AGENDA OF THE
GREEN BAY HOUSING AUTHORITY

THURSDAY, JUNE 21, 2018, 10:30 AM
CITY HALL, ROOM 310

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 June 21, 2018, agenda of the Green Bay Housing Authority.

C. Approval of Minutes.

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

D. Regular Business.

1. Consideration with possible action on a request from TWG Development for financial support for a housing project, Broadway Lofts.
2. Consideration with possible action on approval of Resolution No. 18-05, Approval of Operating Budget for Fiscal Year Beginning July 1, 2018.
3. Consideration with possible action on acceptance of GBHA bills.
4. Consideration with possible action on acceptance of GBHA financial report.

E. Informational.

1. Contingency plan for Mason Manor boilers.
2. Discussion regarding the GBHA Contract with the Aging and Disability Resource Center for the Nutrition Program at Mason Manor.
3. Langan Report for May, 2018.
4. Occupancy Report for the month of June, 2018.

5. Housing Update Report.
6. Update on bedbug situation.
7. Date of next meeting: July 19, 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 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

Members Present: Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle,
Excused: Steven Srubas

B. APPROVAL OF THE AGENDA.

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

Moved by Terri Refsguard, seconded by Nathalie Lund to approve the May 17, 2018, agenda of the Green Bay Housing Authority. Motion carried.
Yes- Terri Refsguard, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

C. APPROVAL OF MINUTES.

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

Moved by Nathalie Lund, seconded by Terri Refsguard to approve the minutes of the March 15, 2018 Green Bay Housing Authority. Motion carried.
Yes- Terri Refsguard, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

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.

Moved by William VandeCastle, seconded by Terri Refsguard to approve use of unrestricted funds to hire or contract for a Service Coordinatory, not to exceed $45,000 for the first year. Motion carried.
Yes- Terri Refsguard, Nathalie Lund, William VandeCastle, No- None, Abstain- None

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

Moved by Terri Refsguard, seconded by Nathalie Lund to ratify approval of award of Manson Manor 4th Floor Common Area Furniture to Nemschoff for $6,289.92. Motion carried.
Yes- Terri Refsguard, Nathalie Lund, Bill VandeCastle, No- None, Abstain- Sandra Popp

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.

Moved by Sandra Popp, seconded by William VandeCastle to approve 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. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

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.

Moved by William VandeCastle, seconded by Sandra Popp to award replacement of Mason Manor second floor automatic doors to the lowest responsive and responsible, not to exceed $15,000. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

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

Moved by William VandeCastle, seconded by Terri Refsguard to approve the purchase of a duplex to replace 708-710 N. Webster Avenue, not to exceed $185,000. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

6. Consideration with possible action on Passbook Savings Rate.

Moved by Sandra Popp, seconded by Nathalie Lund to approve the Passbook Savings Rate. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

7. Consideration with possible action to approve revisions to GBHA bylaws.

Moved by Terri Refsguard, seconded by William VandeCastle to approve revisions to the GBHA bylaws. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

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

Moved by Sandra Popp, seconded by William VandeCastle to approve the GBHA operating budget for Fiscal Year beginning July 1, 2018. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

9. Consideration with possible action on acceptance of GBHA bills.

Moved by William VandeCastle, seconded by Terri Refsguard to accept the GBHA bills. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, VandeCastle, No- None, Abstain- None

10. Consideration with possible action on acceptance of GBHA financial report.

Moved by Terri Refsguard, seconded by William VandeCastle to accept the GBHA financial report. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

11. Consideration with possible action on writing off delinquent tenant accounts.

Moved by Sandra Popp, seconded by Nathalie Lund to write off delinquent tenant accounts. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

E. INFORMATIONAL.

1. Civic Clerk Meeting Software.

No action taken.

2. Development Module of Lead the Way Training.

The Development Module of Lead the Way Training was discussed. No action taken.

3. Langan Report for March and April, 2018.

Moved by Sandra Popp, seconded by William VandeCastle to receive and place on file the Langan Report for March and April 2018. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

4. Occupancy Report for the month of May, 2018.

Moved by William VandeCastle, seconded by Sandra Popp to approve the Occupancy Report for the month of May 2018. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

5. Housing Update Report.

Moved by William VandeCastle, seconded by Sandra Popp to approve the Housing Update report. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

6. Update on bedbug situation.

An update was given regarding the bedbug situation. No action was taken.

7. Date of next meeting: June 21, 2018

The next meeting will be at 10:30 a.m. in room 310, City Hall.

F. ADJOURNMENT.

Moved by Sandra Popp, seconded by Terri Refsguard to adjourn. Motion carried.
Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

Report to the
Housing Authority
of the City of Green Bay

MEETING DATE	PREPARED BY
June 21, 2018	Robyn Hallet, Staff

AGENDA ITEM # D.1.

Consideration with possible action on a request from TWG Development for financial support for a housing project, Broadway Lofts.

BACKGROUND

In November, 2017, the GBHA approved financial support of TWG Development's proposed Broadway Loft housing project. The project did not receive the WHEDA Tax Credit funding that TWG had applied for, therefore, TWG has repackaged the proposal to apply for another WHEDA tax credit opportunity. They are requesting the same funding the GBHA had previously approved - a $530,000 loan at 1.5 percent interest for 35 years.

RECOMMENDATION

To be determined at the meeting.

FISCAL IMPACT

ATTACHMENTS

1. Broadway Lofts 2018 - Overview and Changes
2. Broadway Lofts Conceptual Design 2018 RS
3. GBHA unrestricted funds - 6.2018 summary

BROADWAY LOFTS
Green Bay, WI

Developer Firm Profile

Broadway Lofts is presented by TWG Development, LLC ("TWG), a multifamily housing developer located in Indianapolis, Indiana. Just 11 years old, TWG remains nimble enough to meet changing housing needs directly while backing our promises with over $478 Million in completed development costs to date. TWG has successful projects in Indiana, Iowa, Ohio, Michigan, Illinois, Missouri, Colorado and Washington, as well as pending developments in Minnesota, Kansas, Oklahoma, Texas, Georgia, North Carolina, Pennsylvania, and Utah.

The TWG family of companies includes operating platforms for development, financing, construction and management. TWG's success is pioneered by 5 Principals with a combined 75 years of significant experience in public finance, law, development, construction, and management at other firms prior to the formation of TWG in 2007.

Today TWG employs over 180 people across our platforms. TWG Management, LLC specializes in managing market rate, workforce, and senior housing properties, and currently manages more than 2,500 units across multiple cities. TWG Construction, LLC is a general contractor specializing in multi-family residential and light commercial construction in Indiana and surrounding Midwest states. To date, TWG Construction, LLC has completed 38 multi-family projects.

Development – Overview and Location

Broadway Lofts is the proposed new construction of 107 units of workforce housing near downtown Green Bay. Three new construction buildings are proposed, a four-story building along Broadway that will house 93 apartments, along with two townhome row style buildings that will contain 14 3-bedroom townhome units. Broadway Lofts will be a workforce housing development, serving the community with a range of affordable offerings.

BROADWAY LOFTS
Green Bay, WI

Broadway Lofts is a mix of 1, 2, and 3-bedroom apartments rented to tenants making up to 80% of the Area Median Income.

Broadway Lofts is part of a transformational development of the Rail Yard. Broadway Lofts will be located on the northern end of this 11-acre site currently owned by the master developer DDL Holdings, Inc, approximately 400 N Broadway Street. Formerly called the Larsen Green (after previous owner Larsen Cannery, a wholesale food and vegetable cannery), the site has seen significant redevelopment already under new branding as The Rail Yard. Spearheaded by DDL Holdings, Inc (owner of Titletown Brewery located south of the site), several historic buildings on the southern and western edges of the site have been renovated. The south end of the site is occupied by businesses such as a bank, an X-ray technology company, a marketing firm, and a software company.

The primary source of funding for Broadway Lofts will be an allocation of 4% Federal Low Income Housing Tax Credits ("LIHTC") from the Wisconsin Housing and Economic Development Authority ("WHEDA") coupled with a State LIHTC, also administered by WHEDA . Other sources of financing will include Permanent debt, the Green Bay Housing Authority, the Brown County Housing Authority, and the HOME program.

Development – Conception

The Broadway Lofts concept was borne from meetings between TWG and the City in 2015 and 2016. As a multi-platform developer, TWG can create luxury market rate, affordable, senior, permanent supportive, and workforce housing. A neighborhood developer, these initial meetings were spend identifying the highest housing need in the City. Workforce Housing, designed to serve the critical but lower income employees that provide a large portion of services in the City was highlighted.

A market study commissioned for the project underscored the need for the project. The vacancy rate of affordable projects in the Primary Market Area of the project was 0. In comparison, a "normal" market vacancy rate is 5%. The capture rate for the project is a very low 1.2% – meaning the development will only capture 1.2% of the available demand to achieve full occupancy – further demonstrating the huge demand for workforce housing.

Development – Support

The City has been supportive of Broadway Lofts from its first conception as a 4% bond deal in early 2016. The redevelopment of The Rail Yard was identified as one of six catalytic projects for the City and has been strongly supported by the community throughout the Master Plan process. The Downtown Master Plan AuthentiCity Report ("Plan") specifies two strategic goals for The Rail Yard, "to provide a variety of housing options for those who do not have a desire to own a single-family home, and to increase downtown residential density in order to better support downtown businesses and retailers" (AuthentiCity Plan Recommendations Support, Section 4). The Plan calls for a mix of 1, 2, and 3-bedroom apartments along with 3 bedroom townhomes.

The development of Broadway Lofts is the creation of 93 apartments and 14 townhome units for residents, meeting all goals of the Plan with a mixed income development.

BROADWAY LOFTS
Green Bay, WI

Development – Changes from 2017 Concept

In November 2017 Broadway Lofts applied to WHEDA for an allocation of 9% LIHTC but was not awarded funds. The development came very close but was ultimately not successful. Since that time there has been significant changes in the tax credit landscape that fortunately allow Broadway Lofts to be repackaged as a 4% LIHTC development. While the breadth of the changes cannot be covered in this narrative, two changes in particular are worth noting.

Passage of the State of Wisconsin Low Income Housing Tax Credit. In March of 2018 the State of Wisconsin approved a State LIHTC program. The program mirrors the Federal program and creates an additional $3.1MM in equity for the development.

Federal adoption of the Income Averaging Approach to affordable housing. Under prior law, *all* LIHTC apartments had to be occupied by households with incomes at or below 60 percent of area median income (AMI). Under income averaging Broadway Lofts will rent to occupants earning between 30 percent AMI and 80 percent AMI, as long as the average of all units is at or below 60 percent AMI.

This change is significant in two ways. First, it allows Broadway Lofts to be a 100% Affordable housing development. This creates more equity in the development. Second, this change allows Broadway Lofts to serve "market rate" housing with 80% AMI rents (up to $1,270 per month for a 2-bedroom apartment).

