	-226.12
Bill	2/21/18-11009-03	02/21/2018		1333 Univers...	4390.00 · Other Util...	-52.96
				1333 Univers...	4310.00 · Water	-19.63
Bill	2/21/18-11033-02	02/21/2018		1121 Univers...	4390.00 · Other Util...	-52.96
				1121 Univers...	4310.00 · Water	-78.39
Bill	2/21/18-11986-03	02/21/2018		708 N Webster	4390.00 · Other Util...	-52.96
				708 N Webster	4310.00 · Water	-372.18
Bill	2/21/18-33069-01	02/21/2018		1424 Univers...	4390.00 · Other Util...	-52.96
				1424 Univers...	4310.00 · Water	-233.37
Bill	2/21/18-33070-01	02/21/2018		1440 Univers...	4390.00 · Other Util...	-52.96
				1440 Univers...	4310.00 · Water	-50.57
Bill	2/21/18-32906-02	02/21/2018		1337 Univers...	4390.00 · Other Util...	-52.96
				1337 Univers...	4310.00 · Water	-185.88
Bill	2/21/18-33068-01	02/21/2018		1410 Univers...	4390.00 · Other Util...	-52.96
				1410 Univers...	4310.00 · Water	-160.38
TOTAL						-4,160.72

2:58 PM

04/10/18

Green Bay Housing Authority

Check Detail

March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4414	03/01/2018	LARSON PAINTING	1424 Admira...	1111.01 · General ...	
Bill	4857	02/08/2018		2 bed room apt	4430.00 · Maint - C...	-323.32
TOTAL						-323.32
Bill Pmt -Check	4415	03/01/2018	Patrick A. Zelzer & A...		1111.01 · General ...	
Bill	ZEL-2018000513	02/15/2018		paper servic...	4130.00 · Legal Ex...	-50.00
Bill	ZEL-2018000514	02/15/2018		paper servic...	4130.00 · Legal Ex...	-50.00
Bill	Zel-2018000515	02/15/2018		paper servic...	4130.00 · Legal Ex...	-50.00
TOTAL						-150.00
Bill Pmt -Check	4416	03/01/2018		SD refund	1111.01 · General ...	
Bill	SD refund	02/19/2018		SD refund - ...	2114.00 · Tenant S...	-176.92
				Key Dept Ref...	2114.02 · Security ...	-53.08
TOTAL						-230.00
Bill Pmt -Check	4417	03/01/2018	Sam's Club	mambershi...	1111.01 · General ...	
Bill	3412626152409	02/28/2018		membership ...	4190.05 · Members...	-22.50
				membership ...	4190.05 · Members...	-22.50
TOTAL						-45.00
Bill Pmt -Check	4418	03/01/2018	TIME WARNER CAB...		1111.01 · General ...	
Bill	10404-716276401...	02/10/2018		community r...	4230.00 · Ten Ser...	-6.59
Bill	703250601021218	02/12/2018		internet	4230.00 · Ten Ser...	-91.34
TOTAL						-97.93
Bill Pmt -Check	4419	03/01/2018	WISCONSIN PUBLI...		1111.01 · General ...	
Bill	2/12/18-2671-00009	02/12/2018		1125 Univers...	4320.00 · Electricity	-37.37
				1125 Univers...	4330.00 · Gas	-57.49
Bill	2/12/18-2671-00154	02/12/2018		1343 Univers...	4320.00 · Electricity	-34.88
				1343 Univers...	4330.00 · Gas	-42.92
Bill	2/13/18-2671-00164	02/13/2018		1016 Pine	4320.00 · Electricity	-80.25
				1016 Pine	4330.00 · Gas	-58.52
Bill	2/13/18-2671-00165	02/13/2018		1440 Univers...	4320.00 · Electricity	-38.18
				1440 Univers...	4330.00 · Gas	-65.37
Bill	2/15/18-2671-00163	02/15/2018		1010 pine	4320.00 · Electricity	-30.41
				1010 pine	4330.00 · Gas	-45.04
Bill	2/19/18-2671-00166	02/19/2018		1100 pine	4320.00 · Electricity	-36.73
				1100 pine	4330.00 · Gas	-51.08
Bill	2/19/18-2671-00165	02/19/2018		1440 Univers...	4320.00 · Electricity	-3.57
				1440 Univers...	4330.00 · Gas	-8.16
Bill	2/19/18-2671-00154	02/19/2018		1343 Univers...	4320.00 · Electricity	-3.98
				1343 Univers...	4330.00 · Gas	-6.01
Bill	March 2018 ur's	03/01/2018		323 N Ashla...	4320.01 · Utility Rei...	-64.00
				1125 N Ashl...	4320.01 · Utility Rei...	-80.00
				510 N Chest...	4320.01 · Utility Rei...	-89.00
				1440 Univers...	4320.01 · Utility Rei...	-137.00
				1016 Pine - ...	4320.01 · Utility Rei...	-142.00
				837 Christian...	4320.01 · Utility Rei...	-80.00
				509 S Maple ...	4320.01 · Utility Rei...	-6.00

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March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
				913 N Chest...	4320.01 · Utility Rei...	-178.00
				912 S Oakla...	4320.01 · Utility Rei...	-104.00
TOTAL						-1,479.96
Bill Pmt -Check	4420	03/15/2018		SD refund	1111.01 · General ...	
Bill	SD refund	03/08/2018		SD refund - ...	2114.00 · Tenant S...	-191.00
TOTAL						-191.00
Bill Pmt -Check	4421	03/15/2018	Advanced Disposal ...	1424 Admira...	1111.01 · General ...	
Bill	B80000615488	02/28/2018		trash pick up	4430.19 · Garbage ...	-336.02
TOTAL						-336.02
Bill Pmt -Check	4422	03/15/2018	AT&T	door system	1111.01 · General ...	
Bill	2/22/18	02/22/2018		Door System	4190.07 · Tele Fax...	-39.98
				Door System	4190.07 · Tele Fax...	-39.98
TOTAL						-79.96
Bill Pmt -Check	4423	03/15/2018	BELLIN HOME HEA...	1424 Admira...	1111.01 · General ...	
Bill	MB956	03/07/2018		RN Comm o...	4230.00 · Ten Ser-...	-525.00
TOTAL						-525.00
Bill Pmt -Check	4424	03/15/2018	Brown County Solid...		1111.01 · General ...	
Bill	T692971	03/12/2018		holzer dump ...	4430.19 · Garbage ...	-22.50
Bill	T693060	03/12/2018		Holzer clean ...	4430.19 · Garbage ...	-20.00
TOTAL						-42.50
Bill Pmt -Check	4425	03/15/2018	CEC	1424 Admira...	1111.01 · General ...	
Bill	BILL250430	02/28/2018		Alarn Inspect...	4430.09 · Fire Prot...	-1,425.00
TOTAL						-1,425.00
Bill Pmt -Check	4426	03/15/2018	CITY OF GREEN BAY		1111.01 · General ...	
Bill	112003	12/31/2017		IT chages	4190.06 · Compute...	-1,216.56
				IT chages	4190.06 · Compute...	-1,926.22
				IT Charges	4190.06 · Compute...	-1,926.22
				Fiber optics ...	4190.06 · Compute...	-3,000.00
Bill	970-12422	01/31/2018		Wages	4110.00 · Admin S...	-4,224.03
				Benefits	4182.00 · Employe...	-1,929.52
				Wages	4410.00 · Maint - L...	-11,269.56
				Benefits	4433.00 · Emp Ben...	-7,442.27
				Wages	4110.00 · Admin S...	-2,739.56
				Benefits	4182.00 · Employe...	-1,095.78
				Wages	4410.00 · Maint - L...	-1,832.99
				Benefits	4433.00 · Emp Ben...	-614.18
				Wages	4110.00 · Admin S...	-4,931.98
				Benefits	4182.00 · Employe...	-2,008.94
Bill	970-12420	02/07/2018		Fridge	4430.25 · Unit Repair	-477.90
				paint,epoxy, ...	4420.00 · Maint - S...	-80.89
				blinds,paper ...	4420.00 · Maint - S...	-383.18
Bill	970-12422	02/28/2018		Wages	4110.00 · Admin S...	-5,966.19

