



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, JULY 19, 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 July 19, 2018, agenda of the Green Bay Housing Authority.

C. Approval of Minutes.

1. Approval of the June 21, 2018, minutes of the Green Bay Housing Authority.

D. Regular Business.

1. Consideration with possible action regarding approval to contribute up to \$5,000 toward an Impediments to Fair Housing Study, in conjunction with the City of Green Bay and the Brown County Housing Authority.
2. Consideration with possible action to award an Architect and Engineer On-Call Contract to the lowest responsive and responsible proposal which best meets the needs of the GBHA.
3. Consideration with possible action regarding approval of GBHA contributing up to \$20,000 toward City Hall 6th Floor Remodeling.

E. Informational.

1. GBHA bills.
2. GBHA financial report.
3. Langan Report for June, 2018.

4. Housing Update Report.
5. Occupancy Report for the month of July, 2018.
6. Update on bedbug situation.
7. Date of next meeting: August 16, 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, JUNE 21, 2018, 10:30 AM
CITY HALL, ROOM 310**

A. ROLL CALL.

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

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

B. APPROVAL OF THE AGENDA.

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

Moved by Terri Refsguard, seconded by Nathalie Lund to approve the June 21, 2018, agenda of the Green Bay Housing Authority meeting. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, No- None, Abstain- None

C. APPROVAL OF MINUTES.

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

Moved by Terri Refsguard, seconded by Sandra Popp to approve the May 17, 2018, minutes of the Green Bay Housing Authority. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, No- None, Abstain- None

D. REGULAR BUSINESS.

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

Moved by Terri Refsguard, seconded by Sandra Popp to approve a \$530,000 loan at 1.5 percent interest for 35 years to TWG Development for Broadway Lofts housing project. Motion carried. Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, No- None, Abstain- None

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

Moved by Terri Refsguard, seconded by Nathalie Lund to approve Resolution No. 18-05, Approval of Operating Budget for Fiscal Year Beginning July 1, 2018. Motion carried. Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, No- None, Abstain- None

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

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

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

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

E. INFORMATIONAL.

1. Contingency plan for Mason Manor boilers.

Information was provided regarding the contingency plan for Mason Manor boilers. No action taken.

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

Discussion occurred regarding the GBHA Contract with the Aging and Disability Resource Center for the Nutrition Program at Mason Manor. No action taken.

3. Langan Report for May, 2018.

The Langan Report was presented. No action taken.

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

The Occupancy Report was presented. No action taken.

5. Housing Update Report.

The Housing Update Report was presented. No action taken.

6. Update on bedbug situation.

An update was provided on the bedbug situation. No action taken.

7. Date of next meeting: July 19, 2018

F. ADJOURNMENT.

Moved by Terri Refsguard, seconded by Nathalie Lund to adjourn. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, No- None, Abstain- None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

July 19, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.I.

Consideration with possible action regarding approval to contribute up to \$5,000 toward an Impediments to Fair Housing Study, in conjunction with the City of Green Bay and the Brown County Housing Authority.

BACKGROUND

Although HUD has postponed the requirement for PHAs to complete the full Affirmatively Furthering Fair Housing (AFFH) analysis, PHAs are still required to know and address impediments to fair housing in their communities. The GBHA has relied on data from the City of Green Bay's Impediments to Fair Housing Study in creating our 5-Year Plans, but the City of Green Bay's data is now old and needs to be updated. The City has requested both the Green Bay and the Brown County Housing Authorities to consider sharing the cost of a new study, which is estimated to cost approximately \$20,000. The City will solicit proposals from firms qualified to conduct such studies and will select a contractor who will best meet the City's needs.

RECOMMENDATION

Approval to contribute up to \$5,000 for an updated Impediments to Fair Housing Study for the City of Green Bay.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

July 19, 2018

PREPARED BY

Robyn Hallet, Staff

AGENDA ITEM # D.2.

Consideration with possible action to award an Architect and Engineer On-Call Contract to the lowest responsive and responsible proposal which best meets the needs of the GBHA.

BACKGROUND

The GBHA has solicited proposals from qualified firms to provide on-call architectural and engineering services on an as needed basis for GBHA projects. Three proposals have been received and are being reviewed by an Evaluation Panel. Results and recommendations will be provided at the time of the meeting.

RECOMMENDATION

Award the Architect and Engineering On-Call Contract to the firm which best meets the needs of the GBHA, as recommended by the Evaluation Panel.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

July 19, 2018

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # D.3.

Consideration with possible action regarding approval of GBHA contributing up to \$20,000 toward City Hall 6th Floor Remodeling.

BACKGROUND

The City of Green Bay is in the process of rehabilitating the 6th floor of City Hall. This is an extensive remodel, which has not been done for over 3 decades. Final project costs are not complete yet, but the project is in excess of \$600,000 all inclusive. It includes the removal of asbestos flooring, metal ceiling tiles, and lead paint. The entire department will be painted and new flooring and LED light fixtures installed. Currently, our Director and two economic development staff are located on 2nd floor and office space will be created for their additional offices on 6th floor. Walls have been removed which to create a more collaborative work space for greater efficiencies with our inspectors and professional staff. Security measures such as secured entrances, panic buttons and cameras will be added to provide a safer work environment for staff. All window blinds are being replaced and old desks (some dating back 30 years) will be replaced and converted to standing desks. Conference rooms will be ungraded with new furniture and technology. The most significant portion of the rehab involves the creation of a singular front reception area: Customers will no longer need to shuffle between two sites on 6th floor to obtain building permits; all customer service will be handled in one area.

The Dept. of Community and Economic Development is the department in which the federal HUD Community Development and HOME programs are operated from as well as the work of the Green Bay and Brown County Housing Authorities. Currently we have eight staff members who are funded entirely or in part with HUD funding. The Redevelopment Authority has authorized the use of unrestricted Community Development Block Grants funds to be used for this remodel of up to \$100,000. Our request to both the Green Bay and Brown County Housing Authorities is for a \$20,000 contribution each to this remodel. None of these entities are charged back for office and conference room rental. This contribution could be considered in lieu of rent that could be charged for use of City Hall.

I recommend the \$20,000 come from COCC funds. We currently have over \$200,000 in unrestricted funds to be used.

RECOMMENDATION

Approval of the allocation of \$20,000 from GBHA COCC budget to be used for the rehabilitation of 6th floor City Hall.