Ultimately, income averaging allows for Broadway Lofts to truly serve the rental market as workforce housing. From the 1-bedroom unit occupied by the housekeeper earning $10 a hour, to the 3-bedroom townhome rented to a family of 5 earning $67,000 per year, Broadway Lofts will be able to fill a critical housing need in the Green Bay community.

Development – Financial Gap

Some background on today's request for funding.

When awarded LIHTC from WHEDA, that source of funding, while significant, would only cover approximately 52% of the total development costs. The project will also carry permanent debt. However, charging lower rents to serve lower income residents does not allow the project to carry as much debt. After these two main sources of funding, there remains a financial "gap" of approximately $3.3MM on the $19.6MM project.

TWG has a plan to fill that gap with City of Green Bay assistance, outlined below.

- TWG will defer Developer Fee in the amount of $1.7MM – the maximum allowed by WHEDA.

Request to City of Green Bay Redevelopment Authority

- "Recommit" the Tax Increment Financing Incentive to the project *and* extend the TIF expiration to 2036. This will allow the development to increase the Permanent Debt by approximately $900,000.
- "Recommit" HOME funds in the amount of $100,000 or in an amount as available.

BROADWAY LOFTS
Green Bay, WI

Request to Green Bay Housing Authority

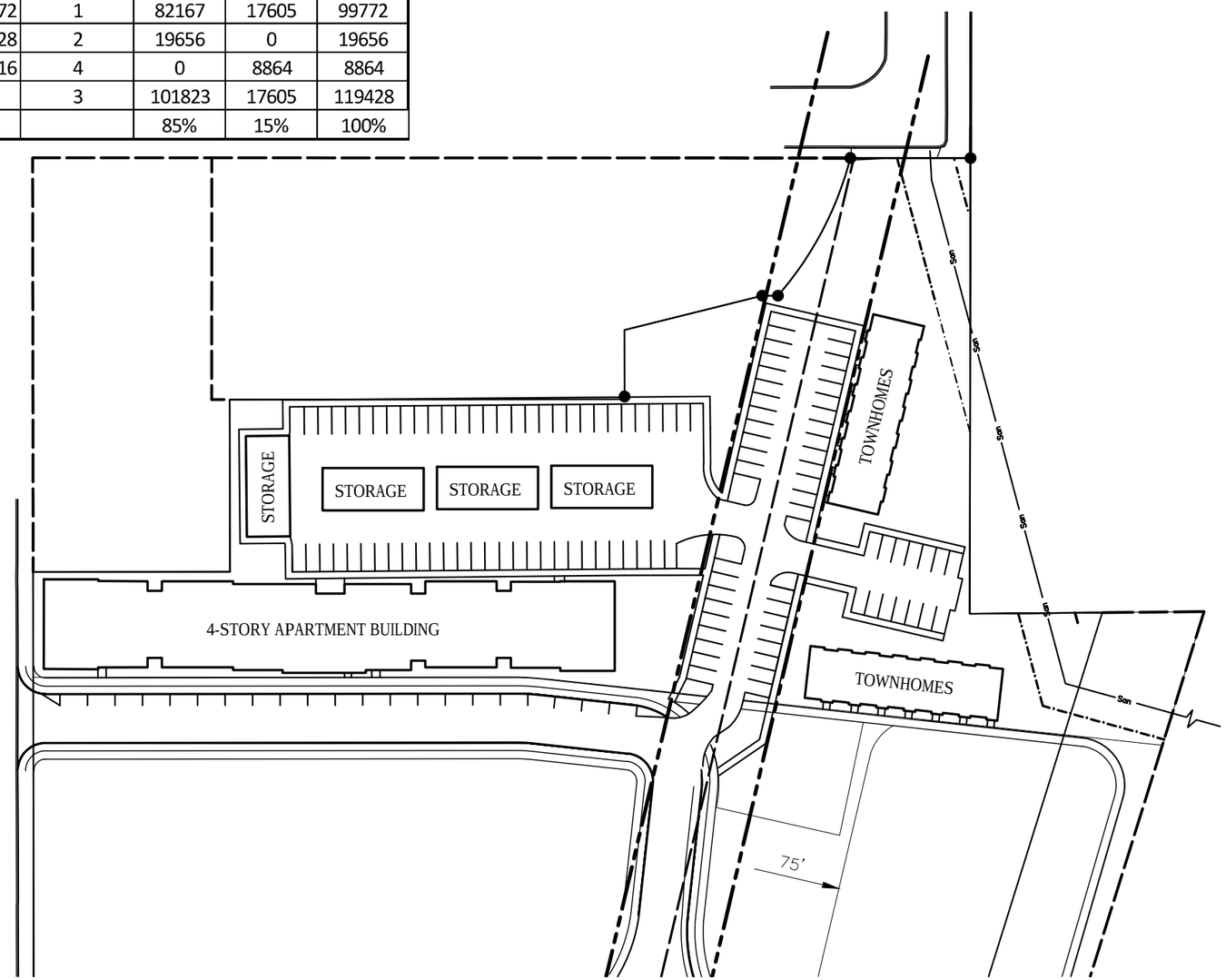
- "Recommit" the Funding Award of $530,000 as outlined in original award letter. The award is structured as an amortizing loan at 1.5% with a term of 35 years.

Request to Brown County Housing Authority

- A grant in the amount of $150,000. These funds can be on a reimbursable basis and can be used before the end of the year 2018.

TWG Development thanks the City of Green Bay and Brown County for the opportunity to serve the community with this much needed housing development, Broadway Lofts.

Project SQFT Total							
Building Type	Unit SQFT	Common Area	Total SQFT	Number of Buildings	Total Unit Area	Total Common Area	Total SQFT
A	82167	17605	99772	1	82167	17605	99772
B	9828	0	9828	2	19656	0	19656
Garage	0	2216	2216	4	0	8864	8864
Total				3	101823	17605	119428
%					85%	15%	100%



NOTE:

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Project Unit Mix									
Building Type	1BR	2BR	3BR	Total	Number of Type	Total 1BR	Total 2BR	Total 3BR	Total Units
A	37	54	2	93	1	37	54	2	93
B	0	0	7	7	2	0	0	14	14
Total					3	37	54	16	107
%						35%	50%	15%	100%

SITE DATA

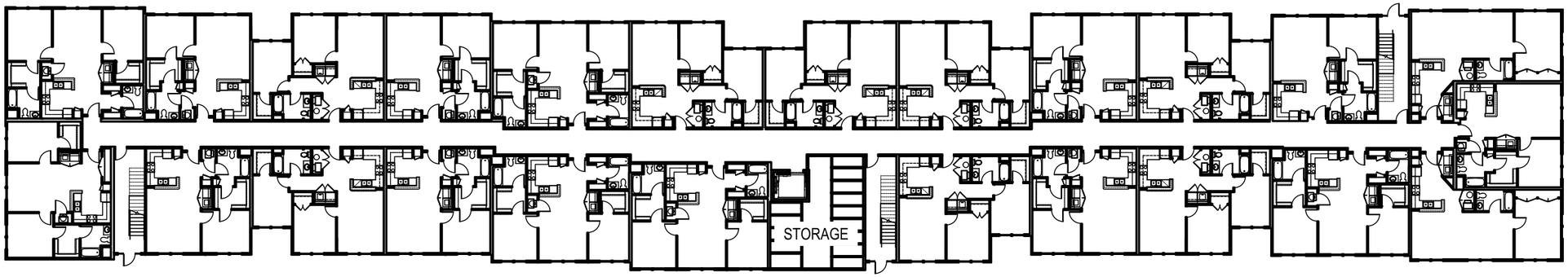
UNIT COUNT: 110
PARKING PROVIDED:
110 SURFACE PARKING SPACES
20 GARAGE SPACES
130 TOTAL PARKING SPACES (1.2/UNIT)

DESCRIPTION	REVISED DATE

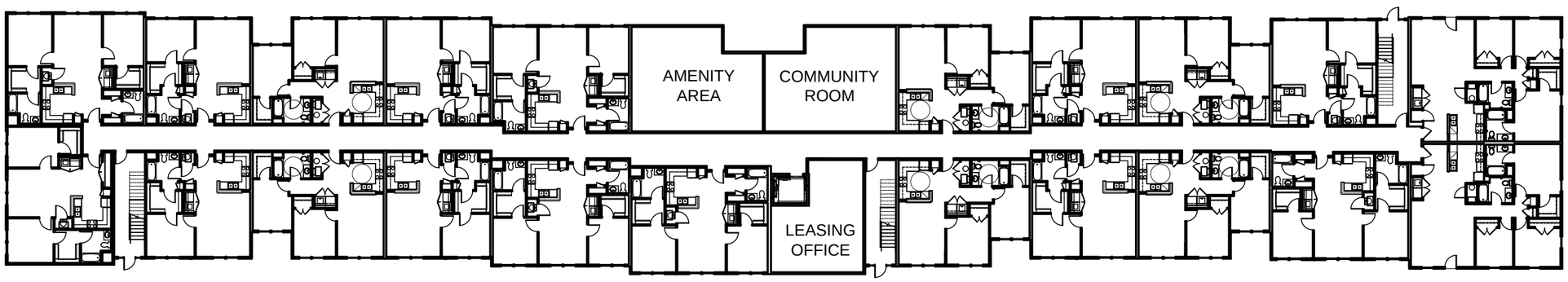
BROADWAY STREET LOFTS
CONCEPTUAL SITE PLAN
GREEN BAY, WI

TWG DEVELOPMENT, LLC
333 N PENNSYLVANIA ST. SUITE 100
INDIANAPOLIS, IN 46204
317.559.7002

SCALE: 1"=100'
PROJECT NO: 17-005
DATE: 10/25/2017
SHEET NO: ASP1



BLDG A - FLOORS 2, 3, 4



BLDG A - GROUND FLOOR

Building Type "A" (#1)								
Type	SQFT (gross)	First Floor	Second Floor	Third Floor	Fourth Floor	Total	UNIT SQFT/ BLDG	%
1BR-A	767	7	8	8	8	31	23777	
1BR-B	858	0	2	2	2	6	5148	
2BR-A (1B)	897	6	8	8	8	30	26910	
2BR-B (1B)	941	1	1	1	1	4	3764	
2BR-C (2B)	1001	5	5	5	5	20	20020	
3BR-A	1274	2	0	0	0	2	2548	
Total		21	24	24	24	93	82167	82%
Common		5698	3969	3969	3969	17605		18%
Building Footprint	24943					4	99772	100%

NOTE:

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REVISED DATE	DESCRIPTION

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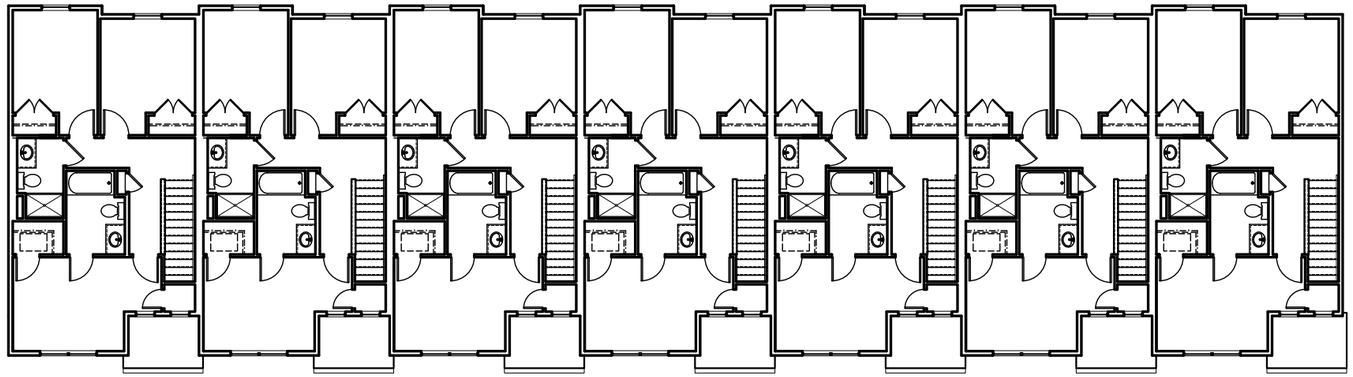
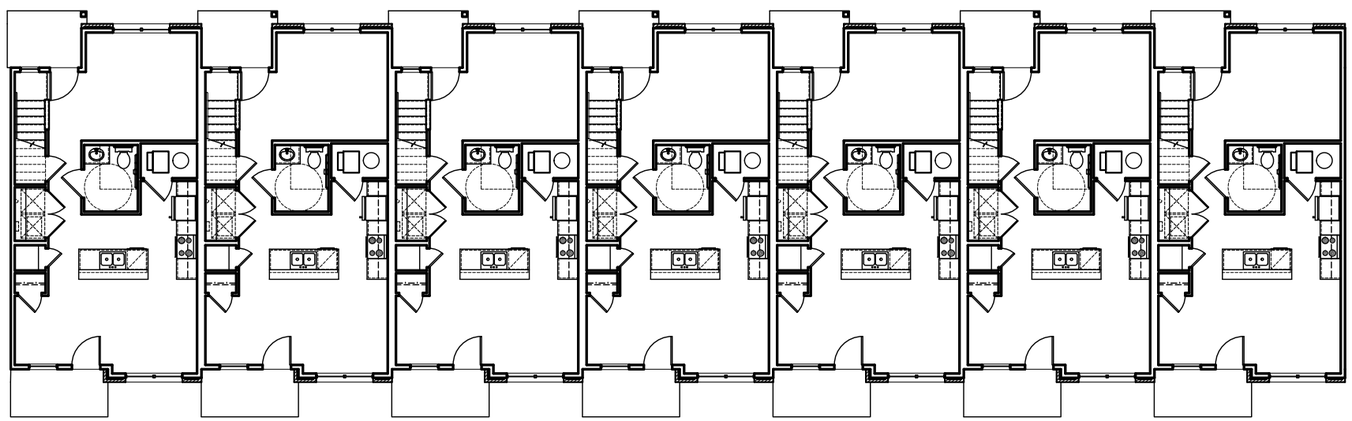
CONCEPTUAL SITE PLAN
GREEN BAY, WI

TWG DEVELOPMENT, LLC
333 N PENNSYLVANIA ST. SUITE 100
INDIANAPOLIS, IN 46204
317.559.7002

SCALE: 1/32"=1'-0"
PROJECT NO: 17-005
DATE: 10/25/2017
SHEET NO: A.101



BLDG B - SECOND FLOOR



BLDG B - GROUND FLOOR

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Building Type "B" (#2-3)				
Type	SQFT (gross)	Total	UNIT SQFT/ BLDG	%
3BR-TH	1404	7	9828	
Total		7	9828	100%
Building Footprint	4914	2	9828	100%

REVISED DATE	DESCRIPTION

BROADWAY STREET LOFTS
CONCEPTUAL SITE PLAN
GREEN BAY, WI

TWG DEVELOPMENT, LLC
333 N PENNSYLVANIA ST. SUITE 100
INDIANAPOLIS, IN 46204
317.559.7002

SCALE: 1/16"=1'-0"
PROJECT NO: 17-005
DATE: 10/25/2017
SHEET NO: A.102

NORTH

BLDG A - FRONT ELEVATION

BLDG A - REAR ELEVATION

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CONCEPTUAL SITE PLAN
GREEN BAY, WI

TWG DEVELOPMENT, LLC
333 N PENNSYLVANIA ST. SUITE 100
INDIANAPOLIS, IN 46204
317.559.7002

SCALE: 1/32"=1'-0"
PROJECT NO: 17-005
DATE: 10/25/2017
SHEET NO: A.201

NORTH

BLDG B - FRONT ELEVATION

BLDG B - REAR ELEVATION

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GREEN BAY, WI

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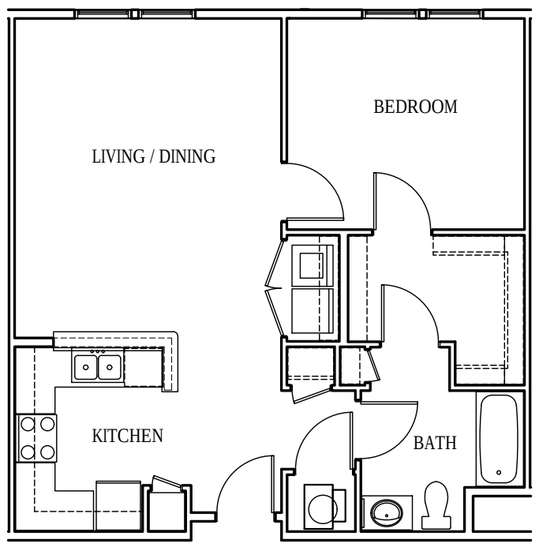
333 N PENNSYLVANIA ST. SUITE 100
INDIANAPOLIS, IN 46204
317.559.7002

SCALE: 1/16"=1'-0"

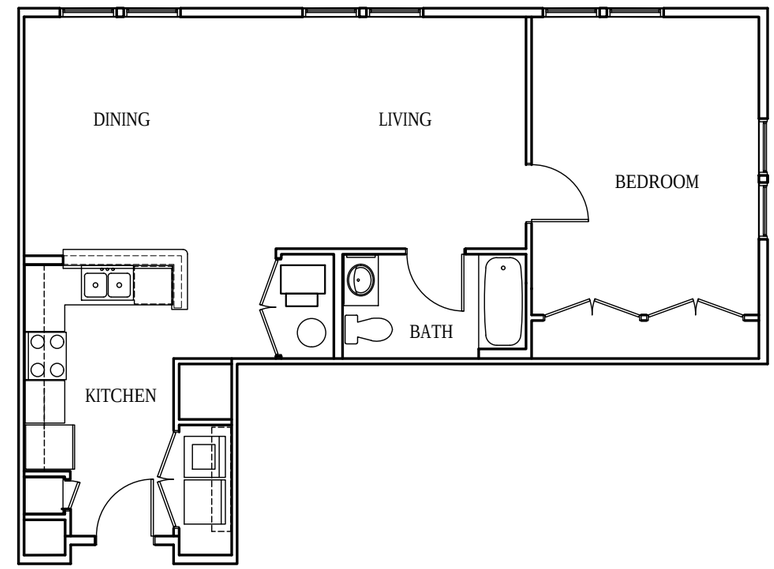
PROJECT NO: 17-005

DATE: 10/25/2017

SHEET NO: A.202



1BR UNIT A



1BR UNIT B

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333 N PENNSYLVANIA ST. SUITE 100
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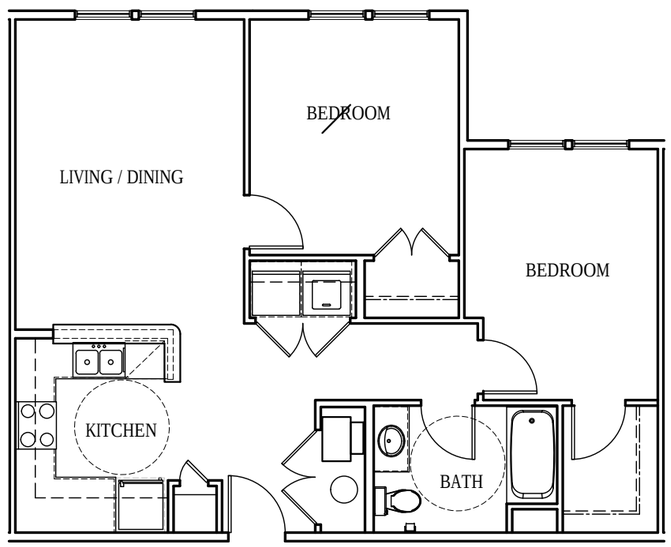
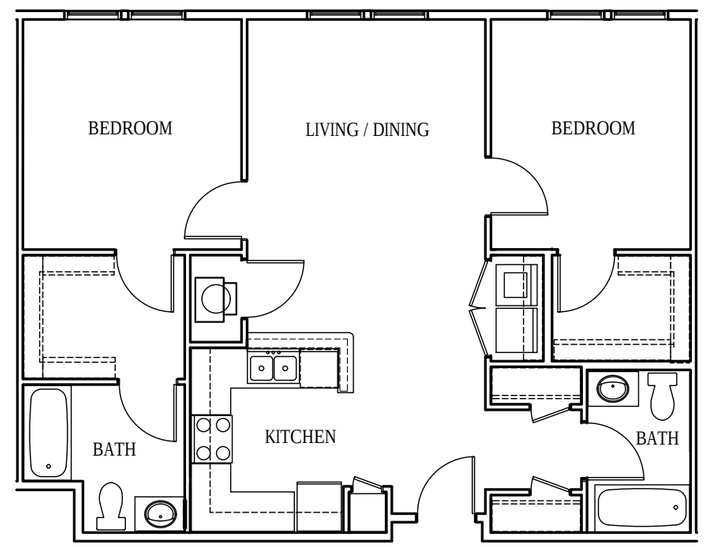
317.559.7002

SCALE: 1/8"=1'-0"
PROJECT NO: 17-005
DATE: 10/25/2017

SHEET NO: A.401



2BR UNIT A



2BR UNIT B

NOTE:

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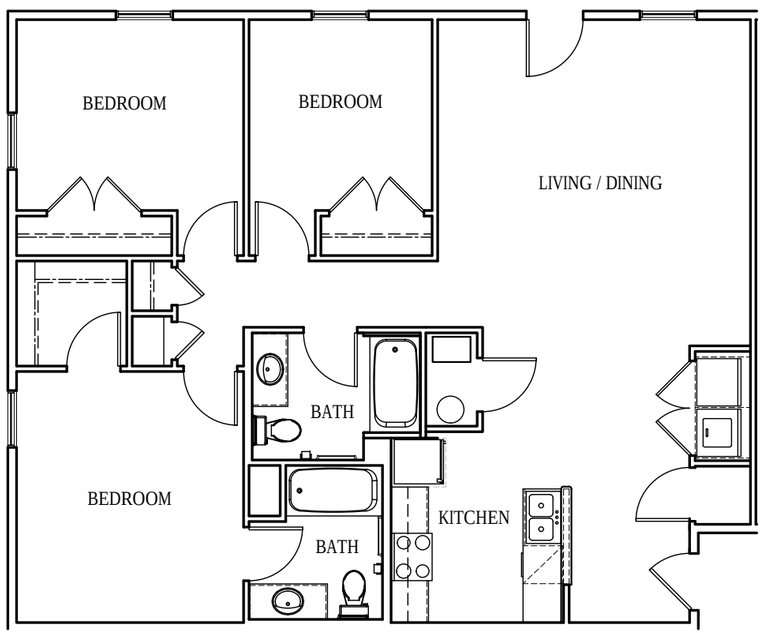
REVISED DATE	DESCRIPTION

BROADWAY STREET LOFTS
CONCEPTUAL SITE PLAN
GREEN BAY, WI

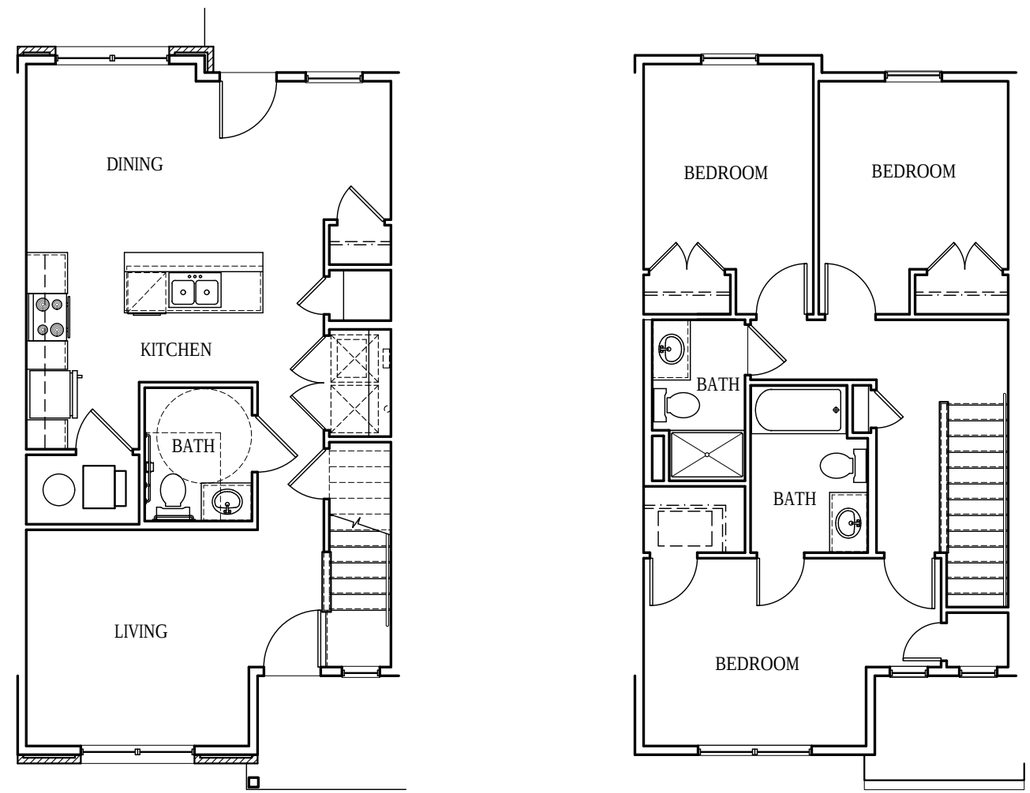
TWG DEVELOPMENT, LLC
333 N PENNSYLVANIA ST. SUITE 100
INDIANAPOLIS, IN 46204
317.559.7002

SCALE: 1/8"=1'-0"
PROJECT NO: 17-005
DATE: 10/25/2017

SHEET NO: A.402



3BR UNIT A



3BR TOWNHOME UNIT

NOTE:

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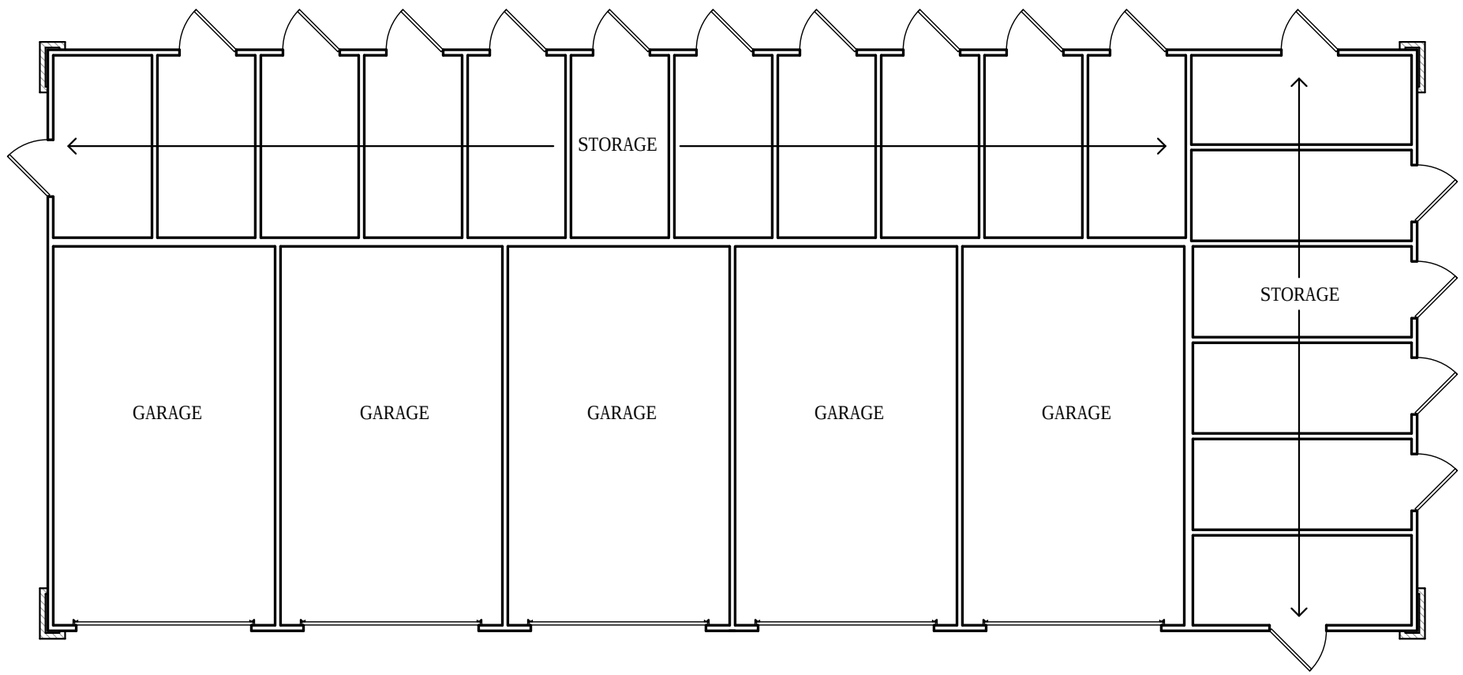
REVISED DATE	DESCRIPTION

BROADWAY STREET LOFTS
CONCEPTUAL SITE PLAN
GREEN BAY, WI

TWG DEVELOPMENT, LLC
333 N PENNSYLVANIA ST. SUITE 100
INDIANAPOLIS, IN 46204
317.559.7002

SCALE: 1/8"=1'-0"
PROJECT NO: 17-005
DATE: 10/25/2017

SHEET NO: A.403



TYPICAL GARAGE/STORAGE BUILDING PLAN

NOTE:

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REVISED DATE	DESCRIPTION

BROADWAY STREET LOFTS
CONCEPTUAL SITE PLAN
GREEN BAY, WI

TWG DEVELOPMENT, LLC
333 N PENNSYLVANIA ST. SUITE 100
INDIANAPOLIS, IN 46204
317.559.7002

SCALE: 1/8"=1'-0"
PROJECT NO: 17-005
DATE: 10/25/2017

SHEET NO: G.101

Summary of GBHA's Unrestricted Funds

GBHA staff has created a vision for the use of the GBHA's unrestricted funds, as follows:

Immediate needs:

Service Coordinator	$25,000
MM 2nd floor doors	$12,000
	$37,000

Future needs:
(costs are staff rough estimates only)

Roof replacement	$147,000 (in approx. 10 yrs, after considering CFP funds)
Boilers	$ 20,000 (after CFP funds)
Elevators:	$350,000 (after current elevator reserve funds)
Fitness equipment:	$ 10,000
Comm. Room Kitchen	$ 25,000
Service Coordinator	$ 50,000 ($25,000 x 2 more years after initial year)
	$602,000

Immediate needs:		$ 37,000
Future needs	+	$602,000
Total immediate & future needs:		**$639,000**

Available unrestricted funds: **$1,000,000** (approximately)

The GBHA's projected immediate and future needs total $639,000, which is over half of the available unrestricted funds. In addition, there are many other lower priority, future projects at Mason Manor and the Scattered Sites that will require funding, likely of excess of CFP funds. Considering that the available funding has accumulated over several decades and does not have a significant renewal source, it may not be prudent to spend it all within a matter of a few years. Staff recommendation is to retain the remaining funds for longer term GBHA need, however the GBHA could consider making approximately $350,000 available for other community housing-related projects.

Report to the
Housing Authority
of the City of Green Bay

MEETING DATE	PREPARED BY
June 21, 2018	Stephanie Schmutzer, Staff

AGENDA ITEM # D.2.

Consideration with possible action on approval of Resolution No. 18-05, Approval of Operating Budget for Fiscal Year Beginning July 1, 2018.

BACKGROUND

GBHA annual operating budget that runs July 1, 2018 through June 30, 2019. HUD requires a board resolution showing approval the budget.

RECOMMENDATION

Approve the 2018 Budget Resolution #18-05.