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March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
				Benefits	4182.00 · Employee...	-2,219.91
				Wages	4410.00 · Maint - L...	-9,508.09
				Benefits	4433.00 · Emp Ben...	-3,368.80
				Wages	4110.00 · Admin S...	-3,975.01
				Benefits	4182.00 · Employee...	-1,289.67
				Wages	4410.00 · Maint - L...	-1,891.76
				Benefits	4433.00 · Emp Ben...	-467.97
				Wages	4110.00 · Admin S...	-6,197.08
				Benefits	4182.00 · Employee...	-2,006.58
				WAGES	4110.00 · Admin S...	-88.26
				Benefits	4182.00 · Employee...	-54.14
Bill	113004	03/06/2018		fuel	4430.03 · Maint - Tr...	-68.09
				fuel	4430.03 · Maint - Tr...	-68.10
TOTAL						-84,269.43
Bill Pmt -Check	4427	03/15/2018	Clean By Design LLC		1111.01 · General ...	
Bill	1471	03/03/2018		claning #717	4430.00 · Maint - C...	-138.00
Bill	1473	03/08/2018		cleaning #204	4430.00 · Maint - C...	-166.00
				cleaning #101	4430.00 · Maint - C...	-187.00
TOTAL						-491.00
Bill Pmt -Check	4428	03/15/2018	ECONOMY TREE S...	univeristy tr...	1111.01 · General ...	
Bill	2/27/18	02/27/2018		university tre...	4430.25 · Unit Repair	-4,800.00
TOTAL						-4,800.00
Bill Pmt -Check	4429	03/15/2018	EZ GLIDE GARAGE ...	VOID: Stuar...	1111.01 · General ...	
TOTAL						0.00
Bill Pmt -Check	4430	03/15/2018	GREEN BAY WATE...		1111.01 · General ...	
Bill	1/29/18-4356-06	01/29/2018		896 School	4390.00 · Other Util...	-52.42
				896 School	4310.00 · Water	-159.54
Bill	2/27/18-4665-01	02/27/2018		1424 Admiral...	4390.00 · Other Util...	-336.10
				1424 Admiral...	4310.00 · Water	-3,528.70
TOTAL						-4,076.76
Bill Pmt -Check	4431	03/15/2018	H.J. MARTIN & SON,...	1424 Admira...	1111.01 · General ...	
Bill	HJ245581	02/28/2018		carpeting #211	4430.00 · Maint - C...	-381.82
TOTAL						-381.82
Bill Pmt -Check	4432	03/15/2018	InPro Corporation	00432500	1111.01 · General ...	
Bill	1298776	03/06/2018		door protector	4420.00 · Maint - S...	-575.32
TOTAL						-575.32
Bill Pmt -Check	4433	03/15/2018	Jayme Valentine		1111.01 · General ...	
Bill	Feb 2018 mileage	02/28/2018		mileage	4150.00 · Travel	-25.62
				mileage	4150.00 · Travel	-21.25
Bill	RAB meeting	03/06/2018		RAB meeting	4220.01 · Ten Ser -...	-118.88
TOTAL						-165.75

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March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4434	03/15/2018		SD refund	1111.01 · General ...	
Bill	SD refund	02/28/2018		SD refund - ...	2114.00 · Tenant S...	-96.80
				Pet Dept refu...	2114.02 · Security ...	-121.00
				Key Dept ref...	2114.02 · Security ...	-24.20
TOTAL						-242.00
Bill Pmt -Check	4435	03/15/2018	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	949856736	03/01/2018		maintenace ...	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	4436	03/15/2018	LARSON PAINTING	1424 Admira...	1111.01 · General ...	
Bill	4867	03/05/2018		painting # 106	4430.00 · Maint - C...	-225.00
TOTAL						-225.00
Bill Pmt -Check	4437	03/15/2018	Lindeman's Cleanin...		1111.01 · General ...	
Bill	591109	02/13/2018		cleaning dra...	4430.01 · Maint - N...	-14.74
Bill	591227	02/13/2018		cleaning dra...	4430.01 · Maint - N...	-49.69
Bill	591440	02/13/2018		cleaning dra...	4430.01 · Maint - N...	-54.10
Bill	592087	02/16/2018		cleaning dra...	4430.01 · Maint - N...	-54.10
Bill	592093	02/16/2018		cleaning dra...	4430.01 · Maint - N...	-67.32
Bill	595504	03/06/2018		cleaning dra...	4430.01 · Maint - N...	-67.32
Bill	595505	03/06/2018		cleaning dra...	4430.01 · Maint - N...	-54.10
TOTAL						-361.37
Bill Pmt -Check	4438	03/15/2018	LIZER LAWN CARE		1111.01 · General ...	
Bill	74932AD	03/12/2018		snow remova...	4430.11 · Snow Re...	-56.00
Bill	74931AD	03/12/2018		salting	4430.11 · Snow Re...	-110.00
TOTAL						-166.00
Bill Pmt -Check	4439	03/15/2018	MID-STATE SUPPLY		1111.01 · General ...	
Bill	4203236	02/19/2018		1125 universi...	4430.25 · Unit Repair	-3,760.43
Bill	4205463	03/02/2018		repair from fi...	4430.25 · Unit Repair	-153.00
Bill	4205636	03/05/2018		1125 universi...	4430.25 · Unit Repair	-863.30
TOTAL						-4,776.73
Bill Pmt -Check	4440	03/15/2018	TRI CITY GLASS	1424 Admira...	1111.01 · General ...	
Bill	I04-0302-63941	03/02/2018		screen repair	4420.00 · Maint - S...	-29.40
TOTAL						-29.40
Bill Pmt -Check	4441	03/15/2018	Verizon Wireless	WIFI	1111.01 · General ...	
Bill	9802111249	02/21/2018		wifi puck	4190.07 · Tele Fax...	-20.00
				wifi puck	4190.07 · Tele Fax...	-20.01
TOTAL						-40.01

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March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4442	03/15/2018	WISCONSIN MEDIA	notice	1111.01 · General ...	
Bill	1390933	03/01/2018		notice	4190.04 · Publicati...	-29.14
TOTAL						-29.14
Bill Pmt -Check	4443	03/15/2018	WISCONSIN PUBLI...		1111.01 · General ...	
Bill	3/1/18-2671-00002	03/01/2018		1424 Admiral...	4320.00 · Electricity	-3,916.29
				1424 Admiral...	4330.00 · Gas	-5,204.68
Bill	3/1/18-2671-0036	03/01/2018		1424 Admiral...	4320.00 · Electricity	-1,317.27
Bill	3/2/182671-00166	03/02/2018		1100 Pine	4320.00 · Electricity	-10.80
				100 Pine	4330.00 · Gas	-14.14
TOTAL						-10,463.18
Bill Pmt -Check	4444	03/29/2018	AMA HEATING	1424 Admira...	1111.01 · General ...	
Bill	S82504	03/15/2018		blower moter	4430.10 · Heating a...	-515.51
TOTAL						-515.51
Bill Pmt -Check	4445	03/29/2018	Bug Blaster Inc		1111.01 · General ...	
Bill	126387	03/19/2018		treatment	4430.17 · Extermin...	-130.00
Bill	126393	03/19/2018		spraying	4430.17 · Extermin...	-130.00
TOTAL						-260.00
Bill Pmt -Check	4446	03/29/2018	CELLCOM	cell bill	1111.01 · General ...	
Bill	844951	03/15/2018		cell bill	4190.07 · Tele Fax...	-37.43
				cell bill	4190.07 · Tele Fax...	-37.43
TOTAL						-74.86
Bill Pmt -Check	4447	03/29/2018	CITY OF GREEN BAY	postage & p...	1111.01 · General ...	
Bill	113103	03/22/2018		mailings	4190.02 · Postage	-13.99
				calendars, m...	4190.01 · Printing	-323.75
				agendas, pa...	4190.01 · Printing	-47.94
TOTAL						-385.68
Bill Pmt -Check	4448	03/29/2018	Clean By Design LLC	1424 Admira...	1111.01 · General ...	
Bill	1474	03/28/2018		cleaning #315	4430.00 · Maint - C...	-187.00
				Cleaning #609	4430.00 · Maint - C...	-138.00
				cleaning #616	4430.00 · Maint - C...	-203.00
TOTAL						-528.00
Bill Pmt -Check	4449	03/29/2018	GRAND OPENING O...	886 Division	1111.01 · General ...	
Bill	1228	12/03/2017		adj garage d...	4420.00 · Maint - S...	-97.75
TOTAL						-97.75