FISCAL IMPACT

ATTACHMENTS

None

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4580	06/07/2018	Bug Blaster Inc		1111.01 · General ...	
Bill	11245	05/24/2018		treatment	4430.17 · Extermin...	-130.00
Bill	11372	05/25/2018		1416 Univers...	4430.17 · Extermin...	-125.00
TOTAL						-255.00
Bill Pmt -Check	4581	06/07/2018	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	05/15/2018		fan club	4220.01 · Ten Ser -...	-11.88
				WAHA meeting	4190.10 · Miscellan...	-24.96
Bill	970-12420	05/16/2018		door guide/ v...	4420.00 · Maint - S...	-84.07
Bill	970-12420	05/16/2018		mower blade	4420.00 · Maint - S...	-58.85
				receptical & ...	4420.00 · Maint - S...	-23.49
				soil & Mulch	4430.13 · Landscap...	-420.75
Bill	970-12420	05/21/2018		blinds/handle...	4420.00 · Maint - S...	-87.23
Bill	970-12420	05/22/2018		marketing	4190.08 · Marketing	-20.00
Bill	970-12420	05/24/2018		usb cables - ...	4190.03 · Paper & ...	-10.68
Bill	970-12420	05/30/2018		WAHA fall co...	4140.00 · Staff Trai...	-59.50
Bill	970-12422	05/31/2018		Wages	4110.00 · Admin Sa...	-9,001.85
				Benefits	4182.00 · Employe...	-2,567.82
				Wages	4410.00 · Maint - L...	-14,750.05
				Benefits	4433.00 · Emp Ben...	-4,581.05
				Wages	4110.00 · Admin Sa...	-6,105.04
				Benefits	4182.00 · Employe...	-1,766.85
				Wages	4410.00 · Maint - L...	-5,285.45
				Benefits	4433.00 · Emp Ben...	-1,683.19
				Wages	4110.00 · Admin Sa...	-9,287.54
				Benefits	4182.00 · Employe...	-2,575.25
TOTAL						-58,405.50
Bill Pmt -Check	4582	06/07/2018	Clean By Design L...	1424 Admira...	1111.01 · General ...	
Bill	1480	05/23/2018		cleaning #81...	4430.00 · Maint - C...	-406.00
TOTAL						-406.00
Bill Pmt -Check	4583	06/07/2018	GRAINGER		1111.01 · General ...	
Bill	9789359149	05/16/2018		aerator & trip...	4420.00 · Maint - S...	-13.56
TOTAL						-13.56
Bill Pmt -Check	4584	06/07/2018	H.J. MARTIN & SO...	1339 Univer...	1111.01 · General ...	
Bill	HJ247614	05/30/2018		cabinets	4420.00 · Maint - S...	-203.06
TOTAL						-203.06
Bill Pmt -Check	4585	06/07/2018	InPro Corporation	00432500	1111.01 · General ...	
Bill	1319013	05/21/2018		corner guards	4420.00 · Maint - S...	-1,368.72
TOTAL						-1,368.72

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4586	06/07/2018	Jayme Valentine		1111.01 · General ...	
Bill	may2018 mileage	05/30/2018		mileage	4150.00 · Travel	-33.00
Bill	court fees	06/05/2018		mileage	4150.00 · Travel	-19.87
				court fees	4130.00 · Legal Ex...	-6.75
TOTAL						-59.62
Bill Pmt -Check	4587	06/07/2018	Lindeman's Cleani...		1111.01 · General ...	
Bill	4347	04/25/2018		cleaing drapes	4430.01 · Maint - N...	-22.85
Bill	7350	04/25/2018		cleaing drapes	4430.01 · Maint - N...	-14.74
Bill	10015	05/07/2018		cleaing drapes	4430.01 · Maint - N...	-45.70
Bill	10018	05/07/2018		cleaing drapes	4430.01 · Maint - N...	-45.70
Bill	13255	05/22/2018		cleaing drapes	4430.01 · Maint - N...	-45.70
Bill	13258	05/22/2018		cleaing drapes	4430.01 · Maint - N...	-67.66
Bill	13990	05/24/2018		cleaing drapes	4430.01 · Maint - N...	-54.07
Bill	14677	05/30/2018		cleaing drapes	4430.01 · Maint - N...	-14.74
TOTAL						-311.16
Bill Pmt -Check	4588	06/07/2018	Patrick A. Zelzer &...	paper service	1111.01 · General ...	
Bill	Zel-2018001615	05/23/2018		paper service...	4130.00 · Legal Ex...	-50.00
TOTAL						-50.00
Bill Pmt -Check	4589	06/07/2018	ROBYN HALLET		1111.01 · General ...	
Bill	6/1/18	06/01/2018		usb	4190.03 · Paper & ...	-17.92
TOTAL						-17.92
Bill Pmt -Check	4590	06/07/2018	SHERWIN-WILLIA...	5253-6165-5	1111.01 · General ...	
Bill	OE0212520Q3059	05/17/2018		paint	4420.00 · Maint - S...	-492.90
TOTAL						-492.90
Bill Pmt -Check	4591	06/07/2018	Stephanie Schmut...	mileage	1111.01 · General ...	
Bill	4/1-5/31/18 mileage	05/31/2018		mileage	4150.00 · Travel	-16.35
TOTAL						-16.35
Bill Pmt -Check	4592	06/07/2018	Verizon Wireless	wifi	1111.01 · General ...	
Bill	9807654316	05/21/2018		wifi	4190.07 · Tele Fax...	-20.00
				wifi	4190.07 · Tele Fax...	-20.01
TOTAL						-40.01

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4593	06/07/2018	WISCONSIN PUBL...		1111.01 · General ...	
Bill	5/24/18-2671-00170	05/24/2018		1333 University	4320.00 · Electricity	-10.82
Bill	June 2018 ur's	06/01/2018		1333 University	4330.00 · Gas	-5.85
				1009 Crooks ...	4320.01 · Utility Rei...	-87.00
				1440 Univers...	4320.01 · Utility Rei...	-89.00
				1424 Univers...	4320.01 · Utility Rei...	-160.00
				836 Cora - G....	4320.01 · Utility Rei...	-80.00
				1337 Univeir...	4320.01 · Utility Rei...	-104.00
				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
TOTAL						-1,000.67
Bill Pmt -Check	4594	06/20/2018	Advanced Disposa...	1424 Admiral	1111.01 · General ...	
Bill	B80000625087	05/31/2018		garbage pick ...	4430.19 · Garbage ...	-241.70
TOTAL						-241.70
Bill Pmt -Check	4595	06/20/2018	AMA HEATING		1111.01 · General ...	
Bill	S82921	05/31/2018		furnace repair	4430.10 · Heating a...	-137.41
Bill	S83013	05/31/2018		maintenance ...	4430.10 · Heating a...	-362.19
TOTAL						-499.60
Bill Pmt -Check	4596	06/20/2018	AT&T	door system	1111.01 · General ...	
Bill	5/22/18	05/22/2018		door system	4190.07 · Tele Fax...	-49.73
				door system	4190.07 · Tele Fax...	-49.73
TOTAL						-99.46
Bill Pmt -Check	4597	06/20/2018	BELLIN HOME HE...	RN Outreach	1111.01 · General ...	
Bill	MB1504	06/13/2018		RN Outreach	4230.00 · Ten Ser-...	-475.00
TOTAL						-475.00
Bill Pmt -Check	4598	06/20/2018	Bug Blaster Inc		1111.01 · General ...	
Bill	12683	06/14/2018		treatment	4430.17 · Extermin...	-130.00
Bill	12682	06/14/2018		treatment	4430.17 · Extermin...	-130.00
TOTAL						-260.00

