



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, FEBRUARY 21, 2019, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. Roll Call.

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

B. Approval of the Agenda.

1. Approval of the February 21, 2019, agenda of the Green Bay Housing Authority.

C. Approval of Minutes.

1. Approval of the January 17, 2019, minutes of the Green Bay Housing Authority.

D. Public Hearings.

1. Public hearing regarding the Green Bay Housing Authority Annual Plan.

E. Regular Business.

1. Consideration with possible action on election of officers.
2. Consideration with possible action on purchase of leased snow removal equipment.

F. Informational.

1. GBHA bills.
2. GBHA financial report.
3. Langan Report.
4. Housing Update Report.
5. Occupancy Report for the month of February 2019.

6. Date of next meeting: March 21, 2019.

G. 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 Common Council will attend this Green Bay Housing Authority meeting and will constitute a meeting of the Common Council 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, JANUARY 17, 2019, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. ROLL CALL.

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

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

B. APPROVAL OF THE AGENDA.

I. Approval of the January 17, 2019, agenda of the Green Bay Housing Authority.

Moved by Stephen Srubas seconded by William VandeCastle to approve of the January 17, 2019 the agenda of the Green Bay Housing Author. Motion carried. Yes- None, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the November 15, 2018, minutes of the Green Bay Housing Authority.

Moved by Stephen Srubas, seconded by Nathalie Lund to approve of November 15, 2018 minutes of the Green Bay Housing Authority. Motion carried. Yes- None, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Consideration with possible action to retain legal services to assist staff in the RAD or Re-positioning for redevelopment of Mason Manor.

Moved by William VandeCastle, seconded by Stephen Srubas to request for proposals from experienced law firms who have worked with the RAD process, to request information from other agencies who have been through the RAD process and to obtain more information about RAD from a HUD representative. Motion carried. Yes- None, No- None, Abstain- None

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

Moved by William, seconded by Stephen Srubas to approve of writing off delinquent tenant accounts. Motion carried. Yes- None, No- None, Abstain- None

3. Consideration with possible action on approval of the June 30, 2018, Audit Report.

Moved by Nathalie Lund, seconded by William VandeCastle to approve of the June 30, 2018 Audit report. Motion carried. Yes- None, No- None, Abstain- None

E. INFORMATIONAL.

1. GBHA bills.

Stephanie Schmutzer presented information regarding the Green Bay Housing Authority's bills. No action needed.

2. GBHA financial report.

Stephanie Schmutzer presented information about the Green Bay Housing Authority's financial report. No action needed.

3. Langan Report.

Jayne Valentine presented information regarding the Langan report. No action needed

4. Housing Update Report.

Cheryl Renier-Wigg presented the housing update report. No action needed.

5. Occupancy Report for the month of January 2019.

Jayne Valentine presented information regarding the Green Bay Housing Authority's Occupancy report for the month of January 2019. No action needed

6. Date of next meeting: February 21, 2019.

F. ADJOURNMENT.

Moved by Stephen Srubas, seconded by Nathalie Lund to adjourn. Motion carried. Yes- None, No- None, Abstain- None

Progress of GBHA 2015 Goals for PHA Plan – as of January, 2019

“Each qualified PHA must annually hold a public hearing regarding any **changes to the goals, objectives, and policies** of that agency and invite public comment regarding such changes. The qualified PHA must also consult with and consider the recommendations of the resident advisory boards for the agency at the public hearing.”

Goal: Improve the quality of public housing units

Objective: *Implement at least 3 additional safety & security measures in public housing units*

- Mason Manor
 - Updated elevator transfer switch to successfully have a backup power source
 - Completed tuck pointing contract
 - Repaved parking lot and restriped all parking spaces/areas
 - Recarpeted 2 floor hallways and common areas
 - Replaced common area furniture on selected floors
 - Replaced 2nd floor entry door
- Scattered Sites
 - Mud jacked sidewalks
 - Replaced 3 garage doors and performed maintenance on another 25
 - Updated carbon monoxide and fire detectors
 - Rekeyed 6 properties to the quik set locking mechanism
 - Installed a new sewer lateral pipe

Objective: *Implement at least one energy efficiency measure at Mason Manor*

- Started replacing light fixtures inside and outside of Mason Manor to LED fixtures/bulbs

Goal: Manage the properties in an accountable and responsible manner

Objective: *Achieve High Performer status a minimum of 3 out of the next 5 years.*

- Housing Authority was scored as a substandard performer

Objective: *Increase occupancy rate to at least 96 percent for each of Mason Manor and Scattered Site*