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March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4450	03/29/2018	GREEN BAY WATE...	1009 Crooks	1111.01 · General ...	
Bill	3/19/18-13182-04	03/19/2018		1009 Crooks	4390.00 · Other Util...	-53.08
				1009 Crooks	4310.00 · Water	-170.45
TOTAL						-223.53
Bill Pmt -Check	4451	03/29/2018	HAWKINS ASH BAP...	6/30/17 audit	1111.01 · General ...	
Bill	3068405	03/20/2018		6/30/17 audit	4171.00 · Auditing ...	-3,116.00
				6/30/17 audit	4171.00 · Auditing ...	-3,116.00
				6/30/17 audit	4171.00 · Auditing ...	-1,558.00
				6/30/17 audit	4171.00 · Auditing ...	-410.00
TOTAL						-8,200.00
Bill Pmt -Check	4452	03/29/2018	Jayme Valentine		1111.01 · General ...	
Bill	wcsbr0001288667	03/23/2018		filing fees 13...	4130.00 · Legal Ex...	-117.65
Bill	3/23/18	03/23/2018		filing fee #618	4130.00 · Legal Ex...	-117.65
TOTAL						-235.30
Bill Pmt -Check	4453	03/29/2018	LANGAN INVESTIG...		1111.01 · General ...	
Bill	2/1/-2/28/18 MM	03/13/2018		screenings &...	4130.01 · Investiga...	-465.00
Bill	2/1-2/28/18 SS	03/13/2018		screenings &...	4130.01 · Investiga...	-514.30
TOTAL						-979.30
Bill Pmt -Check	4454	03/29/2018	Lindeman's Cleanin...		1111.01 · General ...	
Bill	596798	03/13/2018		cleaning dra...	4430.01 · Maint - N...	-49.95
Bill	596799	03/13/2018		cleaning dra...	4430.01 · Maint - N...	-54.38
Bill	598801	03/13/2018		cleaning dra...	4430.01 · Maint - N...	-45.70
Bill	598802	03/24/2018		cleaning dra...	4430.01 · Maint - N...	-57.12
TOTAL						-207.15
Bill Pmt -Check	4455	03/29/2018	Northwoods		1111.01 · General ...	
Bill	184725	02/13/2018		cleaning sup...	4420.00 · Maint - S...	-917.47
Bill	185983	02/26/2018		cleaning sup...	4420.00 · Maint - S...	-854.17
TOTAL						-1,771.64
Bill Pmt -Check	4456	03/29/2018	Sandberg K9 Soluti...	1424 Admira...	1111.01 · General ...	
Bill	1241	03/16/2018		inspections	4430.17 · Extermin...	-200.00
TOTAL						-200.00
Bill Pmt -Check	4457	03/29/2018	SCOTT WARNER C...	1125 Univer...	1111.01 · General ...	
Bill	42	01/30/2018		1125 Univeir...	4430.25 · Unit Repair	-3,420.00
TOTAL						-3,420.00

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March 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4458	03/29/2018	SMITH BROS. PLUM...	913 Chestnut	1111.01 · General ...	
Bill	4755	03/13/2018		913 Chest nu...	4430.25 · Unit Repair	-900.00
TOTAL						-900.00
Bill Pmt -Check	4459	03/29/2018	TIME WARNER CAB...		1111.01 · General ...	
Bill	3/1-3/31/18	02/26/2018		cable fees	4230.00 · Ten Ser-...	-2,330.26
Bill	3/18-4/17/18	03/12/2018		internet	4230.00 · Ten Ser-...	-91.36
TOTAL						-2,421.62
Bill Pmt -Check	4460	03/29/2018	TRI CITY GLASS	1424 Admiral	1111.01 · General ...	
Bill	I04-0320-64134	03/20/2018		mirror	4420.00 · Maint - S...	-173.20
TOTAL						-173.20
Bill Pmt -Check	4461	03/29/2018	WESCO	light fixtures	1111.01 · General ...	
Bill	78781	12/11/2017		light fixtures	4420.00 · Maint - S...	-228.90
TOTAL						-228.90
Bill Pmt -Check	4462	03/29/2018	WISCONSIN PUBLI...		1111.01 · General ...	
Bill	3/13/18-2671-00009	03/13/2018		1125 university	4320.00 · Electricity	-33.30
				1125 university	4330.00 · Gas	-43.22
Bill	April 2018 UR's	04/01/2018		323 N Ashla...	4320.01 · Utility Rei...	-64.00
				1009 Crooks ...	4320.01 · Utility Rei...	-77.00
				510 N Chest...	4320.01 · Utility Rei...	-89.00
				1440 Univers...	4320.01 · Utility Rei...	-89.00
				836 Cora - M...	4320.01 · Utility Rei...	-80.00
				1016 Pine - ...	4320.01 · Utility Rei...	-71.00
				839 Christian...	4320.01 · Utility Rei...	-160.00
				837 Christian...	4320.01 · Utility Rei...	-80.00
				1100 Pime - ...	4320.01 · Utility Rei...	-80.00
				509 S Maple ...	4320.01 · Utility Rei...	-6.00
				913 N Chest...	4320.01 · Utility Rei...	-89.00
				912 S Oakla...	4320.01 · Utility Rei...	-104.00
TOTAL						-1,065.52

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Check Detail

April 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4463	04/12/2018	Advanced Dispos...	1424 Admira...	1111.01 · General ...	
Bill	B80000618673	03/31/2018		trash pickup	4430.19 · Garbage ...	-277.65
TOTAL						-277.65
Bill Pmt -Check	4464	04/12/2018	Advanced Mainten...	1339 Universit	1111.01 · General ...	
Bill	16062	04/02/2018		cleaning 133...	4430.00 · Maint - C...	-350.00
TOTAL						-350.00
Bill Pmt -Check	4465	04/12/2018	AMA HEATING		1111.01 · General ...	
Bill	S82573	03/29/2018		Pump motor ...	4430.10 · Heating a...	-5,075.00
Bill	S82571	03/29/2018		pump motor	4430.10 · Heating a...	-2,085.00
Bill	S82572	03/29/2018		pump valves	4430.10 · Heating a...	-2,121.00
TOTAL						-9,281.00
Bill Pmt -Check	4466	04/12/2018	AT&T	1424 Admira...	1111.01 · General ...	
Bill	3/22/18	03/22/2018		door system	4190.07 · Tele Fax...	-42.78
				door system	4190.07 · Tele Fax...	-42.77
TOTAL						-85.55
Bill Pmt -Check	4467	04/12/2018	BELLIN HOME HE...	1424 Admira...	1111.01 · General ...	
Bill	MB1180	04/06/2018		RN comm ou...	4230.00 · Ten Ser...	-600.00
TOTAL						-600.00
Bill Pmt -Check	4468	04/12/2018	Bug Blaster Inc		1111.01 · General ...	
Bill	10081	03/08/2018		Treatment of ...	4430.17 · Extermin...	-390.00
Bill	10109	04/09/2018		treatment for ...	4430.17 · Extermin...	-75.00
Bill	10108	04/09/2018		treatment of ...	4430.17 · Extermin...	-390.00
TOTAL						-855.00
Bill Pmt -Check	4469	04/12/2018	CEC	1424 Admira...	1111.01 · General ...	
Bill	BILL252501	03/31/2018		batteries	4430.09 · Fire Prote...	-56.00
TOTAL						-56.00
Bill Pmt -Check	4470	04/12/2018	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	01/02/2018		copies	4190.01 · Printing	-15.85
				copies	4190.01 · Printing	-15.85
Bill	970-12420	01/31/2018		copeis	4190.01 · Printing	-15.85
				copies	4190.01 · Printing	-15.85
Bill	970-12420	02/14/2018		valve,vacuu...	4420.00 · Maint - S...	-365.07
				keys/cartridg...	4420.00 · Maint - S...	-126.56
Bill	970-12420	02/21/2018		fridge/gasket	4420.00 · Maint - S...	-404.94
				vlinds/straine...	4420.00 · Maint - S...	-294.57
Bill	970-12420	02/22/2018		yellow pages	4190.08 · Marketing	-20.00
Bill	970-12420	02/28/2018		copies	4190.01 · Printing	-15.85
				copies	4190.01 · Printing	-15.85
Bill	970-12420	03/01/2018		storage units	4420.00 · Maint - S...	-156.00
				stamps	4190.02 · Postage	-150.00