FISCAL IMPACT

ATTACHMENTS

1. Budget Resolution

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Green Bay Housing Authority PHA Code: WI074

PHA Fiscal Year Beginning: 7/1/2018 Board Resolution Number: 18-05

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

		DATE
☒	Operating Budget approved by Board resolution on:	06/21/2018
☒	Operating Budget submitted to HUD, if applicable, on:	06/25/2018
☐	Operating Budget revision approved by Board resolution on:	
☐	Operating Budget revision submitted to HUD, if applicable, on:	

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
William VandeCastle		06/21/2018

Green Bay Housing Authority
Check Detail
May 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**4533**	**05/09/2018**	**AMA HEATING**	**1339 Univer...**	**1111.01 · General ...**	
Bill	S82813	04/30/2018		furnace repair	4430.10 · Heating a...	-376.36
TOTAL						-376.36
Bill Pmt -Check	**4534**	**05/09/2018**	**AT&T**		**1111.01 · General ...**	
Bill	4/22/18	04/22/2018		door system	4190.07 · Tele Fax...	-43.33
				door system	4190.07 · Tele Fax...	-43.33
TOTAL						-86.66
Bill Pmt -Check	**4535**	**05/09/2018**	**Bug Blaster Inc**	**1424 Admira...**	**1111.01 · General ...**	
Bill	10215	04/30/2018		treatment	4430.17 · Extermin...	-130.00
TOTAL						-130.00
Bill Pmt -Check	**4536**	**05/09/2018**	**BUILDING SERVIC...**	**furniture for ...**	**1111.01 · General ...**	
Bill	129352	04/19/2018		furniture for ...	4430.25 · Unit Repair	-6,245.74
				furniture for ...	4430.01 · Maint - N...	-44.18
TOTAL						-6,289.92
Bill Pmt -Check	**4537**	**05/09/2018**	**CITY OF GREEN B...**		**1111.01 · General ...**	
Bill	970-12420	04/20/2018		eviction pape...	4130.00 · Legal Ex...	-90.75
				advertising	4190.08 · Marketing	-20.00
				Stapler/stapl...	4190.03 · Paper & ...	-34.22
				Stapler/stapl...	4190.03 · Paper & ...	-34.22
Bill	970-12420	04/25/2018		keys/burner b...	4420.00 · Maint - S...	-240.85
Bill	970-12420	04/26/2018		door gasket	4420.00 · Maint - S...	-93.79
				valve/sump p...	4420.00 · Maint - S...	-216.15
				pole/ grease/...	4430.03 · Maint - Tr...	-124.84
Bill	970-12420	04/29/2018		Hotel stay W...	4150.00 · Travel	-41.00
				Hotel Stay W...	4150.00 · Travel	-41.00
				Hotel Stay W...	4150.00 · Travel	-82.00
Bill	970-12420	05/01/2018		storage units	4420.00 · Maint - S...	-156.00
Bill	970-12420	05/02/2018		Batteries/ wal...	4420.00 · Maint - S...	-94.88
Bill	113515	05/03/2018		notice	4190.01 · Printing	-5.70
				vrochures/cal...	4190.01 · Printing	-92.75
				malings	4190.02 · Postage	-22.30
Bill	970-12420	05/03/2018		step seat/ dril...	4420.00 · Maint - S...	-201.70
TOTAL						-1,592.15
Bill Pmt -Check	**4538**	**05/09/2018**	**Ellison Electric Su...**		**1111.01 · General ...**	
Bill	220885-00	04/26/2018		1339 Univers...	4420.00 · Maint - S...	-560.77
Bill	220886-00	04/26/2018		light fixtures	4420.00 · Maint - S...	-126.00
Bill	220901-00	04/26/2018		fixtures	4420.00 · Maint - S...	-152.58
Bill	220900-00	04/26/2018		fixtures	4420.00 · Maint - S...	-116.09
TOTAL						-955.44

Green Bay Housing Authority
Check Detail
May 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**4539**	**05/09/2018**	**GRAINGER**		**1111.01 · General ...**	
Bill	9768931306	04/25/2018		Dehumidigiers	4430.25 · Unit Repair	-995.58
Bill	9768931314	04/25/2018		battery/ tools/	4420.00 · Maint - S...	-347.80
Bill	9772189495	04/30/2018		screw extract...	4420.00 · Maint - S...	-68.28
Bill	9772189487	04/30/2018		quick change...	4420.00 · Maint - S...	-29.20
Bill	9772189479	04/30/2018		donditioning ...	4420.00 · Maint - S...	-40.00
Bill	9774255773	05/01/2018		HVAC motor ...	4420.00 · Maint - S...	-70.40
TOTAL						-1,551.26
Bill Pmt -Check	**4540**	**05/09/2018**	**GREEN BAY WAT...**		**1111.01 · General ...**	
Bill	4/27/18-4665-01	04/27/2018		1424 Admiral...	4390.00 · Other Util...	-336.10
				1424 Admiral...	4310.00 · Water	-3,666.64
Bill	5/2/18-1882-05	05/02/2018		886 Division	4390.00 · Other Util...	-54.36
				886 Division	4310.00 · Water	-66.37
Bill	5/2/18-2170-03	05/02/2018		815 Dousman	4390.00 · Other Util...	-54.36
				815 Dousman	4310.00 · Water	-154.12
Bill	5/2/18-1033-02	05/02/2018		712 Bond	4390.00 · Other Util...	-54.36
				712 Bond	4310.00 · Water	-203.88
Bill	5/2/18-514-06	05/02/2018		967 Holzer	4390.00 · Other Util...	-54.36
				967 Holzer	4310.00 · Water	-70.81
Bill	5/2/18-2375-04	05/02/2018		1428 Dousman	4390.00 · Other Util...	-54.36
				1428 Dousman	4310.00 · Water	-72.05
TOTAL						-4,841.77
Bill Pmt -Check	**4541**	**05/09/2018**	**Jayme Valentine**	**mileage**	**1111.01 · General ...**	
Bill	4/1-4/30/18 mileage	04/30/2018		Mileage	4150.00 · Travel	-16.00
				mileage	4150.00 · Travel	-35.78
TOTAL						-51.78
Bill Pmt -Check	**4542**	**05/09/2018**	**KONE INC**	**1424 Admira...**	**1111.01 · General ...**	
Bill	949906119	05/01/2018		Elevator maint	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	**4543**	**05/09/2018**	**LANGAN INVESTI...**		**1111.01 · General ...**	
Bill	4/1-4/30/18 mm	05/02/2018		Professional ...	4130.01 · Investigat...	-296.25
Bill	4/1-4/30/18 SS	05/02/2018		Professional ...	4130.01 · Investigat...	-337.50
TOTAL						-633.75
Bill Pmt -Check	**4544**	**05/09/2018**	**LARSON PAINTING**		**1111.01 · General ...**	
Bill	4889	04/29/2018		painting - 510...	4430.00 · Maint - C...	-350.00
Bill	4888	04/29/2018		painting 1339...	4430.00 · Maint - C...	-905.52
TOTAL						-1,255.52
Bill Pmt -Check	**4545**	**05/09/2018**	**Leigha Casper**	**mileage**	**1111.01 · General ...**	
Bill	3/1-4/30/18 Mileage	05/09/2018		mileage	4150.00 · Travel	-8.45
TOTAL						-8.45

Green Bay Housing Authority
Check Detail
May 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**4546**	**05/09/2018**	**LIZER LAWN CARE**		**1111.01 · General ...**	
Bill	75432AD	04/27/2018		1333 Univers...	4430.11 · Snow Re...	-156.00
Bill	75434AD	04/27/2018		1339 univeris...	4430.11 · Snow Re...	-222.00
TOTAL						-378.00
Bill Pmt -Check	**4547**	**05/09/2018**	**Patrick A. Zelzer &...**	**paper service**	**1111.01 · General ...**	
Bill	zel-2018001318	04/25/2018		T. Strong	4130.00 · Legal Ex...	-50.00
TOTAL						-50.00
Bill Pmt -Check	**4548**	**05/09/2018**	**Sandberg K9 Solu...**	**1424 Admira...**	**1111.01 · General ...**	
Bill	1257	05/02/2018		quarterly insp...	4430.17 · Extermin...	-2,999.98
TOTAL						-2,999.98
Bill Pmt -Check	**4549**	**05/09/2018**	**SHERWIN-WILLIA...**	**OE0211157A...**	**1111.01 · General ...**	
Bill	7975-4/5253-6165-5	04/18/2018		paint	4420.00 · Maint - S...	-57.97
TOTAL						-57.97
Bill Pmt -Check	**4550**	**05/09/2018**	**TIME WARNER CA...**	**1424 Admira...**	**1111.01 · General ...**	
Bill	4/26/18	04/26/2018		1424 Admiral...	4230.00 · Ten Ser-...	-2,330.26
TOTAL						-2,330.26
Bill Pmt -Check	**4551**	**05/09/2018**	**TRI CITY GLASS**		**1111.01 · General ...**	
Bill	I04-0425-65631	04/25/2018		screen repair	4420.00 · Maint - S...	-76.73
Bill	I03061264	04/30/2018		replace 2nd fl...	4420.00 · Maint - S...	-377.00
TOTAL						-453.73
Bill Pmt -Check	**4552**	**05/09/2018**	**VAN'S FIRE & SAF...**	**1424 Admira...**	**1111.01 · General ...**	
Bill	4109733	04/25/2018		fire extinguis...	4430.09 · Fire Prote...	-875.01
TOTAL						-875.01
Bill Pmt -Check	**4553**	**05/09/2018**	**Verizon Wireless**	**wifi**	**1111.01 · General ...**	
Bill	9805801207	04/22/2018		wifi puck	4190.07 · Tele Fax...	-20.00
				wifi puck	4190.07 · Tele Fax...	-20.01
TOTAL						-40.01

Green Bay Housing Authority
Check Detail
May 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**4554**	**05/09/2018**	**WISCONSIN PUBL...**		**1111.01 · General ...**	
Bill	May 2018 UR's	05/01/2018		323 N Ashlan...	4320.01 · Utility Rei...	-64.00
				1009 Crooks ...	4320.01 · Utility Rei...	-87.00
				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...	-80.00
				837 Christian...	4320.01 · Utility Rei...	-80.00
				1100 Pine - I....	4320.01 · Utility Rei...	-40.00
				913 N Chest...	4320.01 · Utility Rei...	-89.00
				912 S Oakla...	4320.01 · Utility Rei...	-104.00
Bill	5/1/18-2671-00036	05/01/2018		1424 Admiral...	4320.00 · Electricity	-723.00
Bill	5/1/18-2671-00002	05/01/2018		1424 Admiral...	4320.00 · Electricity	-3,651.67
				1424 Admiral...	4330.00 · Gas	-1,907.51
TOTAL						-7,155.18
Bill Pmt -Check	**4555**	**05/10/2018**	**CITY OF GREEN B...**	**April wages**	**1111.01 · General ...**	
Bill	970-12422	04/30/2018		Wages	4110.00 · Admin Sa...	-5,723.33
				Benefits	4182.00 · Employe...	-2,016.60
				Wages	4410.00 · Maint - L...	-10,010.25
				Benefits	4433.00 · Emp Ben...	-4,357.31
				Wages	4110.00 · Admin Sa...	-4,097.69
				Benefits	4182.00 · Employe...	-1,423.31
				Wages	4410.00 · Maint - L...	-2,723.53
				Benefits	4433.00 · Emp Ben...	-1,110.04
				Wages	4110.00 · Admin Sa...	-6,610.55
				Benefits	4182.00 · Employe...	-2,167.03
				Wages	4110.00 · Admin Sa...	-4.64
				Benefits	4182.00 · Employe...	-2.84
TOTAL						-40,247.12
Bill Pmt -Check	**4556**	**05/10/2018**	**GRAINGER**	**dehumidifiers**	**1111.01 · General ...**	
Bill	9765716460	05/10/2018		dehumidifiers	4430.25 · Unit Repair	-1,165.05
				dehumidifiers	4420.00 · Maint - S...	-162.39
TOTAL						-1,327.44
Bill Pmt -Check	**4557**	**05/24/2018**	**BELSON CO**		**1111.01 · General ...**	
Bill	289310	05/02/2018		garbage bags	4420.00 · Maint - S...	-4.10
Bill	289328	05/02/2018		TP	4420.00 · Maint - S...	-97.60
Bill	290308	05/10/2018		Dispencer/cl...	4420.00 · Maint - S...	-313.82
TOTAL						-415.52
Bill Pmt -Check	**4558**	**05/24/2018**	**GRAINGER**		**1111.01 · General ...**	
Bill	9775511513	05/02/2018		disc pad	4420.00 · Maint - S...	-25.30
Bill	9784700537	05/11/2018		batteries	4420.00 · Maint - S...	-88.62
Bill	9784700526	05/11/2018		HCAC motor	4420.00 · Maint - S...	-1.20
TOTAL						-115.12