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4599	06/20/2018	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	05/25/2018		Vets social/ n...	4220.01 · Ten Ser -...	-48.52
				office supplies	4190.03 · Paper & ...	-34.49
				office supplies	4190.03 · Paper & ...	-34.48
Bill	970-12420	05/29/2018		lock/hardboard	4420.00 · Maint - S...	-19.39
Bill	970-12420	05/31/2018		Lock set/ clo...	4420.00 · Maint - S...	-99.50
				light	4420.00 · Maint - S...	-11.97
Bill	970-12420	05/31/2018		copies	4190.01 · Printing	-15.85
				copies	4190.01 · Printing	-15.85
Bill	970-12420	06/01/2018		storage units	4420.00 · Maint - S...	-156.00
				yoga mats	4220.01 · Ten Ser -...	-46.58
Bill	113705	06/01/2018		office supplies	4190.03 · Paper & ...	-32.23
				copies	4190.01 · Printing	-30.01
				vehicle repairs	4150.00 · Travel	-375.25
Bill	970-12420	06/04/2018		fridges	4430.18 · Appliances	-955.80
Bill	970-12420	06/05/2018		steel wool/ad...	4420.00 · Maint - S...	-53.66
Bill	970-12420	06/05/2018		writ for #101	4130.00 · Legal Ex...	-84.00
Bill	970-12420	06/07/2018		shelf	4420.00 · Maint - S...	-7.50
Bill	113761	06/08/2018		mailings	4190.02 · Postage	-15.88
				apps/menues...	4190.01 · Printing	-516.60
				apps/brocures	4190.01 · Printing	-368.00
Bill	113791	06/13/2018		fuel & parts	4430.03 · Maint - Tr...	-154.74
				fuel & parts	4430.03 · Maint - Tr...	-154.74
Bill	18001763	06/18/2018		grass cutting	4430.13 · Landscap...	-113.00
TOTAL						-3,344.04
Bill Pmt -Check	4600	06/20/2018	Clean By Design L...	1424 Admira...	1111.01 · General ...	
Bill	1481	06/06/2018		cleaning app...	4430.00 · Maint - C...	-195.00
				cleaning appt...	4430.00 · Maint - C...	-195.00
TOTAL						-390.00
Bill Pmt -Check	4601	06/20/2018	Commercial Auto ...	truck repairs	1111.01 · General ...	
Bill	12940	06/14/2018		truck repairs	4430.03 · Maint - Tr...	-1,125.82
				truck reapirs	4430.03 · Maint - Tr...	-1,125.82
TOTAL						-2,251.64
Bill Pmt -Check	4602	06/20/2018	FIRST SUPPLY G...		1111.01 · General ...	
Bill	11167011-04	06/06/2018		lever kits	4420.00 · Maint - S...	-27.24
Bill	11167011-03	06/06/2018		lever kits/ seat	4420.00 · Maint - S...	-151.20
Bill	11167011-02	06/06/2018		Lever kit	4420.00 · Maint - S...	-9.08
Bill	11167011-01	06/06/2018		lever kits/ se...	4420.00 · Maint - S...	-157.44
Bill	11167011-00	06/06/2018		springs & seats	4420.00 · Maint - S...	-59.48
TOTAL						-404.44

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4603	06/20/2018	GREEN BAY WAT...		1111.01 · General ...	
Bill	5/30/18-10910-03	05/30/2018		1412 Univeristy	4390.00 · Other Util...	-54.36
				1412 Univeristy	4310.00 · Water	-111.55
Bill	5/30/18-10911-04	05/30/2018		1416 University	4390.00 · Other Util...	-54.36
				1416 University	4310.00 · Water	-115.02
Bill	5/30/18-10912-03	05/30/2018		1420 University	4390.00 · Other Util...	-54.36
				1420 University	4310.00 · Water	-300.19
Bill	5/30/18-10914-03	05/30/2018		1448 University	4390.00 · Other Util...	-54.36
				1448 University	4310.00 · Water	-142.71
Bill	5/30/18-11007-04	05/30/2018		1341 University	4390.00 · Other Util...	-54.36
				1341 University	4310.00 · Water	-52.65
Bill	5/30/18-11032-04	05/30/2018		1125 University	4390.00 · Other Util...	-54.36
				1125 University	4310.00 · Water	-75.41
Bill	5/30/18-11986-03	05/30/2018		708 N Webster	4390.00 · Other Util...	-54.36
				708 N Webster	4310.00 · Water	-390.77
Bill	5/30/18-33067-01	05/30/2018		1404 University	4390.00 · Other Util...	-54.36
				1404 University	4310.00 · Water	-73.74
Bill	5/30/18-33068-01	05/30/2018		1410 University	4390.00 · Other Util...	-54.36
				1410 University	4310.00 · Water	-168.26
Bill	5/30/18-33069-01	05/30/2018		1424 University	4390.00 · Other Util...	-54.36
				1424 University	4310.00 · Water	-218.31
Bill	5/30/18-33070-01	05/30/2018		1440 University	4390.00 · Other Util...	-54.36
				1440 University	4310.00 · Water	-63.81
Bill	5/30/18-33071-01	05/30/2018		1444 University	4390.00 · Other Util...	-54.36
				1444 University	4310.00 · Water	-106.25
Bill	5/30/18-11033-02	05/30/2018		1121 University	4390.00 · Other Util...	-54.36
				1121 University	4310.00 · Water	-77.06
Bill	5/30/18-11009-03	05/30/2018		1333 University	4390.00 · Other Util...	-54.36
				1333 University	4310.00 · Water	-31.51
Bill	5/30/18-10417-02	05/30/2018		1014 Pine	4390.00 · Other Util...	-54.36
				1014 Pine	4310.00 · Water	-345.88
Bill	5/30/18-11008-03	05/30/2018		1339 University	4390.00 · Other Util...	-54.36
				1339 University	4310.00 · Water	-121.81
Bill	5/30/18-10413.04	05/30/2018		1100 Pine	4390.00 · Other Util...	-54.36
				1100 Pine	4310.00 · Water	-106.52
Bill	5/30/18-10418-03	05/30/2018		1008 Pine	4390.00 · Other Util...	-54.36
				1008 Pine	4310.00 · Water	-130.83
Bill	5/30/18-32906-02	05/30/2018		1337 University	4390.00 · Other Util...	-54.36
				1337 University	4310.00 · Water	-169.79
Bill	5/30/18-10909-03	05/30/2018		1408 University	4390.00 · Other Util...	-54.36
				1408 University	4310.00 · Water	-181.31
Bill	5/31/18-4665-01	05/31/2018		1424 Admiral...	4390.00 · Other Util...	-336.10
				1424 Admiral...	4310.00 · Water	-3,220.29
TOTAL						-7,626.97
Bill Pmt -Check	4604	06/20/2018	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ248371	06/15/2018		carting # 301	4430.00 · Maint - C...	-413.77
Bill	HJ248372	06/15/2018		carpet & bas...	4430.00 · Maint - C...	-813.40
TOTAL						-1,227.17
Bill Pmt -Check	4605	06/20/2018	KONE INC	1424 Admiral	1111.01 · General ...	
Bill	949924575	06/01/2018		elevator maint	4430.12 · Elevator ...	-450.00
TOTAL						-450.00