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Type	Num	Date	Name	Memo	Account	Paid Amount				
Bill	970-12420	03/06/2018		stapms	4190.02 · Postage	-150.00				
				folder	4190.03 · Paper & ...	-8.34				
				WHAH - Robyn	4140.00 · Staff Trai...	-50.00				
				WHAH Jayme	4140.00 · Staff Trai...	-50.00				
Bill	970-12420	03/06/2018		WAHA Jayme	4140.00 · Staff Trai...	-50.00				
				eviction publi...	4130.00 · Legal Ex...	-59.45				
				backgrounds	4130.01 · Investigat...	-2.91				
				backgrounds	4130.01 · Investigat...	-2.90				
Bill	970-12420	03/09/2018		laundry soap.	4220.01 · Ten Ser -...	-32.00				
				flages/Envelo...	4190.03 · Paper & ...	-54.37				
				flages/Envelo...	4190.03 · Paper & ...	-54.36				
				washers/nuts...	4420.00 · Maint - S...	-26.35				
Bill	970-12420	03/09/2018								
Bill	970-12420	03/20/2018								
Bill	970-12420	03/20/2018		drywall/TP/bo...	4420.00 · Maint - S...	-313.35				
Bill	970-12420	03/21/2018		batteries	4420.00 · Maint - S...	-17.94				
				Lights	4420.00 · Maint - S...	-37.74				
Bill	970-12420	03/22/2018		yellow book	4190.08 · Marketing	-20.00				
Bill	970-12420	03/28/2018		birthday club	4220.01 · Ten Ser -...	-24.62				
				oven hinge,d...	4420.00 · Maint - S...	-389.78				
				closer, kickpl...	4420.00 · Maint - S...	-97.16				
Bill	970-12420	03/28/2018		stamps	4190.02 · Postage	-100.00				
				stamps	4190.02 · Postage	-100.00				
Bill	970-12420	03/29/2018		1341 Univers...	4420.00 · Maint - S...	-39.01				
Bill	970-12422	03/31/2018		Wages	4110.00 · Admin Sa...	-5,914.81				
				Benefits	4182.00 · Employe...	-2,089.12				
				Wages	4410.00 · Maint - L...	-10,703.77				
				Benefits	4433.00 · Emp Ben...	-3,715.93				
				Wages	4110.00 · Admin Sa...	-3,516.28				
				Benefits	4182.00 · Employe...	-1,183.46				
				Wages	4410.00 · Maint - L...	-2,041.53				
				Benefits	4433.00 · Emp Ben...	-475.50				
				Wages	4110.00 · Admin Sa...	-4,942.68				
				Benefits	4182.00 · Employe...	-1,940.72				
				Wages	4110.00 · Admin Sa...	-125.43				
				Benefits	4182.00 · Employe...	-76.93				
				Bill	970-12420	04/02/2018		Handle/ ceilin...	4420.00 · Maint - S...	-82.50
				Bill	970-12420	04/02/2018		storage unit	4420.00 · Maint - S...	-156.00
				Bill	970-12420	04/03/2018		copies	4190.01 · Printing	-15.85
				Bill	113251	04/03/2018		copies	4190.01 · Printing	-15.85
								liabilities	4182.00 · Employe...	-296.49
liabilities	4182.00 · Employe...	-444.74								
liabilities	4182.00 · Employe...	-444.74								
liabilities	4433.00 · Emp Ben...	-296.48								
liabilities	4433.00 · Emp Ben...	-592.98								
Bill	970-12420	04/04/2018		520 Chestnut...	4430.18 · Appliances	-579.96				
Bill	113337	04/05/2018		fuel	4430.03 · Maint - Tr...	-47.64				
				fuel	4430.03 · Maint - Tr...	-47.64				
Bill	970-12420	04/05/2018		hotel stay - R...	4150.00 · Travel	-104.00				
Bill	113333	04/05/2018		mailings	4190.02 · Postage	-15.50				
				Agenda	4190.01 · Printing	-5.70				
				menues/cale...	4190.01 · Printing	-592.00				
				apps	4190.01 · Printing	-210.00				
Bill	970-12420	04/06/2018		wiring new of...	4430.01 · Maint - N...	-98.02				
Bill	970-12420	04/06/2018		wiring robyns...	4420.00 · Maint - S...	-71.13				
Bill	970-12420	04/06/2018		patch panel	4430.01 · Maint - N...	-105.60				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.02 · Postage	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.35				
				copies	4190.01 · Printing	-15.35				
Bill										

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.85
				copies	4190.01 · Printing	-15.85
Bill	970-12420	04/06/2018		copies	4190.01 · Printing	-15.85
				copies	4190.01 · Printing	-15.85
Bill	970-12420	04/06/2018		keys	4430.01 · Maint - N...	-10.74
Bill	970-12420	04/06/2018		wiring	4420.00 · Maint - S...	-312.16
Bill	970-12420	04/09/2018		background c...	4130.01 · Investigat...	-9.69
				background c...	4130.01 · Investigat...	-9.69
				welcome cake	4220.01 · Ten Ser -...	-15.00
				welcome cake	4220.01 · Ten Ser -...	-14.99
TOTAL						-44,914.27
Bill Pmt -Check	4471	04/12/2018	GRAINGER	1424 Admira...	1111.01 · General ...	
Bill	9743112998	03/29/2018		valve kit, ste...	4420.00 · Maint - S...	-993.60
TOTAL						-993.60
Bill Pmt -Check	4472	04/12/2018	GRAND OPENING ...	522 Maple	1111.01 · General ...	
Bill	1233	03/25/2018		Garage door ...	4420.00 · Maint - S...	-123.05
TOTAL						-123.05
Bill Pmt -Check	4473	04/12/2018	GREEN BAY WAT...		1111.01 · General ...	
Bill	3/30/18-32063-01	03/30/2018		1424 Admiral...	4390.00 · Other Util...	-132.00
Bill	3/30/18-4665-01	03/30/2018		1424 Admiral...	4390.00 · Other Util...	-336.10
				1424 Admiral...	4310.00 · Water	-3,059.08
Bill	4/4/18-20802-04	04/04/2018		912 S Oakland	4390.00 · Other Util...	-53.66
				912 S Oakland	4310.00 · Water	-181.67
Bill	4/4/18-20454-02	04/04/2018		1577 Charles	4390.00 · Other Util...	-53.66
				1577 Charles	4310.00 · Water	-149.74
TOTAL						-3,965.91
Bill Pmt -Check	4474	04/12/2018	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ245148	03/29/2018		1125 Univeri...	4430.25 · Unit Repair	-1,154.36
				1125 Univeri...	4430.25 · Unit Repair	-721.60
Bill	HJ246114	03/29/2018		carpet in # 106	4430.00 · Maint - C...	-547.09
Bill	HJ246553	03/29/2018		carpet in # 315	4430.00 · Maint - C...	-413.77
Bill	HJ246554	03/29/2018		carpet #101	4430.00 · Maint - C...	-232.40
TOTAL						-3,069.22
Bill Pmt -Check	4475	04/12/2018		SD refund	1111.01 · General ...	
Bill	SD refund	04/01/2018		SD refund - J...	2114.00 · Tenant S...	-134.84
				Key Dept ref...	2114.02 · Security ...	-16.85
				Pet Dept Ref...	2114.02 · Security ...	-269.68
				correction	2114.02 · Security ...	-101.13
TOTAL						-522.50
Bill Pmt -Check	4476	04/12/2018	Jayme Valentine	mileage	1111.01 · General ...	
Bill	march 2018 mileage	03/31/2018		mileage	4150.00 · Travel	-34.88
				mileage	4150.00 · Travel	-20.17
TOTAL						-55.05

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4477	04/12/2018	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	949881956	04/01/2018		Elevator Maint	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	4478	04/12/2018	LANGAN INVESTI...		1111.01 · General ...	
Bill	3/1-3/31/18 MM	04/02/2018		screenings	4130.01 · Investigat...	-76.00
Bill	3/1-3/31/18 SS	04/02/2018		screenings	4130.01 · Investigat...	-201.50
TOTAL						-277.50
Bill Pmt -Check	4479	04/12/2018	LARSON PAINTING		1111.01 · General ...	
Bill	4882	04/05/2018		repair fire da...	4430.25 · Unit Repair	-995.00
Bill	4881	04/05/2018		paint #315	4430.00 · Maint - C...	-225.00
				Pint 616	4430.00 · Maint - C...	-225.00
TOTAL						-1,445.00
Bill Pmt -Check	4480	04/12/2018	Lindeman's Cleani...		1111.01 · General ...	
Bill	599608	03/22/2018		cleaning drap...	4430.01 · Maint - N...	-67.66
Bill	599607	03/22/2018		cleaning drap...	4430.01 · Maint - N...	-54.38
Bill	2794	04/03/2018		repir drapes ...	4430.01 · Maint - N...	-14.74
Bill	2795	04/03/2018		repairing dra...	4430.01 · Maint - N...	-29.48
TOTAL						-166.26
Bill Pmt -Check	4481	04/12/2018	LIZER LAWN CARE	1100 Pine	1111.01 · General ...	
Bill	75127	04/04/2018		snow removal	4430.11 · Snow Re...	-92.00
TOTAL						-92.00
Bill Pmt -Check	4482	04/12/2018	Patrick A. Zelzer &...		1111.01 · General ...	
Bill	ZEL-2018001042	03/28/2018		L. Dixon	4130.00 · Legal Ex...	-50.00
Bill	ZEL-2018001041	03/28/2018		C. Hall	4130.00 · Legal Ex...	-50.00
TOTAL						-100.00
Bill Pmt -Check	4483	04/12/2018	Pioneering Techn...	1424 Admira...	1111.01 · General ...	
Bill	PSI02425	03/22/2018		stove parts	4420.00 · Maint - S...	-855.20
TOTAL						-855.20
Bill Pmt -Check	4484	04/12/2018	ROBYN HALLET		1111.01 · General ...	
Bill	March 2018 mileage	03/31/2018		mileage	4150.00 · Travel	-13.57
Bill	3/28/18 training	04/10/2018		leadership tra...	4140.00 · Staff Trai...	-19.13
TOTAL						-32.70
Bill Pmt -Check	4485	04/12/2018	Sandberg K9 Solu...	1424 Admira...	1111.01 · General ...	
Bill	1246	03/29/2018		inspeciton	4430.17 · Extermin...	-125.00
TOTAL						-125.00