Green Bay Housing Authority
Check Detail
May 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**4559**	**05/24/2018**	**Advanced Disposa...**	**1424 Admiral**	**1111.01 · General ...**	
Bill	B80000621914	04/30/2018		trash removal	4430.19 · Garbage ...	-303.86
TOTAL						-303.86
Bill Pmt -Check	**4560**	**05/24/2018**	**AMA HEATING**	**509 S Maole**	**1111.01 · General ...**	
Bill	S82878	05/11/2018		fix outside ve...	4430.10 · Heating a...	-128.98
TOTAL						-128.98
Bill Pmt -Check	**4561**	**05/24/2018**	**BELLIN HOME HE...**	**1424 Admira...**	**1111.01 · General ...**	
Bill	MB1299	05/31/2018		RN communi...	4230.00 · Ten Ser-...	-400.00
TOTAL						-400.00
Bill Pmt -Check	**4562**	**05/24/2018**	**Bug Blaster Inc**	**912 S Oakland**	**1111.01 · General ...**	
Bill	10953	05/19/2018		Wasp removal	4430.17 · Extermin...	-75.00
TOTAL						-75.00
Bill Pmt -Check	**4563**	**05/24/2018**	**CELLCOM**	**Cell Bill**	**1111.01 · General ...**	
Bill	114368	05/15/2018		Cell bill	4190.07 · Tele Fax...	-50.20
				cell bill	4190.07 · Tele Fax...	-50.21
TOTAL						-100.41
Bill Pmt -Check	**4564**	**05/24/2018**	**CITY OF GREEN B...**		**1111.01 · General ...**	
Bill	970-12420	04/30/2018		copies	4190.01 · Printing	-15.85
				copies	4190.01 · Printing	-15.85
Bill	113554	05/09/2018		fuel	4430.03 · Maint - Tr...	-115.71
				fuel	4430.03 · Maint - Tr...	-115.70
Bill	970-12420	05/09/2018		Wall palates/...	4420.00 · Maint - S...	-118.39
Bill	970-12420	05/09/2018		stamps	4190.02 · Postage	-125.00
				stamps	4190.02 · Postage	-125.00
				Background ...	4130.01 · Investigat...	-8.72
				Background ...	4130.01 · Investigat...	-8.72
Bill	970-12420	05/10/2018		Stove parts/P...	4420.00 · Maint - S...	-1,171.01
				filter/tank kit/...	4420.00 · Maint - S...	-59.45
Bill	970-12420	05/20/2018		Notice	4190.04 · Publicatio...	-61.06
TOTAL						-1,940.46
Bill Pmt -Check	**4565**	**05/24/2018**		**SD refund**	**1111.01 · General ...**	
Bill	SD refund	05/18/2018		SD refund - ...	2114.00 · Tenant S...	-138.67
				Key Dept Ref...	2114.02 · Security ...	-17.33
TOTAL						-156.00

Green Bay Housing Authority
Check Detail
May 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**4566**	**05/24/2018**	**GREEN BAY WAT...**		**1111.01 · General ...**	
Bill	5/11/18-4356-06	05/11/2018		896 School	4390.00 · Other Util...	-54.36
				896 School	4310.00 · Water	-259.25
Bill	5/11/18-4086-04	05/11/2018		839 Christiana	4390.00 · Other Util...	-54.36
				839 Christiana	4310.00 · Water	-82.22
Bill	5/11/18-4089-05	05/11/2018		835 Christiana	4390.00 · Other Util...	-54.36
				835 Christiana	4310.00 · Water	-228.01
Bill	5/16/18-5574-03	05/16/2018		409 N Maple	4390.00 · Other Util...	-54.36
				409 N Maple	4310.00 · Water	-17.00
Bill	5/16/18-5573-04	05/16/2018		415 N Maple	4390.00 · Other Util...	-54.36
				415 N Maple	4310.00 · Water	-126.95
Bill	5/16/18-5524-04	05/16/2018		522 N Maple	4390.00 · Other Util...	-54.36
				522 N Maple	4310.00 · Water	-219.14
Bill	5/16/18-5399-04	05/16/2018		323 N Ashland	4390.00 · Other Util...	-108.20
				323 N Ashland	4310.00 · Water	-397.53
Bill	5/16/18-33210-01	05/16/2018		510 N chestnut	4390.00 · Other Util...	-54.36
				510 N chestnut	4310.00 · Water	-128.33
Bill	5/16/18-33149-01	05/16/2018		816 N Maple	4390.00 · Other Util...	-54.36
				816 N Maple	4310.00 · Water	-214.86
Bill	5/16/18-5459-02	05/16/2018		509 S Maple	4390.00 · Other Util...	-54.36
				509 S Maple	4310.00 · Water	-124.79
Bill	5/16/18-5334-04	05/16/2018		516 N Ashland	4390.00 · Other Util...	-54.36
				516 N Ashland	4310.00 · Water	-291.41
Bill	5/16/18-5210-05	05/16/2018		836 Cora	4390.00 · Other Util...	-54.36
				836 Cora	4310.00 · Water	-178.14
Bill	5/16/18-5694-03	05/16/2018		715 n Chestnut	4390.00 · Other Util...	-54.36
				715 n Chestnut	4310.00 · Water	-239.06
Bill	5/16/18-5706-05	05/16/2018		319 N Chest...	4390.00 · Other Util...	-54.36
				319 N Chest...	4310.00 · Water	-130.61
TOTAL						-3,452.18
Bill Pmt -Check	**4567**	**05/24/2018**	**H.J. MARTIN & SO...**	**1416 Univeri...**	**1111.01 · General ...**	
Bill	HJ247658	05/10/2018		flooring	4420.00 · Maint - S...	-457.70
TOTAL						-457.70
Bill Pmt -Check	**4568**	**05/24/2018**	**Jayme Valentine**	**filing fees**	**1111.01 · General ...**	
Bill	WCSBRO001397...	05/23/2018		filing fees #101	4130.00 · Legal Ex...	-117.65
TOTAL						-117.65
Bill Pmt -Check	**4569**	**05/24/2018**		**SD refund**	**1111.01 · General ...**	
Bill	Sd Refund	05/21/2018		SD Refund - ...	2114.00 · Tenant S...	-31.00
TOTAL						-31.00
Bill Pmt -Check	**4570**	**05/24/2018**	**LARSON PAINTING**	**1424 Admira...**	**1111.01 · General ...**	
Bill	4906	05/18/2018		paint #301	4430.00 · Maint - C...	-225.00
TOTAL						-225.00
Bill Pmt -Check	**4571**	**05/24/2018**	**MID-STATE SUPPLY**	**510 Chestnut**	**1111.01 · General ...**	
Bill	4215263	04/27/2018		cabinets & co...	4420.00 · Maint - S...	-343.78
TOTAL						-343.78

Green Bay Housing Authority
Check Detail
May 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**4572**	**05/24/2018**	**R&R DRAPERIES**	**drapes**	**1111.01 · General ...**	
Bill	18072	04/30/2018		drapes	4420.00 · Maint - S...	-2,017.00
TOTAL						-2,017.00
Bill Pmt -Check	**4573**	**05/24/2018**	**Sandberg K9 Solu...**	**967 Holzer**	**1111.01 · General ...**	
Bill	1259	05/21/2018		Inspection	4430.17 · Extermin...	-100.00
TOTAL						-100.00
Bill Pmt -Check	**4574**	**05/24/2018**	**SCOTT WARNER ...**		**1111.01 · General ...**	
Bill	47	05/15/2018		REplace cabi...	4420.00 · Maint - S...	-425.00
Bill	46	05/15/2018		Unit Help 100...	4430.01 · Maint - N...	-325.00
Bill	45	05/15/2018		Occ Help - 7...	4430.01 · Maint - N...	-225.00
TOTAL						-975.00
Bill Pmt -Check	**4575**	**05/24/2018**	**SHERWIN-WILLIA...**	**1424 Admira...**	**1111.01 · General ...**	
Bill	8667-6/5253-6165-5	05/07/2018		paint supplies	4420.00 · Maint - S...	-34.95
TOTAL						-34.95
Bill Pmt -Check	**4576**	**05/24/2018**	**SMITH BROS. PLU...**	**plumbing is...**	**1111.01 · General ...**	
Bill	4776	05/18/2018		outside fauce...	4420.00 · Maint - S...	-190.00
				Shower - 912...	4420.00 · Maint - S...	-165.00
TOTAL						-355.00
Bill Pmt -Check	**4577**	**05/24/2018**	**TIME WARNER CA...**	**1424 Admira...**	**1111.01 · General ...**	
Bill	5/12/18	05/12/2018		internet	4230.00 · Ten Ser-...	-89.99
TOTAL						-89.99
Bill Pmt -Check	**4578**	**05/24/2018**	**TRI CITY GLASS**		**1111.01 · General ...**	
Bill	I04-0516-64969	05/16/2018		screen repair	4420.00 · Maint - S...	-25.03
Bill	I04-0521-65041	05/21/2018		screen repair	4420.00 · Maint - S...	-22.77
TOTAL						-47.80
Bill Pmt -Check	**4579**	**05/24/2018**	**WISCONSIN PUBL...**		**1111.01 · General ...**	
Bill	5/14/18-2671-00170	05/14/2018		1333 University	4320.00 · Electricity	-79.93
				1333 University	4330.00 · Gas	-31.50
Bill	5/14/18-2671-00009	05/14/2018		1125 University	4320.00 · Electricity	-32.66
				1125 University	4330.00 · Gas	-24.63
Bill	5/14/18-2671-00171	05/14/2018		1339 University	4320.00 · Electricity	-45.41
				1339 University	4330.00 · Gas	-42.77
TOTAL						-256.90