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4606	06/20/2018	LANGAN INVESTI...		1111.01 · General ...	
Bill	5/1-5/31/18 MM	06/04/2018		pre screenings	4130.01 · Investigat...	-168.00
Bill	5/1-5/31/18 SS	06/04/2018		professional ...	4130.01 · Investigat...	-14.00
TOTAL						-182.00
Bill Pmt -Check	4607	06/20/2018	LARSON PAINTING	1424 Admira...	1111.01 · General ...	
Bill	4910	06/01/2018		painting # 308	4430.00 · Maint - C...	-225.00
TOTAL						-225.00
Bill Pmt -Check	4608	06/20/2018	Lindeman's Cleani...	1424 Admira...	1111.01 · General ...	
Bill	7347	05/29/2018		cleaning drap...	4430.01 · Maint - N...	-22.85
TOTAL						-22.85
Bill Pmt -Check	4609	06/20/2018	LIZER LAWN CARE	pesticide ap...	1111.01 · General ...	
Bill	77763	05/30/2018		pesticide app...	4430.13 · Landscap...	-1,218.00
TOTAL						-1,218.00
Bill Pmt -Check	4610	06/20/2018	NATIONAL ELEVA...	elevator ins...	1111.01 · General ...	
Bill	0312198	05/22/2018		elevator insp...	4430.12 · Elevator ...	-231.00
TOTAL						-231.00
Bill Pmt -Check	4611	06/20/2018	Sandberg K9 Solu...	1424 Admir...	1111.01 · General ...	
Bill	1265	06/13/2018		inspections	4430.17 · Extermin...	-200.00
TOTAL						-200.00
Bill Pmt -Check	4612	06/20/2018	SERVPRO OF EAS...	912 S oakland	1111.01 · General ...	
Bill	5178223	06/12/2018		fire restoration	4420.00 · Maint - S...	-794.77
TOTAL						-794.77
Bill Pmt -Check	4613	06/20/2018	SHERWIN-WILLIA...		1111.01 · General ...	
Bill	0386-5-408673	03/06/2018		blinds	4420.00 · Maint - S...	-266.70
Bill	9839-0/408673	06/08/2018		Paint	4420.00 · Maint - S...	-273.40
TOTAL						-540.10
Bill Pmt -Check	4614	06/20/2018	TIME WARNER CA...		1111.01 · General ...	
Bill	5/26/18	05/26/2018		cable fees	4230.00 · Ten Ser-...	-4,500.04
Bill	6/12/18	06/12/2018		internet	4230.00 · Ten Ser-...	-89.99
TOTAL						-4,590.03

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4615	06/20/2018	TRI CITY GLASS		1111.01 · General ...	
Bill	104-0530-65185	05/30/2018		screen repair	4420.00 · Maint - S...	-24.44
Bill	104-0613-65431	06/13/2018		screen repair	4420.00 · Maint - S...	-25.48
Bill	104-0613-65430	06/13/2018		screen repair	4420.00 · Maint - S...	-120.24
TOTAL						-170.16
Bill Pmt -Check	4616	06/20/2018	Truck 'N Junk LLC	323N Ashland	1111.01 · General ...	
Bill	541870	05/31/2018		clean out of 3...	4430.19 · Garbage ...	-828.00
TOTAL						-828.00
Bill Pmt -Check	4617	06/20/2018	WISCONSIN PUBL...		1111.01 · General ...	
Bill	5/31/18-2671-00002	05/31/2018		1424 Admiral	4320.00 · Electricity	-4,539.73
				1424 Admiral	4330.00 · Gas	-615.64
Bill	5/31/18-2671-00036	05/31/2018		1424 Admiral	4320.00 · Electricity	-421.32
Bill	6/13/18-2671-00009	06/13/2018		1125 University	4320.00 · Electricity	-28.27
				1125 University	4330.00 · Gas	-16.77
TOTAL						-5,621.73
Bill Pmt -Check	4618	06/21/2018	GRAINGER		1111.01 · General ...	
Bill	9798308459	05/24/2018		tape/ wire stri...	4420.00 · Maint - S...	-43.58
Bill	9798308467	05/24/2018		drain opener	4420.00 · Maint - S...	-87.00
Bill	9702768136	05/30/2018		wheels	4420.00 · Maint - S...	-14.35
Bill	9809507966	06/06/2018		aerator	4420.00 · Maint - S...	-12.10
TOTAL						-157.03
Bill Pmt -Check	4619	06/28/2018	ACE DRAIN & SE...	1428 Dousm...	1111.01 · General ...	
Bill	12444	06/07/2018		auger main	4430.16 · Plumbing	-155.00
TOTAL						-155.00
Bill Pmt -Check	4620	06/28/2018	CELLCOM	cell bill	1111.01 · General ...	
Bill	246057	06/15/2018		cell bill	4190.07 · Tele Fax...	-46.04
				cell bill	4190.07 · Tele Fax...	-46.03
TOTAL						-92.07
Bill Pmt -Check	4621	06/28/2018	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	05/30/2018		mulch & top ...	4430.13 · Landscap...	-1,130.96
				Handle	4420.00 · Maint - S...	-56.20
				bug spray/sh...	4420.00 · Maint - S...	-132.16
				hangers	4420.00 · Maint - S...	-4.68
Bill	970-12420	06/04/2018		monitor	4230.00 · Ten Ser...	-331.67
Bill	970-12420	06/12/2018		mulch & top ...	4430.13 · Landscap...	-21.04
				switch & batt...	4420.00 · Maint - S...	-28.46
				Light/bolts/bo...	4420.00 · Maint - S...	-94.55
Bill	970-12420	06/12/2018		backgrounds	4130.01 · Investigat...	-4.85
				backgrounds	4130.01 · Investigat...	-4.85
				fitness equip...	4220.01 · Ten Ser ...	-26.68
				notices	4130.00 · Legal Ex...	-61.60
Bill	970-12420	06/19/2018		stamps	4190.02 · Postage	-250.00
				stamps	4190.02 · Postage	-250.00
Bill	970-12420	06/20/2018		door gaskets	4420.00 · Maint - S...	-56.12