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4486	04/12/2018	SERVPRO OF EAS...	510 N Chest...	1111.01 · General ...	
Bill	5178094	04/04/2018		fire restoration	4432.00 · Extraordi...	-1,417.05
TOTAL						-1,417.05
Bill Pmt -Check	4487	04/12/2018	SHERWIN-WILLIA...		1111.01 · General ...	
Bill	5253-6165-5	02/07/2018		blinds	4420.00 · Maint - S...	-104.88
Bill	5253-6165-5/74029	03/29/2018		blind	4420.00 · Maint - S...	-264.00
TOTAL						-368.88
Bill Pmt -Check	4488	04/12/2018	SMITH BROS. PLU...	325 Ashland	1111.01 · General ...	
Bill	4761	03/28/2018		Water Heater	4420.00 · Maint - S...	-900.00
TOTAL						-900.00
Bill Pmt -Check	4489	04/12/2018	Stephanie Schmut...	1/1-3/31/18 ...	1111.01 · General ...	
Bill	1/1-3/31/18 mileage	03/31/2018		mileage	4150.00 · Travel	-22.89
TOTAL						-22.89
Bill Pmt -Check	4490	04/12/2018	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	3/26/18	03/26/2018		cable	4230.00 · Ten Ser-...	-2,330.26
TOTAL						-2,330.26
Bill Pmt -Check	4491	04/12/2018	TRI CITY GLASS	1424 Admira...	1111.01 · General ...	
Bill	I03060841	04/03/2018		replace toller ...	4420.00 · Maint - S...	-155.00
TOTAL						-155.00
Bill Pmt -Check	4492	04/12/2018	Verizon Wireless	wifi puck	1111.01 · General ...	
Bill	9803950793	03/21/2018		wifi	4190.07 · Tele Fax...	-20.01
				wifi	4190.07 · Tele Fax...	-20.00
TOTAL						-40.01
Bill Pmt -Check	4493	04/12/2018		SD refund	1111.01 · General ...	
Bill	SD refund	04/11/2018		SD refund - ...	2114.00 · Tenant S...	-461.70
				Key Dept - V....	2114.02 · Security ...	-3.30
TOTAL						-465.00
Bill Pmt -Check	4494	04/12/2018	WISCONSIN PUBL...		1111.01 · General ...	
Bill	3/28/18-2671-00167	03/28/2018		967 Holzer	4320.00 · Electricity	-32.05
				967 Holzer	4330.00 · Gas	-41.65
Bill	4/2/18-2671-00002	04/02/2018		1424 Admiral...	4320.00 · Electricity	-3,941.16
				1424 Admiral...	4330.00 · Gas	-3,328.93
Bill	4/2/18-2671-00036	04/02/2018		1424 Admiral...	4320.00 · Electricity	-987.22
TOTAL						-8,331.01

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4514	04/26/2018	Advanced Mainten...		1111.01 · General ...	
Bill	02-16634	04/11/2018		cleaning 133...	4430.00 · Maint - C...	-350.00
Bill	02-16640	04/13/2018		cleaning 967 ...	4430.00 · Maint - C...	-400.00
TOTAL						-750.00
Bill Pmt -Check	4515	04/26/2018	BELSON CO		1111.01 · General ...	
Bill	288025	04/19/2018		cleaner & bags	4420.00 · Maint - S...	-259.48
				cleaner & bags	4420.00 · Maint - S...	-50.00
Bill	288172	04/20/2018		toilet paper	4420.00 · Maint - S...	-64.38
TOTAL						-373.86
Bill Pmt -Check	4516	04/26/2018	Bug Blaster Inc	1424 Admira...	1111.01 · General ...	
Bill	10147	04/24/2018		treatment	4430.17 · Extermin...	-130.00
TOTAL						-130.00
Bill Pmt -Check	4517	04/26/2018	CELLCOM	cell bill	1111.01 · General ...	
Bill	981863	04/15/2018		cell bill	4190.07 · Tele Fax...	-37.35
				cell bill	4190.07 · Tele Fax...	-37.36
TOTAL						-74.71
Bill Pmt -Check	4518	04/26/2018	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	04/02/2018		computer & 2...	4430.25 · Unit Repair	-851.00
Bill	970-12420	04/10/2018		keys/joint co...	4420.00 · Maint - S...	-53.23
Bill	970-12420	04/12/2018		white-out/bin...	4190.03 · Paper & ...	-55.17
				white-out/bin...	4190.03 · Paper & ...	-55.17
				paper & stapler	4190.03 · Paper & ...	-86.78
Bill	970-12420	04/12/2018		door gasket	4420.00 · Maint - S...	-36.12
				stain remove...	4420.00 · Maint - S...	-623.65
Bill	970-12420	04/13/2018		publication - ...	4130.00 · Legal Ex...	-60.53
Bill	970-12420	04/16/2018		receipt book	4190.03 · Paper & ...	-7.49
Bill	970-12420	04/18/2018		gasket	4420.00 · Maint - S...	-31.52
TOTAL						-1,860.66
Bill Pmt -Check	4519	04/26/2018	DOOR SERVICES		1111.01 · General ...	
Bill	5325	04/15/2018		keys	4420.00 · Maint - S...	-24.00
Bill	5326	04/15/2018		locks for garb...	4420.00 · Maint - S...	-2,767.00
TOTAL						-2,791.00
Bill Pmt -Check	4520	04/26/2018	Ellison Electric Su...		1111.01 · General ...	
Bill	220815-00	04/10/2018		lights	4430.25 · Unit Repair	-143.95
				lights	4430.25 · Unit Repair	-413.02
TOTAL						-556.97
Bill Pmt -Check	4521	04/26/2018	FURNITURE REPA...	upholstery	1111.01 · General ...	
Bill	16804	04/17/2018		upholster ben...	4430.25 · Unit Repair	-240.00
TOTAL						-240.00

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4522	04/26/2018	GRAINGER	hot water pu...	1111.01 · General ...	
Bill	9753530741	04/10/2018		hot water pump	4420.00 · Maint - S...	-177.00
TOTAL						-177.00
Bill Pmt -Check	4523	04/26/2018	H.J. MARTIN & SO...	3rd & 4th flo...	1111.01 · General ...	
Bill	HJ246809	04/20/2018		3rd & 4th floo...	4430.25 · Unit Repair	-4,860.64
				3rd & 4th floo...	4430.25 · Unit Repair	-10,257.08
				3rd & 4th floo...	4430.25 · Unit Repair	-2,742.68
TOTAL						-17,860.40
Bill Pmt -Check	4524	04/26/2018	Jayne Valentine		1111.01 · General ...	
Bill	2018 WAHA	04/18/2018		Spring WAHA	4140.00 · Staff Trai...	-68.41
				Spring WAHA	4140.00 · Staff Trai...	-68.40
Bill	wcsbro001338645	04/20/2018		filing fees # 4...	4130.00 · Legal Ex...	-117.65
TOTAL						-254.46
Bill Pmt -Check	4525	04/26/2018	Lindeman's Cleani...		1111.01 · General ...	
Bill	598799	03/19/2018		cleaning drap...	4430.01 · Maint - N...	-50.04
Bill	598800	03/19/2018		cleaning drap...	4430.01 · Maint - N...	-45.70
TOTAL						-95.74
Bill Pmt -Check	4526	04/26/2018	LIZER LAWN CARE		1111.01 · General ...	
Bill	75290AD	04/17/2018		snow remova...	4430.11 · Snow Re...	-66.00
Bill	75289AD	04/17/2018		snow remova...	4430.11 · Snow Re...	-66.00
TOTAL						-132.00
Bill Pmt -Check	4527	04/26/2018	NAN MCKAY	acop update	1111.01 · General ...	
Bill	inv230124	04/19/2018		policy revisions	4190.04 · Publicatio...	-199.00
TOTAL						-199.00
Bill Pmt -Check	4528	04/26/2018	SCOTT WARNER ...	1416 Univer...	1111.01 · General ...	
Bill	0044	04/13/2018		repair balthro...	4420.00 · Maint - S...	-425.00
TOTAL						-425.00
Bill Pmt -Check	4529	04/26/2018	TEAM APPAREL &...	uniforms	1111.01 · General ...	
Bill	108778	04/04/2018		uniforms - Da...	4420.00 · Maint - S...	-34.13
				uniforms - da...	4420.00 · Maint - S...	-34.12
TOTAL						-68.25
Bill Pmt -Check	4530	04/26/2018	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	4/12/18	04/12/2018		internet	4230.00 · Ten Ser...	-91.36
TOTAL						-91.36

2:46 PM

05/02/18

Green Bay Housing Authority
Check Detail
 April 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4531	04/26/2018	VAN'S FIRE & SAF...	inspeciton	1111.01 · General ...	
Bill	4109029	04/05/2018		sprinkler insp...	4430.09 · Fire Prote...	-145.00
TOTAL						-145.00
Bill Pmt -Check	4532	04/26/2018	WISCONSIN PUBL...		1111.01 · General ...	
Bill	4/12/18-2671-00009	04/12/2018		1125 University	4320.00 · Electricity	-33.81
				1125 University	4330.00 · Gas	-36.96
Bill	4/17/18-2671-00167	04/17/2018		967 Holzer	4320.00 · Electricity	-18.18
				967 Holzer	4330.00 · Gas	-20.85
TOTAL						-109.80



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # D.10.