Green Bay Housing Authority

Budget vs. Actual

Summary

May-18

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	147,158.71	165,969.80	726,435.85	738,804.33	13,635.00	17,855.00	285,253.45	274,412.00	1,172,483.01	1,197,041.13
Total Expense	130,653.04	165,920.00	736,173.24	1,022,732.80	13,666.27	9,750.00	296,365.65	490,467.00	1,176,858.20	1,688,869.80
Net Income	**16,505.67**	**49.80**	**-9,737.39**	**-283,928.47**	**-31.27**	**8,105.00**	**-11,112.20**	**-216,055.00**	**-4,375.19**	**-491,828.67**

Reserve Spreadsheet

	MM	SS
6/30/2016 Audited FASS	791,883	363,096
YTD Net Income/(loss) Without Depreciation	(9,737)	(11,112)
Commited Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	632,146	339,502
Transfer	-	-
Projected Reserve	632,146	339,502
6 Month Expenses	466,975	247,171
Excess/shortfall	165,171	92,331

Green Bay Housing Authority
Budget vs. Actual Detail

	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%	155,238.00	129,264.00	25,974.00	120.09%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	437,863.40	461,000.00	-23,136.60	94.98%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	4,236.00	4,750.00	-514.00	89.18%
3510.00 · Management Fee Revenue	109,273.91	122,884.80	-13,610.89	88.92%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	22,330.00	19,680.00	2,650.00	113.47%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	15,532.50	23,040.00	-7,507.50	67.42%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	340.00	-340.00	0.0%	19,668.34	2,600.00	17,068.34	756.48%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	7,208.25	7,500.00	-291.75	96.11%
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	22.30	0.00	22.30	100.0%	12,184.25	6,500.00	5,684.25	187.45%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	90,037.61	126,390.33	-36,352.72	71.24%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	147,158.71	165,969.80	-18,811.09	88.67%	726,435.85	738,804.33	-12,368.48	98.33%
Expense								
4110.00 · Admin Salaries	75,239.40	99,000.00	-23,760.60	76.0%	72,145.28	87,000.00	-14,854.72	82.93%
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%	3,293.85	500.00	2,793.85	658.77%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	3,515.09	2,600.00	915.09	135.2%
4140.00 · Staff Training	1,722.97	6,500.00	-4,777.03	26.51%	621.68	4,365.00	-3,743.32	14.24%
4150.00 · Travel	887.78	500.00	387.78	177.56%	453.75	400.00	53.75	113.44%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	82,518.20	92,932.80	-10,414.60	88.79%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	11,730.00	18,240.00	-6,510.00	64.31%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	16,830.00	13,680.00	3,150.00	123.03%
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	26,006.04	33,000.00	-6,993.96	78.81%	29,768.75	32,000.00	-2,231.25	93.03%
4190.01 · Printing	671.65	2,500.00	-1,828.35	26.87%	3,310.97	2,500.00	810.97	132.44%
4190.02 · Postage	199.70	300.00	-100.30	66.57%	1,061.00	800.00	261.00	132.63%
4190.03 · Paper & Office Supplies	1,165.27	500.00	665.27	233.05%	1,011.39	1,000.00	11.39	101.14%
4190.04 · Publications	324.99	400.00	-75.01	81.25%	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%	1,078.60	1,400.00	-321.40	77.04%
4190.08 · Marketing	0.00	2,000.00	-2,000.00	0.0%	2,955.78	2,300.00	655.78	128.51%
4190.10 · Miscellaneous	14,104.36	5,000.00	9,104.36	282.09%	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%	2,362.26	3,000.00	-637.74	78.74%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	29,646.14	22,500.00	7,146.14	131.76%
4310.00 · Water	0.00	0.00	0.00	0.0%	30,591.66	36,000.00	-5,408.34	84.98%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	51,824.68	67,500.00	-15,675.32	76.78%
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%	26,434.64	30,000.00	-3,565.36	88.12%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	3,654.42	3,750.00	-95.58	97.45%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	130,589.99	120,000.00	10,589.99	108.83%
4420.00 · Maint - Supplies	71.13	100.00	-28.87	71.13%	39,428.51	20,000.00	19,428.51	197.14%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	23,063.17	10,000.00	13,063.17	230.63%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	5,958.69	2,500.00	3,458.69	238.35%
4430.03 · Maint - Truck Maint	529.39	500.00	29.39	105.88%	1,537.70	2,000.00	-462.30	76.89%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	3,186.01	2,000.00	1,186.01	159.3%
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%	8,302.20	10,500.00	-2,197.80	79.07%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	2,565.00	1,500.00	1,065.00	171.0%
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%	26,815.58	50,000.00	-23,184.42	53.63%
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%	2,906.42	3,000.00	-93.58	96.88%
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%	48,453.04	46,000.00	2,453.04	105.33%
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%	835.60	1,165.00	-329.40	71.73%
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

	COCC				Mason Manor			
	YTD	Budget	$ Over Budget	% of Budget	YTD	Budget	$ Over Budget	% of Budget
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%	0.00	215,000.00	-215,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	25,000.00	25,000.00	0.00	100.0%
Total Expense	130,653.04	165,920.00	-35,266.96	78.75%	736,173.24	1,022,732.80	-286,559.56	71.98%
Net Income/(Loss)	**16,505.67**	**49.80**	**16,455.87**	**33,143.92%**	**-9,737.39**	**-283,928.47**	**274,191.08**	**3.43%**

0.00 0.00

Green Bay Housing Authority
Budget vs. Actual Detail

	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%	118,077.00	119,640.00	-1,563.00	98.69%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	130,952.35	118,772.00	12,180.35	110.26%
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%	10,984.10	7,500.00	3,484.10	146.46%
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%	285,253.45	274,412.00	10,841.45	103.95%
Expense								
4110.00 · Admin Salaries	336.92	2,000.00	-1,663.08	16.85%	44,515.52	61,000.00	-16,484.48	72.98%
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	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%	3,388.09	2,000.00	1,388.09	169.41%
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%	499.67	300.00	199.67	166.56%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	26,755.71	29,952.00	-3,196.29	89.33%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	3,802.50	4,800.00	-997.50	79.22%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	5,500.00	6,000.00	-500.00	91.67%
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	159.35	750.00	-590.65	21.25%	16,633.48	22,500.00	-5,866.52	73.93%
4190.01 · Printing	390.00	0.00	390.00	100.0%	722.15	750.00	-27.85	96.29%
4190.02 · Postage	0.00	0.00	0.00	0.0%	1,076.35	750.00	326.35	143.51%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	680.78	500.00	180.78	136.16%
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%	989.52	1,100.00	-110.48	89.96%
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%	20,347.76	19,500.00	847.76	104.35%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	2,976.65	3,000.00	-23.35	99.22%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	7,278.00	0.00	7,278.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	2,398.20	3,000.00	-601.80	79.94%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	7,793.78	8,000.00	-206.22	97.42%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	31,654.05	45,500.00	-13,845.95	69.57%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	17,424.03	11,000.00	6,424.03	158.4%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	18,935.92	10,000.00	8,935.92	189.36%
4430.01 · Maint - Non-Contract	2,970.00	0.00	2,970.00	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%	1,412.90	2,500.00	-1,087.10	56.52%
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%	1,299.52	750.00	549.52	173.27%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,823.20	3,000.00	-1,176.80	60.77%
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%	1,330.00	500.00	830.00	266.0%
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%	11,463.51	16,000.00	-4,536.49	71.65%
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	13,666.27	9,750.00	3,916.27	140.17%	296,365.65	490,467.00	-194,101.35	60.43%
Net Income/(Loss)	**-31.27**	**8,105.00**	**-8,136.27**	**-0.39%**	**-11,112.20**	**-216,055.00**	**204,942.80**	**5.14%**

0.00 0.00

Green Bay Housing Authority
Budget vs. Actual Detail

	TOTAL			
	YTD	Budget	$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	273,315.00	248,904.00	24,411.00	109.81%
3110.00 · Dwelling Rental	568,815.75	579,772.00	-10,956.25	98.11%
3120.00 · Excess Utilities	4,236.00	4,750.00	-514.00	89.18%
3510.00 · Management Fee Revenue	109,273.91	122,884.80	-13,610.89	88.92%
3520.00 · Asset Management Rev	22,330.00	19,680.00	2,650.00	113.47%
3530.00 · BookKeeping Fee Rev	15,532.50	23,040.00	-7,507.50	67.42%
3610.00 · Int Income	19,668.34	7,340.00	12,328.34	267.96%
3690.00 · Other Income - Tenants	7,448.25	7,500.00	-51.75	99.31%
3690.01 · Other Income - Ins Dividends	0.00	2,825.00	-2,825.00	0.0%
3690.02 · Other Income	36,825.65	28,955.00	7,870.65	127.18%
3690.03 · Cell Tower Rent	90,037.61	126,390.33	-36,352.72	71.24%
9110.00 · Transfers In	25,000.00	25,000.00	0.00	100.0%
Total Income	1,172,483.01	1,197,041.13	-24,558.12	97.95%
Expense				
4110.00 · Admin Salaries	192,237.12	249,000.00	-56,762.88	77.2%
4120.00 · Compensated Absences	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	4,856.96	1,250.00	3,606.96	388.56%
4130.01 · Investigations Expense	6,903.18	4,600.00	2,303.18	150.07%
4140.00 · Staff Training	2,966.30	15,230.00	-12,263.70	19.48%
4150.00 · Travel	1,841.20	1,200.00	641.20	153.43%
4160.00 · Management Fee	109,273.91	122,884.80	-13,610.89	88.92%
4163.00 · BookKeeping Fee	15,532.50	23,040.00	-7,507.50	67.42%
4165.00 · Asset Management Fee	22,330.00	19,680.00	2,650.00	113.47%
4171.00 · Auditing Fees	8,200.00	9,000.00	-800.00	91.11%
4182.00 · Employee Benefits - Admin	72,567.62	88,250.00	-15,682.38	82.23%
4190.01 · Printing	5,094.77	5,750.00	-655.23	88.61%
4190.02 · Postage	2,337.05	1,850.00	487.05	126.33%
4190.03 · Paper & Office Supplies	2,857.44	2,000.00	857.44	142.87%
4190.04 · Publications	324.99	400.00	-75.01	81.25%
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	2,068.12	2,500.00	-431.88	82.73%
4190.08 · Marketing	2,955.78	4,300.00	-1,344.22	68.74%
4190.10 · Miscellaneous	14,187.58	9,300.00	4,887.58	152.56%
4220.00 · Ten Ser-Recr Etc	1,025.34	1,500.00	-474.66	68.36%
4220.01 · Ten Ser - Resident Part	2,377.26	4,250.00	-1,872.74	55.94%
4230.00 · Ten Ser-Contrs	29,646.14	22,500.00	7,146.14	131.76%
4310.00 · Water	50,939.42	55,500.00	-4,560.58	91.78%
4320.00 · Electricity	54,801.33	70,500.00	-15,698.67	77.73%
4320.01 · Utility Reimbursements	7,278.00	0.00	7,278.00	100.0%
4330.00 · Gas	28,832.84	33,000.00	-4,167.16	87.37%
4390.00 · Other Utilities	11,448.20	11,750.00	-301.80	97.43%
4410.00 · Maint - Labor	162,244.04	165,500.00	-3,255.96	98.03%
4420.00 · Maint - Supplies	56,923.67	31,100.00	25,823.67	183.03%
4430.00 · Maint - Contracts	41,999.09	20,000.00	21,999.09	210.0%
4430.01 · Maint - Non-Contract	13,768.23	3,000.00	10,768.23	458.94%
4430.03 · Maint - Truck Maint	3,479.99	5,000.00	-1,520.01	69.6%
4430.09 · Fire Protection - Maint	3,186.01	2,000.00	1,186.01	159.3%
4430.10 · Heating and Cooling	13,390.62	3,750.00	9,640.62	357.08%
4430.11 · Snow Removal	2,003.70	4,500.00	-2,496.30	44.53%
4430.12 · Elevator Maintenance	8,302.20	10,500.00	-2,197.80	79.07%
4430.13 · Landscape and Grounds	8,146.84	6,500.00	1,646.84	125.34%
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	28,145.58	50,500.00	-22,354.42	55.73%
4430.18 · Appliances	4,098.24	2,500.00	1,598.24	163.93%
4430.19 · Garbage & Trash Removal	3,655.28	3,500.00	155.28	104.44%
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	59,916.55	62,000.00	-2,083.45	96.64%
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	1,176,858.20	1,688,869.80	-512,011.60	69.68%
Net Income/(Loss)	**-4,375.19**	**-491,828.67**	**487,453.48**	**0.89%**