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	970-12420	06/21/2018		fertilizer & seed	4430.13 · Landscap...	-99.94
				mulch/cart	4430.13 · Landscap...	-189.92
				parts	4430.03 · Maint - Tr...	-56.33
				supply line/ta...	4420.00 · Maint - S...	-39.13
TOTAL						-2,839.14
Bill Pmt -Check	4622	06/28/2018	GRAINGER	1424 Admira...	1111.01 · General ...	
Bill	9823479671	06/20/2018		aerator	4420.00 · Maint - S...	-82.36
TOTAL						-82.36
Bill Pmt -Check	4623	06/28/2018	GREEN BAY WAT...		1111.01 · General ...	
Bill	6/18/18-20454-02	06/18/2018		1577 Charles	4390.00 · Other Util...	-54.36
				1577 Charles	4310.00 · Water	-147.31
Bill	6/18/18-20802-04	06/18/2018		912 S Oakland	4390.00 · Other Util...	-54.36
				912 S Oakland	4310.00 · Water	-187.39
TOTAL						-443.42
Bill Pmt -Check	4624	06/28/2018	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ249410	06/22/2018		carpent # 509	4430.00 · Maint - C...	-413.77
Bill	HJ249411	06/22/2018		carpet # 404	4430.00 · Maint - C...	-513.40
TOTAL						-927.17
Bill Pmt -Check	4625	06/28/2018	JACK'S MAINTEN...	1424 Admira...	1111.01 · General ...	
Bill	43223	05/31/2018		window clean...	4430.00 · Maint - C...	-5,800.00
TOTAL						-5,800.00
Bill Pmt -Check	4626	06/28/2018	LARSON PAINTING		1111.01 · General ...	
Bill	4925	06/21/2018		Repaint kitchen	4430.00 · Maint - C...	-250.00
Bill	4926	06/21/2018		painting # 404	4430.00 · Maint - C...	-225.00
				painting # 509	4430.00 · Maint - C...	-225.00
TOTAL						-700.00
Bill Pmt -Check	4627	06/28/2018	Lindeman's Cleani...		1111.01 · General ...	
Bill	15068	06/07/2018		cleaning drap...	4430.01 · Maint - N...	-53.76
Bill	15064	06/07/2018		cleaning drap...	4430.01 · Maint - N...	-67.66
Bill	15041	06/07/2018		cleaning drap...	4430.01 · Maint - N...	-67.66
Bill	15038	06/07/2018		cleaning drap...	4430.01 · Maint - N...	-54.38
Bill	18424	06/25/2018		cleaning drap...	4430.01 · Maint - N...	-14.74
Bill	18425	06/25/2018		cleaning drap...	4430.01 · Maint - N...	-14.74
TOTAL						-272.94
Bill Pmt -Check	4628	06/28/2018	LIZER LAWN CARE		1111.01 · General ...	
Bill	79221AD	06/20/2018		mowing	4430.13 · Landscap...	-23.90
Bill	79220AD	06/20/2018		mowing	4430.13 · Landscap...	-47.80
TOTAL						-71.70

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4629	06/28/2018	MARTIN SECURIT...	software up...	1111.01 · General ...	
Bill	165655	06/13/2018		software upd...	4190.06 · Computer...	-264.00
TOTAL						-264.00
Bill Pmt -Check	4630	06/28/2018	Robert Saleski	1424 Admira...	1111.01 · General ...	
Bill	790730	05/30/2018		keys	4420.00 · Maint - S...	-101.00
TOTAL						-101.00
Bill Pmt -Check	4631	06/28/2018	SCOTT WARNER ...		1111.01 · General ...	
Bill	48	06/26/2018		storm door di...	4430.01 · Maint - N...	-50.00
Bill	49	06/26/2018		storm door re...	4430.01 · Maint - N...	-125.00
Bill	51	06/26/2018		remove shlf ...	4430.01 · Maint - N...	-170.00
Bill	50	06/26/2018		repair bathro...	4430.01 · Maint - N...	-175.00
TOTAL						-520.00
Bill Pmt -Check	4632	06/28/2018	SMITH BROS. PLU...	1337 Univer...	1111.01 · General ...	
Bill	4789	06/20/2018		replaced 2 fa...	4430.16 · Plumbing	-380.00
TOTAL						-380.00
Bill Pmt -Check	4633	06/28/2018	Stephanie Schmut...	mileage	1111.01 · General ...	
Bill	6/1-6/30/18 mileage	06/28/2018		mileage	4150.00 · Travel	-8.99
TOTAL						-8.99
Bill Pmt -Check	4634	06/28/2018	FEDEX	grand app	1111.01 · General ...	
Bill	6-219-64069	06/28/2018		grant app	4190.02 · Postage	-44.33
TOTAL						-44.33
Bill Pmt -Check	4635	06/28/2018	Jayme Valentine	mileage	1111.01 · General ...	
Bill	6/1-6/30/18 mileage	06/28/2018		mileage	4150.00 · Travel	-28.07
				mileage	4150.00 · Travel	-24.80
TOTAL						-52.87
Bill Pmt -Check	4636	06/28/2018		SD refund	1111.01 · General ...	
Bill	SD refund	06/29/2018		SD refund K. ...	2114.00 · Tenant S...	-200.00
TOTAL						-200.00
Bill Pmt -Check	4637	06/28/2018		SD refund	1111.01 · General ...	
Bill	SD refund	06/28/2018		SD refund T. ...	2114.00 · Tenant S...	-200.00
TOTAL						-200.00