Consideration with possible action on acceptance of GBHA financial report.

BACKGROUND

This is the monthly financial report and the quarterly capital fund program (CFP) report.

RECOMMENDATION

To approve and place on file the GBHA financial report.

FISCAL IMPACT

ATTACHMENTS

1. Monthly Financial report
2. CFP Report

Green Bay Housing Authority

Budget vs. Actual

Summary

Apr-18

APRIL 2018
AQUARIUS

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	133,025.12	165,969.80	653,129.16	738,804.33	13,635.00	17,855.00	255,125.82	274,412.00	1,054,915.10	1,197,041.13
Total Expense	109,707.97	165,920.00	644,725.04	1,022,732.80	13,108.77	9,750.00	255,921.87	490,467.00	1,023,463.65	1,688,869.80
Net Income	23,317.15	49.80	8,404.12	-283,928.47	526.23	8,105.00	-796.05	-216,055.00	31,451.45	-491,828.67

Reserve Spreadsheet

	MM	SS
6/30/2016 Audited FASS	791,883	363,096
YTD Net Income/(loss) Without Depreciation	8,404	(796)
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	650,287	349,818
Transfer	-	-
Projected Reserve	650,287	349,818
6 Month Expenses	466,975	247,171
Excess/shortfall	183,312	102,647
	☺	☺

Green Bay Housing Authority Budget vs. Actual Detail

AGGREGATED

	COCC				Mason Manor			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	138,815.00	129,264.00	9,551.00	107.39%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	390,640.75	461,000.00	-70,359.25	84.74%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	3,852.00	4,750.00	-898.00	81.1%
3510.00 · Management Fee Revenue	98,685.12	122,884.80	-24,199.68	80.31%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	20,300.00	19,680.00	620.00	103.15%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	14,040.00	23,040.00	-9,000.00	60.94%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	340.00	-340.00	0.0%	16,435.60	2,600.00	13,835.60	632.14%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	6,458.25	7,500.00	-1,041.75	86.11%
3690.01 · Other Income - Ins Dividends	0.00	25.00	-25.00	0.0%	0.00	800.00	-800.00	0.0%
3690.02 · Other Income	0.00	0.00	0.00	0.0%	9,595.51	6,500.00	3,095.51	147.62%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	87,332.05	126,390.33	-39,058.28	69.1%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	133,025.12	165,969.80	-32,944.68	80.15%	653,129.16	738,804.33	-85,675.17	88.4%
Expense								
4110.00 · Admin Salaries	59,322.95	99,000.00	-39,677.05	59.92%	57,404.19	87,000.00	-29,595.81	65.98%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4130.00 · Legal Expense	36.68	250.00	-213.32	14.67%	2,985.45	500.00	2,485.45	597.09%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	3,210.12	2,600.00	610.12	123.47%
4140.00 · Staff Training	1,663.47	6,500.00	-4,836.53	25.59%	621.68	4,365.00	-3,743.32	14.24%
4150.00 · Travel	780.98	500.00	280.98	156.2%	376.88	400.00	-23.12	94.22%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	74,589.91	92,932.80	-18,342.89	80.26%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	10,612.50	18,240.00	-7,627.50	58.18%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	15,300.00	13,680.00	1,620.00	111.84%
4171.00 · Auditing Fees	1,558.00	1,750.00	-192.00	89.03%	3,116.00	3,500.00	-384.00	89.03%
4182.00 · Employee Benefits - Admin	21,257.74	33,000.00	-11,742.26	64.42%	25,178.73	32,000.00	-6,821.27	78.68%
4190.01 · Printing	665.95	2,500.00	-1,834.05	26.64%	3,202.37	2,500.00	702.37	128.1%
4190.02 · Postage	177.40	300.00	-122.60	59.13%	936.00	800.00	136.00	117.0%
4190.03 · Paper & Office Supplies	1,165.27	500.00	665.27	233.05%	966.49	1,000.00	-33.51	96.65%
4190.04 · Publications	263.93	400.00	-136.07	65.98%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	381.82	700.00	-318.18	54.55%	22.50	50.00	-27.50	45.0%
4190.06 · Computer Support	7,653.86	9,000.00	-1,346.14	85.04%	9,737.22	8,000.00	1,737.22	121.72%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	945.06	1,400.00	-454.94	67.5%
4190.08 · Marketing	0.00	2,000.00	-2,000.00	0.0%	2,915.78	2,300.00	615.78	126.77%
4190.10 · Miscellaneous	14,079.40	5,000.00	9,079.40	281.59%	0.00	2,000.00	-2,000.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	1,025.34	1,500.00	-474.66	68.36%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	2,350.38	3,000.00	-649.62	78.35%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	26,825.89	22,500.00	4,325.89	119.23%
4310.00 · Water	0.00	0.00	0.00	0.0%	26,925.02	36,000.00	-9,074.98	74.79%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	47,450.01	67,500.00	-20,049.99	70.3%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	24,527.13	30,000.00	-5,472.87	81.76%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	3,318.32	3,750.00	-431.68	88.49%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	105,801.88	120,000.00	-14,198.12	88.17%
4420.00 · Maint - Supplies	71.13	100.00	-28.87	71.13%	32,315.72	20,000.00	12,315.72	161.58%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	22,432.17	10,000.00	12,432.17	224.32%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	5,647.53	2,500.00	3,147.53	225.9%
4430.03 · Maint - Truck Maint	529.39	500.00	29.39	105.88%	1,297.15	2,000.00	-702.85	64.86%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	2,456.00	2,000.00	456.00	122.8%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	12,091.10	3,000.00	9,091.10	403.04%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	180.50	1,500.00	-1,319.50	12.03%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	7,852.20	10,500.00	-2,647.80	74.78%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	2,144.25	1,500.00	644.25	142.95%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	0.00	2,750.00	-2,750.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	23,555.60	50,000.00	-26,444.40	47.11%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	3,002.36	1,500.00	1,502.36	200.16%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	2,602.56	3,000.00	-397.44	86.75%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	3,000.00	-3,000.00	0.0%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	39,502.58	46,000.00	-6,497.42	85.88%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%	8,198.17	7,750.00	448.17	105.78%
4510.01 · Insurance Expenses - Liability	100.00	125.00	-25.00	80.0%	5,350.00	5,800.00	-450.00	92.24%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	33,750.00	-33,750.00	0.0%
4530.00 · Bank Fees	0.00	145.00	-145.00	0.0%	752.30	1,165.00	-412.70	64.58%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	13,000.00	-13,000.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

AGGREGATE

4800.00 · Depreciation Expense
9120.00 · Transfers Out
Total Expense

Net Income/(Loss)

COCC				Mason Manor			
YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
0.00	650.00	-650.00	0.0%	0.00	215,000.00	-215,000.00	0.0%
0.00	0.00	0.00	0.0%	25,000.00	25,000.00	0.00	100.0%
109,707.97	165,920.00	-56,212.03	66.12%	644,725.04	1,022,732.80	-378,007.76	63.04%
23,317.15	49.80	23,267.35	46,821.59%	8,404.12	-283,928.47	292,332.59	-2.96%