Report to the
Housing Authority
of the City of Green Bay

MEETING DATE	PREPARED BY
June 21, 2018	Robyn Hallet, Staff

AGENDA ITEM # E.1.

Contingency plan for Mason Manor boilers.

BACKGROUND

At the last GBHA meeting the question was posed about what the GBHA would do if the Mason Manor boilers, which are in need of replacement, went down suddenly. Management confirmed with the Building Services Coordinator that GBHA could obtain an emergency "boiler kit" to provide heat to Mason Manor on the short term. This kit is a unit that sits outside, even in winter, and provides heat to a large building in an emergency. It works similarly to how a generator works in emergencies. They are available on very short notice, within a matter of about 3 hours or less, at a cost of a couple thousand dollars per week. As the boiler kit works to sustain Mason Manor, staff would work with contractors to order needed parts for emergency repairs for the old boilers until new boilers can be ordered and installed.

RECOMMENDATION

No action needed.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Housing Authority
of the City of Green Bay

MEETING DATE	PREPARED BY
June 21, 2018	Robyn Hallet, Staff

AGENDA ITEM # E.2.

Discussion regarding the GBHA Contract with the Aging and Disability Resource Center for the Nutrition Program at Mason Manor.

BACKGROUND

In July 2014, and again January 2015, the GBHA discussed the possibility of contributing to the cost of the meal program provided at Mason Manor by the Aging and Disability Resource Center (ADRC). Several other meal sites contribute to the cost of the meals to offset the ADRC's expenses. The GBHA previously decided to table the discussion and try to work on increasing donations. The ADRC has requested that the GBHA continue to consider this request, although they are not asking for immediate action. Since the GBHA has already approved its budget for the upcoming fiscal year, this may be a consideration for next year's budget, beginning July 1, 2019. If the GBHA would choose to fund the unsubsidized cost of the meal programs, based on current costs, donations and meal counts, it would equate to approximately $5,800 per year.

RECOMMENDATION

No action needed at this time.

FISCAL IMPACT

Approximately $5,800 per year

ATTACHMENTS

1. ADRC Meal Program

MASON MANOR ADRC MEAL PROGRAM OPTIONS - JUNE, 2018

The Green Bay Housing Authority does not currently contribute to the cost of the meal program provided by the Aging and Disability Resource Center (ADRC) at Mason Manor. The ADRC has approached the GBHA requesting we consider contributing toward the cost. The below information is to assist in a conversation regarding any GBHA contributions.

MASON MANOR AVERAGE DONATION	
Year	Donation
2012	$.91
2013	$1.36
2014	$1.07
2015	$0.89
2016	$1.26
2017	$1.00
2018 Q1	$0.79
PROGRAM AVERAGE DONATION	
Year	Donation
2012	$1.99
2013	$2.07
2014	$1.99
2015	$1.92
2016	$1.98
2017	$1.90
2018 Q1	$1.64

MASON MANOR AVERAGE NUMBER OF MEALS ORDERED		
Year	Avg # of Meals	# of COP/FC Meals
2012	475/mo	91/mo
2013	453/mo	83/mo
2014	320/mo	40/mo
2015	322/mo	26/mo
2016	310/mo	35/mo
2017	423/mo	57/mo
2018 Q1	621/mo	101/mo
ALL SITES AVERAGE NUMBER OF MEALS ORDERED		
2012	11,685/mo	1,047/mo
2013	11,045/mo	1,026/mo
2014	10,949/mo	906/mo
2015	11,670/mo	954/mo
2016	10,977/mo	1,247/mo
2017	11,069/mo	1,500/mo
2018 Q1	11,473/mo	1,727/mo

- The ADRC is not anticipating discontinuing the meal program at Mason Manor if the GBHA decides not to contribute. Rather they would weigh many factors in deciding to close any meal site, including change in census information, which affects federal funding, total funding available, usage per site, location of all sites
- If ADRC would end a meal site, ADRC will have to receive approval from the state to close site service as well as provide a 60 day notice to site management
- The Older Americans Act Funding requires that donations have to be voluntary, not coercive, and anonymous
- The ADRC would entertain attending a future meeting to speak about the program further
- The GBHA may structure any contributions it chooses to make, in any way it wishes. One meal site has opted to split the unsubsidized cost with the ADRC; two others have chosen to fund a maximum amount ($5,500 per year for one meal site; $5,000 for another)
- Based on the current cost, meal donations and number of donations, Mason Manor's unsubsidized cost would be approximately $5,800 per year

Options for Green Bay Housing Authority:

1) GBHA does not make any payment to ADRC for meal program (No Payment)

Policy Considerations

Benefits

- No additional costs to GBHA

Drawbacks

- Meal program at Mason Manor would be based upon ADRC's financial ability to continue with the nutrition program
- Issue could be reconsidered if ADRC meal program is in jeopardy

Example: Fort Howard Apartments

- No ADRC employees, all volunteer run with support from apartment staff
- Owned by Co-Care, 501c3 non profit
- Co-Care is currently considering contributing to the nutrition program per the formula

2) GBHA pays a flat rate up to a certain amount (Partial Payment)

Policy Considerations

Benefits

- ADRC will receive some funding from GBHA to continue providing service for residents of MM
- Contract/obligation of GBHA to ADRC would be set at a cap based on our budget allowance

Drawbacks

- Additional cost (as determined by GBHA)
- Residents of Mason Manor may misconceive that this as a service provided to them by GBHA
- May decrease resident likelihood of contributing donations to the program
- Increase in participation due to residents' misconceptions may result in increased budget impact

Example: Monroe Plaza

- Owned by Millennium Housing Foundation, a 501c3 non-profit
- Has no ADRC employees on-site, all volunteer run with support from apartment staff
- Millennium currently contributes to the nutrition program per the formula with a cap clause of not to exceed $5,500/ year

3) GBHA makes payments to ADRC for meal program (Full Payment)

Policy Considerations

Benefits

- ADRC will receive financial funding to continue providing services for residents of Mason Manor

Drawbacks

- Additional cost (currently approx. $5,800)
- Residents may misconceive that this as a service provided to them by GBHA
- May decrease resident likelihood of contributing donations to the program
- Increase in participation due to residents' misconception may result in increased budget impact

Example: Badger Terrace

- Owned by WI Housing Preservation Corp, a 501c3 non-profit
- Has no ADRC employees on-site, all volunteer run with support from apartment staff
- WPHC contributes to the nutrition program per the formula

Formula to determine unfunded meal cost:

	Number of meals ordered
Subtract	Number of Family Care/IRIS/COP Meals (ADRC is reimbursed by Brown County Human Services or the MCO for these meals as federal Medicaid funds pays for them)
Subtract	Number of Meals Not Served--ineligible for NSIP
Total	Net Meals
	Net Meals x Meal Cost (2019 Meal Cost is $3.511/meal - varies based on food & direct costs)
Subtract	Net Meals x USDA/NSIP Rate (2018 NSIP rate is .68/eligible meal –could change but it has been static since 2009)
Subtract	Donations received from site participants
Add	# of Meals not served x Meal Cost
Balance	Unfunded Meal Cost Total

LANGAN & ASSOCIATES
Experienced Investigators and Consultants

1723 Murphy Court, Green Bay, WI 54303 • Phone: 920-494-9910 • www.LanganAndAssociates.com

June 4, 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 May 2018 there were **13** Green Bay Housing applications reviewed. They were:

12 Applications were for Mason Manor.

1 Application was for Scattered Sites (Add to HH).

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.

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

GREEN BAY HOUSING AUTHORITY
(JUNE 2018)

			MASON MANOR VACANCIES (4 TOTAL)		
UNIT	**MOVEOUT**	**BEDRM SIZE**	**NEW LEASE**	**MOVE OUT REASON**	**CURRENT STATUS OF UNIT**
###	5/17/2018	LG1	?	MOVED OUT OF TOWN WITH FAMILY	UNIT TURNOVER
###	6/1/2018	1	?	EVICTION - SMOKING VIOLATION	UNIT TURNOVER
###	6/1/2018	LG1	?	EVICTION - NON PAYMENT OF RENT	UNIT TURNOVER
###	6/11/2018	1	?	EVICTION - NON PAYMENT OF RENT	UNIT TURNOVER
			SCATTERED SITES VACANCIES (1 TOTAL)		
###	06/30/18	2	?	EVICTION - UNREPORTED HHM	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (3 TOTAL)			MM APPLICANTS:	**TOTAL**
	UNITS	STATUS		1 bedroom (33-BC; 7-non BC)	40
	###	NOTICE TO VACATE		2 bedroom (0-BC; 0-non BC)	0
	###	NOTICE TO VACATE			
	###	SMOKING VIOLATION			
	SCATTERED S. (0 TOTAL)			SS APPLICANTS:	**TOTAL**
	UNITS	STATUS		2 bedroom (46-BC; 25-non BC)	71
				3 bedroom (23- BC; 10-non BC)	33
				4 bedroom (3- BC; 3-non BC)	6
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
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%
May	97.37%	100.00%	98.68%	98.03%	100.00%
TOTAL	91.83%	91.33%	91.58%	93.59%	91.33%

MASON MANOR BED BUG REPORT: JUNE 2018

PEST CONTROL AGENCY	TYPE OF SERVICE	LAST DATE OF SERVICE	NOTES
The Bug Blaster	Chemical	6/14/2018	2 unit currently being treated
Sandberg K9 Solutions	Canine	6/7/2018	Next quarterly will be June 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: 1	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