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4638	06/29/2018	GREEN BAY WAT...	1424 Admira...	1111.01 · General ...	
Bill	6115	06/29/2018		connection test	4390.00 · Other Util...	-75.00
TOTAL						-75.00
Bill Pmt -Check	4639	06/29/2018	Advanced Mainten...	323 N Ashland	1111.01 · General ...	
Bill	02-18126	06/30/2018		323 N Ashlan...	4430.00 · Maint - C...	-400.00
TOTAL						-400.00
Bill Pmt -Check	4640	06/29/2018	AT&T		1111.01 · General ...	
Bill	6/22/18	06/22/2018		door system	4190.07 · Tele Fax...	-41.18
				door system	4190.07 · Tele Fax...	-41.19
TOTAL						-82.37
Bill Pmt -Check	4641	06/29/2018	Brown County Sol...	Trash	1111.01 · General ...	
Bill	37829	06/30/2018		small appl di...	4430.19 · Garbage ...	-267.60
				small appl di...	4430.19 · Garbage ...	-624.40
TOTAL						-892.00
Bill Pmt -Check	4642	06/29/2018	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	06/22/2018		Paper & Env...	4190.03 · Paper & ...	-38.78
				Paper & Env...	4190.03 · Paper & ...	-38.78
				Yellowbook ad	4190.08 · Marketing	-20.00
Bill	970-12420	06/27/2018		Generator m...	4420.00 · Maint - S...	-556.63
				Faucet/spout...	4420.00 · Maint - S...	-68.38
Bill	970-12420	06/28/2018		filter/handles/...	4420.00 · Maint - S...	-146.39
				mower parts	4430.03 · Maint - Tr...	-6.08
				fridge	4430.18 · Appliances	-945.28
Bill	970-12420	06/29/2018		screwdriver &...	4420.00 · Maint - S...	-32.10
Bill	970-12422	06/30/2018		Wages	4110.00 · Admin Sa...	-6,458.47
				Benefits	4182.00 · Employe...	-2,569.19
				Wages	4410.00 · Maint - L...	-10,257.43
				Benefits	4433.00 · Emp Ben...	-3,646.52
				Wages	4110.00 · Admin Sa...	-3,854.33
				Benefits	4182.00 · Employe...	-1,180.94
				Wages	4410.00 · Maint - L...	-3,733.54
				Benefits	4433.00 · Emp Ben...	-1,566.47
				Wages	4110.00 · Admin Sa...	-5,325.67
				Benefits	4182.00 · Employe...	-1,904.93
TOTAL						-42,349.91
Bill Pmt -Check	4643	06/29/2018	Clean By Design L...	1424 Admira...	1111.01 · General ...	
Bill	1483	06/28/2018		cleaning # 101	4430.00 · Maint - C...	-138.00
				cleaning # 803	4430.00 · Maint - C...	-187.00
TOTAL						-325.00
Bill Pmt -Check	4644	06/29/2018	FIRST SUPPLY G...	1424 Admira...	1111.01 · General ...	
Bill	11167011.05	06/20/2018		lever kit	4420.00 · Maint - S...	-5.05
TOTAL						-5.05

2:39 PM

07/11/18

Green Bay Housing Authority

Check Detail

June 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4645	06/29/2018	GRAND OPENING ...	SS	1111.01 · General ...	
Bill	1243	06/20/2018		13 propeties ...	4420.00 · Maint - S...	-923.13
TOTAL						-923.13
Bill Pmt -Check	4646	06/29/2018	GREEN BAY WAT...		1111.01 · General ...	
Bill	6/29/18-32063-01	06/29/2018		filre line	4390.00 · Other Util...	-132.00
Bill	6/29/18-4665.01	06/29/2018		1424 Admiral...	4390.00 · Other Util...	-336.10
				1424 Admiral...	4310.00 · Water	-3,355.02
TOTAL						-3,823.12
Bill Pmt -Check	4647	06/29/2018	PEERLESS-PREMI...	1424 Admira...	1111.01 · General ...	
Bill	813404	06/28/2018		stove parts	4420.00 · Maint - S...	-124.93
TOTAL						-124.93
Bill Pmt -Check	4648	06/29/2018	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	6/26/18	06/26/2018		cable bill	4230.00 · Ten Ser-...	-2,339.21
TOTAL						-2,339.21
Bill Pmt -Check	4649	06/29/2018	TRI CITY GLASS		1111.01 · General ...	
Bill	I04-0626-65624	06/26/2018		screen repairs	4420.00 · Maint - S...	-22.57
Bill	I04-0629-65712	06/29/2018		screen repairs	4420.00 · Maint - S...	-54.10
Bill	I04-0629-65711	06/29/2018		mirror	4420.00 · Maint - S...	-244.46
TOTAL						-321.13
Bill Pmt -Check	4650	06/29/2018	VAN'S FIRE & SAF...	1424 Admira...	1111.01 · General ...	
Bill	4109029	04/05/2018		wprinkler ins...	4430.09 · Fire Prote...	-145.00
TOTAL						-145.00
Bill Pmt -Check	4651	06/29/2018	Verizon Wireless	wifi	1111.01 · General ...	
Bill	9809504719	06/21/2018		wifi	4190.07 · Tele Fax...	-20.00
				wifi	4190.07 · Tele Fax...	-20.01
TOTAL						-40.01
Bill Pmt -Check	4652	06/29/2018	WISCONSIN PUBL...	323 N Ashland	1111.01 · General ...	
Bill	6/27/18-2671-00173	06/27/2018		323 N Ashland	4320.00 · Electricity	-19.43
				323 N Ashland	4330.00 · Gas	-15.54
TOTAL						-34.97
Bill Pmt -Check	4653	06/29/2018	CITY OF GREEN B...		1111.01 · General ...	
Bill	2018 PILOT SS	06/29/2018		2018 PILOT	4520.00 · PILOT	-9,711.50
Bill	2018 PILOT MM	06/29/2018		2018 PILOT	4520.00 · PILOT	-35,822.08
TOTAL						-45,533.58

Green Bay Housing Authority

Budget vs. Actual

Summary

Jun-18

Account # 525

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	161,209.29	165,969.80	827,466.18	738,804.33	13,635.00	17,855.00	310,129.63	274,412.00	1,312,440.10	1,197,041.13
Total Expense	138,412.93	165,920.00	848,884.07	1,022,732.80	13,666.27	9,750.00	333,257.57	490,467.00	1,334,220.84	1,688,869.80
Net Income	22,796.36	49.80	-21,417.89	-283,928.47	-31.27	8,105.00	-23,127.94	-216,055.00	-21,780.74	-491,828.67