0.00

0.00

Green Bay Housing Authority Budget vs. Actual Detail

AGGREGATED

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	106,066.00	119,640.00	-13,574.00	88.65%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	116,066.92	118,772.00	-2,705.08	97.72%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	2,900.00	-2,900.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	240.00	0.00	240.00	100.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
3690.02 · Other Income	13,635.00	14,955.00	-1,320.00	91.17%	7,752.90	7,500.00	252.90	103.37%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	25,000.00	25,000.00	0.00	100.0%
Total Income	13,635.00	17,855.00	-4,220.00	76.37%	255,125.82	274,412.00	-19,286.18	92.97%
Expense								
4110.00 · Admin Salaries	332.27	2,000.00	-1,667.73	16.61%	34,301.41	61,000.00	-26,698.59	56.23%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4130.00 · Legal Expense	1,000.00	0.00	1,000.00	100.0%	526.43	500.00	26.43	105.29%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	3,041.87	2,000.00	1,041.87	152.09%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	621.65	4,365.00	-3,743.35	14.24%
4150.00 · Travel	0.00	0.00	0.00	0.0%	389.89	300.00	89.89	129.96%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	24,095.21	29,952.00	-5,856.79	80.45%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	3,427.50	4,800.00	-1,372.50	71.41%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	5,000.00	6,000.00	-1,000.00	83.33%
4171.00 · Auditing Fees	410.00	500.00	-90.00	82.0%	3,116.00	3,250.00	-134.00	95.88%
4182.00 · Employee Benefits - Admin	156.50	750.00	-593.50	20.87%	13,439.37	22,500.00	-9,060.63	59.73%
4190.01 · Printing	390.00	0.00	390.00	100.0%	706.30	750.00	-43.70	94.17%
4190.02 · Postage	0.00	0.00	0.00	0.0%	951.35	750.00	201.35	126.85%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	646.56	500.00	146.56	129.31%
4190.04 · Publications	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.0%	22.50	50.00	-27.50	45.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%	5,843.22	4,750.00	1,093.22	123.02%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	855.97	1,100.00	-244.03	77.82%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	500.00	-500.00	0.0%	83.22	1,800.00	-1,716.78	4.62%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	15.00	1,250.00	-1,235.00	1.2%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.0%	17,143.23	19,500.00	-2,356.77	87.91%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	2,807.83	3,000.00	-192.17	93.59%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	6,405.00	0.00	6,405.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	2,293.45	3,000.00	-706.55	76.45%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	6,707.10	8,000.00	-1,292.90	83.84%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	23,637.50	45,500.00	-21,862.50	51.95%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	13,493.79	11,000.00	2,493.79	122.67%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	17,680.40	10,000.00	7,680.40	176.8%
4430.01 · Maint - Non-Contract	2,420.00	0.00	2,420.00	100.0%	4,839.54	500.00	4,339.54	967.91%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	1,297.20	2,500.00	-1,202.80	51.89%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	794.18	750.00	44.18	105.89%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,445.20	3,000.00	-1,554.80	48.17%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	5,581.84	5,000.00	581.84	111.64%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	1,750.00	-1,750.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	525.00	1,750.00	-1,225.00	30.0%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	1,030.00	500.00	530.00	206.0%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	1,095.88	1,000.00	95.88	109.59%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	748.86	500.00	248.86	149.77%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	1,895.00	0.00	1,895.00	100.0%
4432.00 · Extraordinary Maintenance	8,400.00	6,000.00	2,400.00	140.0%	1,417.05	6,150.00	-4,732.95	23.04%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	8,667.20	16,000.00	-7,332.80	54.17%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%	35,844.17	31,750.00	4,094.17	112.9%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	3,489.00	2,750.00	739.00	126.87%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	8,950.00	-8,950.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

Green Bay Housing Authority Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	149,000.00	-149,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	13,108.77	9,750.00	3,358.77	134.45%	255,921.87	490,467.00	-234,545.13	52.18%
Net Income/(Loss)	526.23	8,105.00	-7,578.77	6.49%	-796.05	-216,055.00	215,258.95	0.37%

0.00

-0.00

Green Bay Housing Authority Budget vs. Actual Detail

AGGREGATED

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	244,881.00	248,904.00	-4,023.00	98.38%
3110.00 · Dwelling Rental	506,707.67	579,772.00	-73,064.33	87.4%
3120.00 · Excess Utilities	3,852.00	4,750.00	-898.00	81.1%
3510.00 · Management Fee Revenue	98,685.12	122,884.80	-24,199.68	80.31%
3520.00 · Asset Management Rev	20,300.00	19,680.00	620.00	103.15%
3530.00 · BookKeeping Fee Rev	14,040.00	23,040.00	-9,000.00	60.94%
3610.00 · Int Income	16,435.60	7,340.00	9,095.60	223.92%
3690.00 · Other Income - Tenants	6,698.25	7,500.00	-801.75	89.31%
3690.01 · Other Income - Ins Dividends	0.00	2,825.00	-2,825.00	0.0%
3690.02 · Other Income	30,983.41	28,955.00	2,028.41	107.01%
3690.03 · Cell Tower Rent	87,332.05	126,390.33	-39,058.28	69.1%
9110.00 · Transfers In	25,000.00	25,000.00	0.00	100.0%
Total Income	1,054,915.10	1,197,041.13	-142,126.03	88.13%
Expense				
4110.00 · Admin Salaries	151,360.82	249,000.00	-97,639.18	60.79%
4120.00 · Compensated Absences	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	4,548.56	1,250.00	3,298.56	363.89%
4130.01 · Investigations Expense	6,251.99	4,600.00	1,651.99	135.91%
4140.00 · Staff Training	2,906.80	15,230.00	-12,323.20	19.09%
4150.00 · Travel	1,547.75	1,200.00	347.75	128.98%
4160.00 · Management Fee	98,685.12	122,884.80	-24,199.68	80.31%
4163.00 · BookKeeping Fee	14,040.00	23,040.00	-9,000.00	60.94%
4165.00 · Asset Management Fee	20,300.00	19,680.00	620.00	103.15%
4171.00 · Auditing Fees	8,200.00	9,000.00	-800.00	91.11%
4182.00 · Employee Benefits - Admin	60,032.34	88,250.00	-28,217.66	68.03%
4190.01 · Printing	4,964.62	5,750.00	-785.38	86.34%
4190.02 · Postage	2,064.75	1,850.00	214.75	111.61%
4190.03 · Paper & Office Supplies	2,778.32	2,000.00	778.32	138.92%
4190.04 · Publications	263.93	400.00	-136.07	65.98%
4190.05 · Membership Dues & Fees	426.82	800.00	-373.18	53.35%
4190.06 · Computer Support	23,234.30	21,750.00	1,484.30	106.82%
4190.07 · Tele Fax & Comm	1,801.03	2,500.00	-698.97	72.04%
4190.08 · Marketing	2,915.78	4,300.00	-1,384.22	67.81%
4190.10 · Miscellaneous	14,162.62	9,300.00	4,862.62	152.29%
4220.00 · Ten Ser-Recr Etc	1,025.34	1,500.00	-474.66	68.36%
4220.01 · Ten Ser - Resident Part	2,365.38	4,250.00	-1,884.62	55.66%
4230.00 · Ten Ser-Contrs	26,825.89	22,500.00	4,325.89	119.23%
4310.00 · Water	44,068.25	55,500.00	-11,431.75	79.4%
4320.00 · Electricity	50,257.84	70,500.00	-20,242.16	71.29%
4320.01 · Utility Reimbursements	6,405.00	0.00	6,405.00	100.0%
4330.00 · Gas	26,820.58	33,000.00	-6,179.42	81.27%
4390.00 · Other Utilities	10,025.42	11,750.00	-1,724.58	85.32%
4410.00 · Maint - Labor	129,439.38	165,500.00	-36,060.62	78.21%
4420.00 · Maint - Supplies	45,880.64	31,100.00	14,780.64	147.53%
4430.00 · Maint - Contracts	40,112.57	20,000.00	20,112.57	200.56%
4430.01 · Maint - Non-Contract	12,907.07	3,000.00	9,907.07	430.24%
4430.03 · Maint - Truck Maint	3,123.74	5,000.00	-1,876.26	62.48%
4430.09 · Fire Protection - Maint	2,456.00	2,000.00	456.00	122.8%
4430.10 · Heating and Cooling	12,885.28	3,750.00	9,135.28	343.61%
4430.11 · Snow Removal	1,625.70	4,500.00	-2,874.30	36.13%
4430.12 · Elevator Maintenance	7,852.20	10,500.00	-2,647.80	74.78%
4430.13 · Landscape and Grounds	7,726.09	6,500.00	1,226.09	118.86%
4430.14 · Unit Turnaround	0.00	5,000.00	-5,000.00	0.0%
4430.15 · Electrical	0.00	2,750.00	-2,750.00	0.0%
4430.16 · Plumbing	525.00	4,500.00	-3,975.00	11.67%
4430.17 · Extermination	24,585.60	50,500.00	-25,914.40	48.68%
4430.18 · Appliances	4,098.24	2,500.00	1,598.24	163.93%
4430.19 · Garbage & Trash Removal	3,351.42	3,500.00	-148.58	95.76%
4430.25 · Unit Repair	1,895.00	0.00	1,895.00	100.0%
4432.00 · Extraordinary Maintenance	9,817.05	15,150.00	-5,332.95	64.8%
4433.00 · Emp Ben Contr-ord maint	48,169.78	62,000.00	-13,830.22	77.69%
4480.00 · Protect Service	0.00	500.00	-500.00	0.0%
4510.00 · Insurance Expense - Property	44,042.34	39,500.00	4,542.34	111.5%
4510.01 · Insurance Expenses - Liability	8,939.00	8,675.00	264.00	103.04%
4520.00 · PILOT	0.00	42,700.00	-42,700.00	0.0%
4530.00 · Bank Fees				
4572.00 · Bad Debt - Tenant Rents				
4590.00 · Other General	0.00	0.00	0.00	0.0%

**Green Bay Housing Authority
Budget vs. Actual Detail**

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
4800.00 · Depreciation Expense	0.00	364,650.00	-364,650.00	0.0%
9120.00 · Transfers Out	25,000.00	25,000.00	0.00	100.0%
Total Expense	1,023,463.65	1,688,869.80	-665,406.15	60.6%
Net Income/(Loss)	31,451.45	-491,828.67	523,280.12	-6.4%

Green Bay Housing Authority
CFP Report
April-18

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	
Mason Manor	-	-	-	-	-	-
Scattered Sites	-	-	-	-	1,165.05	1,165.05
	-	-	-	-	1,165.05	

Obligation Date	closed	closed	closed	closed	5/12/2016
Grant End Date	closed	closed	closed	closed	5/12/2018

Grant Amount			\$204,897	\$183,075	\$189,969
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	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	
Mason Manor	66,967.06	97,500.00	125,257.32			289,724.38
Scattered Sites	16,318.95	38,168.75	79,049.00			133,536.70
	83,286.01	135,668.75	204,306.32	-	-	

Obligation Date	4/12/2017	4/12/2018	6/30/2019
Grant End Date	4/12/2019	4/12/2020	6/30/2021

Grant Amount	\$187,845	\$190,918	\$207,049
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Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 17, 2018

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # D.11.