Reserve Spreadsheet

	MM	SS
6/30/2016 Audited FASS	791,883	363,096
YTD Net Income/(loss)	(21,418)	(23,128)
Without Depreciation		
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	620,465	327,486
Transfer	-	-
Projected Reserve	620,465	327,486
6 Month Expenses	466,975	247,171
Excess/shortfall	153,490	80,315
	☺	☺

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%	169,627.00	129,264.00	40,363.00	131.23%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	479,137.40	461,000.00	18,137.40	103.93%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	4,620.00	4,750.00	-130.00	97.26%
3510.00 · Management Fee Revenue	119,809.49	122,884.80	-3,075.31	97.5%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	24,360.00	19,680.00	4,680.00	123.78%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	17,017.50	23,040.00	-6,022.50	73.86%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	340.00	-340.00	0.0%	23,318.43	2,600.00	20,718.43	896.86%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	7,913.25	7,500.00	413.25	105.51%
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%	12,584.25	6,500.00	6,084.25	193.6%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	130,265.85	126,390.33	3,875.52	103.07%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	161,209.29	165,969.80	-4,760.51	97.13%	827,466.18	738,804.33	88,661.85	112.0%
Expense								
4110.00 · Admin Salaries	80,565.07	99,000.00	-18,434.93	81.38%	78,603.75	87,000.00	-8,396.25	90.35%
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%	3,446.20	500.00	2,946.20	689.24%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	3,687.94	2,600.00	1,087.94	141.84%
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	1,272.02	500.00	772.02	254.4%	478.55	400.00	78.55	119.64%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	90,446.49	92,932.80	-2,486.31	97.33%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	12,847.50	18,240.00	-5,392.50	70.44%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	18,360.00	13,680.00	4,680.00	134.21%
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	27,910.97	33,000.00	-5,089.03	84.58%	32,337.94	32,000.00	337.94	101.06%
4190.01 · Printing	701.66	2,500.00	-1,798.34	28.07%	3,843.42	2,500.00	1,343.42	153.74%
4190.02 · Postage	259.91	300.00	-40.09	86.64%	1,311.00	800.00	511.00	163.88%
4190.03 · Paper & Office Supplies	1,215.42	500.00	715.42	243.08%	1,084.66	1,000.00	84.66	108.47%
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%	10,001.22	8,000.00	2,001.22	125.02%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,235.55	1,400.00	-164.45	88.25%
4190.08 · Marketing	0.00	2,000.00	-2,000.00	0.0%	2,975.78	2,300.00	675.78	129.38%
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%	2,484.04	3,000.00	-515.96	82.8%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	37,407.82	22,500.00	14,907.82	166.26%
4310.00 · Water	0.00	0.00	0.00	0.0%	37,166.97	36,000.00	1,166.97	103.24%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	56,785.73	67,500.00	-10,714.27	84.13%
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%	27,050.28	30,000.00	-2,949.72	90.17%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	4,533.62	3,750.00	783.62	120.9%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	140,847.42	120,000.00	20,847.42	117.37%
4420.00 · Maint - Supplies	75.81	100.00	-24.19	75.81%	42,106.90	20,000.00	22,106.90	210.54%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	32,407.51	10,000.00	22,407.51	324.08%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	6,254.48	2,500.00	3,754.48	250.18%
4430.03 · Maint - Truck Maint	529.39	500.00	29.39	105.88%	2,880.67	2,000.00	880.67	144.03%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	3,331.01	2,000.00	1,331.01	166.55%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	12,453.29	3,000.00	9,453.29	415.11%
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%	8,983.20	10,500.00	-1,516.80	85.55%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	5,224.86	1,500.00	3,724.86	348.32%
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%	27,275.58	50,000.00	-22,724.42	54.55%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	4,903.44	1,500.00	3,403.44	326.9%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	3,772.52	3,000.00	772.52	125.75%
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%	52,099.56	46,000.00	6,099.56	113.26%
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%	35,822.08	33,750.00	2,072.08	106.14%
4530.00 · Bank Fees	0.00	145.00	-145.00	0.0%	918.90	1,165.00	-246.10	78.88%
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

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%
138,412.93	165,920.00	-27,507.07	83.42%	848,884.07	1,022,732.80	-173,848.73	83.0%
22,796.36	49.80	22,746.56	45,775.82%	-21,417.89	-283,928.47	262,510.58	7.54%

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%	128,600.00	119,640.00	8,960.00	107.49%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	143,487.35	118,772.00	24,715.35	120.81%
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%	12,802.28	7,500.00	5,302.28	170.7%
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%	310,129.63	274,412.00	35,717.63	113.02%
Expense								
4110.00 · Admin Salaries	336.92	2,000.00	-1,663.08	16.85%	48,369.85	61,000.00	-12,630.15	79.3%
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%	3,406.94	2,000.00	1,406.94	170.35%
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%	527.74	300.00	227.74	175.91%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	29,363.00	29,952.00	-589.00	98.03%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	4,170.00	4,800.00	-630.00	86.88%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	6,000.00	6,000.00	0.00	100.0%
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%	17,814.42	22,500.00	-4,685.58	79.18%
4190.01 · Printing	390.00	0.00	390.00	100.0%	1,106.00	750.00	356.00	147.47%
4190.02 · Postage	0.00	0.00	0.00	0.0%	1,326.35	750.00	576.35	176.85%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	754.04	500.00	254.04	150.81%
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%	1,146.48	1,100.00	46.48	104.23%
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%	23,665.84	19,500.00	4,165.84	121.36%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	3,024.35	3,000.00	24.35	100.81%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	8,262.00	0.00	8,262.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	2,430.51	3,000.00	-569.49	81.02%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	8,989.70	8,000.00	989.70	112.37%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	35,387.59	45,500.00	-10,112.41	77.78%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	19,902.11	11,000.00	8,902.11	180.93%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	19,585.92	10,000.00	9,585.92	195.86%
4430.01 · Maint - Non-Contract	2,970.00	0.00	2,970.00	100.0%	5,359.54	500.00	4,859.54	1,071.91%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	2,693.46	2,500.00	193.46	107.74%
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%	1,436.93	750.00	686.93	191.59%
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%	5,766.54	5,000.00	766.54	115.33%
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%	1,060.00	1,750.00	-690.00	60.57%
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%	1,844.46	500.00	1,344.46	368.89%
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%	13,029.98	16,000.00	-2,970.02	81.44%
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%	9,711.50	8,950.00	761.50	108.51%
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	Page 4 of 70%

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%	333,257.57	490,467.00	-157,209.43	67.95%
Net Income/(Loss)	-31.27	8,105.00	-8,136.27	-0.39%	-23,127.94	-216,055.00	192,927.06	10.71%