Consideration with possible action on writing off delinquent tenant accounts.

BACKGROUND

Seeking approval to write-off delinquent inactive tenant accounts. Although the GBHA will continue to pursue collection of these accounts, writing them off will reduce the amount of accounts receivable that we carry on our general ledger. These accounts will be entered into the Tax Refund Interception Program (TRIP) with the State for collections unless a repayment agreement is made.

RECOMMENDATION

Approval to write-off tenant balance of \$2,514.27 for Scattered Sites and \$4,743.79 for Mason Manor.

FISCAL IMPACT

ATTACHMENTS

1. Tenant Write-offs

Green Bay Housing Authority
Tenant Write-offs

Scattered Sites	Address	DR	Other	Amount	Move Out Date	Approved
		\$ 511.47		\$ 511.47	1/2/2018	
		\$ -	\$ 430.70	\$ 430.70	3/12/2018	
		\$ 250.92	\$ 368.18	\$ 619.10	4/20/2018	
		\$ 313.00	\$ 640.00	\$ 953.00	1/15/2018	
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
		\$ 1,075.39	\$ 1,438.88	\$ 2,514.27		
Mason Manor	Address			Amount	Move Out Date	
		\$ 21.50	\$ -	\$ 21.50	10/6/2017	
		\$ 472.89	\$ 254.50	\$ 727.39	3/23/2018	
		\$ 639.89	\$ 273.95	\$ 913.84	2/20/2018	
		\$ -	\$ 1,868.56	\$ 1,868.56	2/14/2018	
		\$ 100.00	\$ 1,112.50	\$ 1,212.50	3/6/2018	
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
		\$ 1,234.28	\$ 3,509.51	\$ 4,743.79		



Development

Scenario 1:

Your PHA will be building new construction for the **Spring Gardens Public Housing Development** in your area. This proposed 325-unit development will be built on land currently owned by your PHA using a contracted developer and builder to design the development. The units will be one-story townhomes located in a distressed area of town with tenants who are low-income families. Your PHA will finance payment for this development on a 10-year-term with an estimated cost of \$10 million. Bids for this project will be sealed.

1. What type of development plan should be used for this project?:
 - a. Turnkey
 - b. Conventional
 - c. Acquisition

2. What type of funding should be used for this project?:
 - a. Capital Fund
 - b. Choice Neighborhoods
 - c. Mixed-Finance

Senarion 2:

Your PHA owns half of a 150-unit public housing development and the other half is owned by the CGI Real Estate Group. This housing development serves low-income elderly residents with affordable housing. The units are 35-years-old and are being renovated to modern standards, including bringing existing buildings up to current code standards. Some units are stand-alone, and there is one high-rise building with multiple units. The CGI Real Estate Group would like to add an additional 50 stand-alone units that will provide affordable housing for tenants who might not qualify for low-income housing. The cost to renovate the existing units will be \$5.2 million, and the 50 new units will cost an additional \$1 million.

- 1. What type of development plan should be used for this project?:**
 - a. Force Account**
 - b. Acquisition**
 - c. Mixed-Finance**

- 2. Can the public housing funds committed to this project be used to build the 50 new units?:**
 - a. Yes**
 - b. No**

Scenarion 3:

The owner of the Rolling Hills apartment complex in your town has recently gone into bank foreclosure and the property is being auctioned off. The apartment complex is in a distressed area of town and it has been determined that this location would serve residents with affordable housing. Your PHA decided to purchase the apartment complex and turn it into public housing. There are 10 buildings with eight apartments in each building. Two buildings will require renovation for a total cost of \$750,000.

1. True or False: The PHA can purchase this property although it needs rehabilitation.
 - a. True
 - b. False

2. What type of development plan should be used for this project?:
 - a. Acquisition
 - b. Conventional
 - c. Turnkey



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April 2, 2018

Robyn A Hallet
Housing Administrator
Green Bay and Brown County Housing Authority
100 N Jefferson Street Room 608
Green Bay, WI 54301

Re: Monthly Report

Ms. Hallet,

For the month of March 2018 there were **17** Green Bay Housing applications reviewed. They were:

- 5** Applications were for Mason Manor.
- 12** Applications were for Scattered Sites.
- 1** Fraud investigation referred in March 2018 that is still open.

Should there be any questions please feel free to contact me at (920) 639-6667.

Respectfully submitted,

Ken Brodhagen

Ken Brodhagen, Investigator
Langan & Associates, Inc.

This document is confidential and intended for the use of the listed recipient only.



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May 1, 2018

Robyn A Hallet
Housing Administrator
Green Bay and Brown County Housing Authority
100 N Jefferson Street Room 608
Green Bay, WI 54301

Re: Monthly Report

Ms. Hallet,

For the month of April 2018 there were **42** Green Bay Housing applications reviewed. They were:

- 19** Applications were for Mason Manor.
- 22** Applications were for Scattered Sites.
- 1** Criminal complaint/police report obtained for Ka Vang.
- 3** Fraud investigations still open.

Should there be any questions please feel free to contact me at (920) 639-6667.

Respectfully submitted,

Ken Brodhagen

Ken Brodhagen, Investigator
Langan & Associates, Inc.

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**GREEN BAY HOUSING AUTHORITY
(MAY 2018)**

			MASON MANOR VACANCIES (3 TOTAL)		
UNIT	MOVEOUT	BEDRM SIZE	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	2/1/18	LG1	?	LEASE TERMINATION	PEST CONTROL
###	4/25/18	LG1	?	LEASE TERMINATION	UNIT TURNOVER
###	5/2/2018	1	?	MOVED OUT OF TOWN	UNIT TURNOVER
			SCATTERED SITES VACANCIES (1 TOTAL)		
###	03/31/18	3	?	ABANDONED UNIT	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (4 TOTAL)			MM APPLICANTS:	TOTAL
	UNITS	STATUS		1 bedroom (34-BC; 7-non BC)	41
	###	30 DAY NOTICE		2 bedroom (1-BC; 0-non BC)	1
	###	30 DAY NOTICE			
	###	EVICTION- SMOKING			
	###	EVICTION- RENT			
	SCATTERED S. (2 TOTAL)			SS APPLICANTS:	TOTAL
	UNITS	STATUS		2 bedroom (40-BC; 25-non BC)	65
	###	EVICTION- UNREP. HHM		3 bedroom (19- BC; 10-non BC)	29
	###	EVICTION- RENT		4 bedroom (3- BC; 3-non BC)	6
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
May	91.45%	80.00%	85.72%	96.71%	80.00%
June	88.82%	82.00%	85.41%	94.08%	82.00%
July	87.50%	84.00%	85.75%	92.76%	84.00%
Aug	86.84%	88.00%	87.42%	89.47%	88.00%
Sept	88.82%	88.00%	88.41%	91.45%	88.00%
Oct	90.13%	86.00%	88.07%	90.79%	86.00%
Nov	90.79%	90.00%	90.39%	91.45%	90.00%
Dec	93.42%	92.00%	92.71%	94.08%	92.00%
Jan	92.11%	92.00%	92.05%	92.76%	92.00%
Feb	92.76%	94.00%	93.38%	93.42%	94.00%
March	94.08%	100.00%	97.04%	94.74%	100.00%
April	99.34%	100.00%	99.67%	100.00%	100.00%
TOTAL	91.34%	89.67%	90.50%	93.48%	89.67%

MASON MANOR BED BUG REPORT: MAY 2018

PEST CONTROL AGENCY	TYPE OF SERVICE	LAST DATE OF SERVICE	NOTES
The Bug Blaster	Chemical	4/30/2018	1 unit currently being treated
Sandberg K9 Solutions	Canine	4/27/2018	Next quarterly will be July 2018

MASON MANOR CURRENT TREATMENT		
PEST CONTROL AGENCY	# OF UNITS TREATED BY FLOOR	
The Bug Blaster	1st: 0	5th: 0
TYPE OF TREATMENT	2nd: 0	6th: 0
Chemical	3rd: 0	7th: 0
	4th: 1	8th: 0

OVERNIGHT TREATMENT (10PM-1AM)		
PEST CONTROL AGENCY	TREATMENT AREA	TREATMENT DATES
The Bug Blaster	All common areas, hallways, and community rooms	Nothing scheduled at this time

# OF UNITS THAT HAVE BEEN SEALED/CAULKED	152
# OF TENANTS THAT HAVE RECEIVED FINAL WARNING	4
# OF TENANTS IN EVICTION PROCESS DUE TO BEDBUGS	3