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	298,227.00	248,904.00	49,323.00	119.82%
3110.00 · Dwelling Rental	622,624.75	579,772.00	42,852.75	107.39%
3120.00 · Excess Utilities	4,620.00	4,750.00	-130.00	97.26%
3510.00 · Management Fee Revenue	119,809.49	122,884.80	-3,075.31	97.5%
3520.00 · Asset Management Rev	24,360.00	19,680.00	4,680.00	123.78%
3530.00 · BookKeeping Fee Rev	17,017.50	23,040.00	-6,022.50	73.86%
3610.00 · Int Income	23,318.43	7,340.00	15,978.43	317.69%
3690.00 · Other Income - Tenants	8,153.25	7,500.00	653.25	108.71%
3690.01 · Other Income - Ins Dividends	0.00	2,825.00	-2,825.00	0.0%
3690.02 · Other Income	39,043.83	28,955.00	10,088.83	134.84%
3690.03 · Cell Tower Rent	130,265.85	126,390.33	3,875.52	103.07%
9110.00 · Transfers In	25,000.00	25,000.00	0.00	100.0%
Total Income	1,312,440.10	1,197,041.13	115,398.97	109.64%
Expense				
4110.00 · Admin Salaries	207,875.59	249,000.00	-41,124.41	83.48%
4120.00 · Compensated Absences	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	5,009.31	1,250.00	3,759.31	400.75%
4130.01 · Investigations Expense	7,094.88	4,600.00	2,494.88	154.24%
4140.00 · Staff Training	2,966.30	15,230.00	-12,263.70	19.48%
4150.00 · Travel	2,278.31	1,200.00	1,078.31	189.86%
4160.00 · Management Fee	119,809.49	122,884.80	-3,075.31	97.5%
4163.00 · BookKeeping Fee	17,017.50	23,040.00	-6,022.50	73.86%
4165.00 · Asset Management Fee	24,360.00	19,680.00	4,680.00	123.78%
4171.00 · Auditing Fees	8,200.00	9,000.00	-800.00	91.11%
4182.00 · Employee Benefits - Admin	78,222.68	88,250.00	-10,027.32	88.64%
4190.01 · Printing	6,041.08	5,750.00	291.08	105.06%
4190.02 · Postage	2,897.26	1,850.00	1,047.26	156.61%
4190.03 · Paper & Office Supplies	3,054.12	2,000.00	1,054.12	152.71%
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	23,498.30	21,750.00	1,748.30	108.04%
4190.07 · Tele Fax & Comm	2,382.03	2,500.00	-117.97	95.28%
4190.08 · Marketing	2,975.78	4,300.00	-1,324.22	69.2%
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	2,499.04	4,250.00	-1,750.96	58.8%
4230.00 · Ten Ser-Contrs	37,407.82	22,500.00	14,907.82	166.26%
4310.00 · Water	60,832.81	55,500.00	5,332.81	109.61%
4320.00 · Electricity	59,810.08	70,500.00	-10,689.92	84.84%
4320.01 · Utility Reimbursements	8,262.00	0.00	8,262.00	100.0%
4330.00 · Gas	29,480.79	33,000.00	-3,519.21	89.34%
4390.00 · Other Utilities	13,523.32	11,750.00	1,773.32	115.09%
4410.00 · Maint - Labor	176,235.01	165,500.00	10,735.01	106.49%
4420.00 · Maint - Supplies	62,084.82	31,100.00	30,984.82	199.63%
4430.00 · Maint - Contracts	51,993.43	20,000.00	31,993.43	259.97%
4430.01 · Maint - Non-Contract	14,584.02	3,000.00	11,584.02	486.13%
4430.03 · Maint - Truck Maint	6,103.52	5,000.00	1,103.52	122.07%
4430.09 · Fire Protection - Maint	3,331.01	2,000.00	1,331.01	166.55%
4430.10 · Heating and Cooling	13,890.22	3,750.00	10,140.22	370.41%
4430.11 · Snow Removal	2,003.70	4,500.00	-2,496.30	44.53%
4430.12 · Elevator Maintenance	8,983.20	10,500.00	-1,516.80	85.55%
4430.13 · Landscape and Grounds	10,991.40	6,500.00	4,491.40	169.1%
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	1,060.00	4,500.00	-3,440.00	23.56%
4430.17 · Extermination	28,605.58	50,500.00	-21,894.42	56.65%
4430.18 · Appliances	5,999.32	2,500.00	3,499.32	239.97%
4430.19 · Garbage & Trash Removal	5,616.98	3,500.00	2,116.98	160.49%
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	65,129.54	62,000.00	3,129.54	105.05%
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	45,533.58	42,700.00	2,833.58	106.64%
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	1,334,220.84	1,688,869.80	-354,648.96	79.0%
Net Income/(Loss)	-21,780.74	-491,828.67	470,047.93	4.43%



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

July 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 June 2018 there were 11 Green Bay Housing applications reviewed. They were:

- 11** Applications were for Mason Manor.
- 3** Fraud investigations are 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
###	6/1/2018	1	?	EVICTON - SMOKING VIOLATION	UNIT TURNOVER
###	6/11/2018	1	?	EVICTON - NON PAYMENT OF RENT	UNIT TURNOVER
###	6/30/2018	LG1	?	BOUGHT A HOME	UNIT TURNOVER
###	6/30/2018	1	?	MOVED OUT WITH ROOM MATE	UNIT TURNOVER
			SCATTERED SITES VACANCIES (1 TOTAL)		
###	06/30/18	2	?	EVICTON - UNREPORTED HHM	UNIT TURNOVER
UPCOMING VACANCIES			APPLICATIONS INFO		
	MASON MANOR (1 TOTAL)		MM APPLICANTS:		TOTAL
	UNITS	STATUS	1 bedroom (33-BC; 7-non BC)		40
	###	SMOKING VIOLATION	2 bedroom (0-BC; 0-non BC)		0
	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
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%
June	98.03%	98.00%	98.01%	98.03%	98.00%
TOTAL	92.60%	92.67%	92.63%	93.91%	92.67%

MASON MANOR BED BUG REPORT: JULY 2018

PEST CONTROL AGENCY	TYPE OF SERVICE	LAST DATE OF SERVICE	NOTES
The Bug Blaster	Chemical	7/16/2018	8 units currently being treated
Sandberg K9 Solutions	Canine	6/25/2018 - 6/29/2018	Next quarterly will be October 2018

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

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	0
# OF TENANTS IN EVICTION PROCESS DUE TO BEDBUGS	0