- Mason Manor
 - Maintained a minimum of 96% or above occupied in 2018
- Scattered Sites
 - Maintained a minimum of 96% or above occupied in 2018

Objective: *Reduce turnaround time of vacated units not needing major rehab to no more than 30 days.*

- Mason Manor
 - Average unit turnaround time was 29 days

- Scattered Sites
 - o Average unit turnaround time was 35 days

Objective: *Continue to perform quarterly quality control reviews of resident re-certifications*

- Two quarters were completed and QC reviews were transitioned from Housing Administrator to Accountant

Goal: Improve the quality of life for GBHA residents

Objective: *Implement a program or collaborate with a local service provider to implement/ promote at least one program aimed at improving residents' employability, increase their self-sufficiency, improve their wellbeing, or allow them to age in place.*

- Housing Authority contracted with Lutheran Social Services to provide Service Coordinator
- Mason Manor
 - o Reinstated hair beautician
 - o Updated work out room
 - o Received WHEDA grant in the amount of \$25,000 to update community kitchen

Goal: Ensure equal opportunity and affirmatively further fair housing

Objective: *Undertake affirmative measures to **ensure access** to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability (ongoing)*

Objective: *Undertake affirmative measures to **provide a suitable living environment** for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability (ongoing)*

Objective: *Undertake affirmative measures to **ensure accessible housing** to persons with all varieties of disabilities regardless of unit size required (ongoing)*

- **GBHA agreed to join consortium of local agencies required to complete Affirmatively Furthering Fair Housing requirements, which will be required starting in 2020**



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

February 21, 2019

PREPARED BY

AGENDA ITEM # E.I.

Consideration with possible action on election of officers.

BACKGROUND

This is the annual election of officers, we are seeking nominations for the Chair and Vice Chair positions.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

February 21, 2019

PREPARED BY

AGENDA ITEM # E.2.

Consideration with possible action on purchase of leased snow removal equipment.

BACKGROUND

At the November 15, 2018 meeting a quote for a skid steer for Mason Manor snow removal equipment was presented. The quote was to lease this equipment with the option to purchase. Funding for this will come from Capital Funds (CFP) and Operating Funds.

RECOMMENDATION

To approve the purchase of the Skid Steer for Mason Manor.

FISCAL IMPACT

ATTACHMENTS

1. Buyout Quote
2. Rental Quote
3. GREEN BAY HOUSING rental form

 SERVICE motor company <i>PEOPLE. PRODUCTS. SERVICE YOU CAN TRUST!</i>		W9614 Hwy 96 Dale, WI 54931 (920) 779-4311 ☐	N5560 CTH D Fond Du Lac, WI 54937 (920) 923-1768 ☐	3969 Champeau Rd. New Franken, WI 54229 (920) 468-7700 ☒	
		6639 Hwy 66 Stevens Point, WI 54482 (715) 592-4111 ☐	831 N. Main 55 Seymour, WI 54165 (920) 833-2378 ☐	4047 Co. Rd. WW Wausau, WI 54401 (715) 675-0052 ☐	
SALES ORDER					

New Customer	☐	Customer #		Date	February 4, 2019			
Company		Green Bay Housing Authority		Phone	920-676-3415			
Name		David		Cell				
Bill to Address		1424 Admiral Court		City	Green Bay	ST	WI	ZIP 54303
Ship to Address				City		ST		ZIP
County		Brown		Email				

Add to Mailing List:	☐				
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NEW	USED	MAKE/MODEL	WEIGHT (lb)	HOURS	STOCK #	SERIAL #	AMOUNT
x		Case SR175	5970	New	G10223	NHM437496	34,900.00
x		Landpride APSSP1584 Pusher	600	New	K82765	1004739K	2,550.00
							-
							-
							-
							-

ADDITIONAL DESCRIPTION / INFORMATION
 Case SR175, 2 speed mechanical controls, cab, heat, A/C, block heater, suspension seat, performance package with bucket leveling and ride control, hydraulic bucket coupler, 64" bucket. Landpride APSSP1584 pusher with rubber edge. Rent to own - \$1000/mo. All rental goes toward purchase of this specific machine.

TRADE IN (IF APPLICABLE)							
YEAR	MANUAL	MAKE/MODEL	DESCRIPTION	HOURS	STOCK #	SERIAL #	ALLOWANCE

LIEN INFORMATION				Tax Exemption	Discounts
Lien Amount:		Account Number:		Form ☒ Credit Application ☐ Validated ID/Copy ☐	Delivery Charge
Lien Holder:		Lien Due Date:			Subtotal
Information:					Trade Allowance
					Lien Amount
					Convenience Fee
					Sales Tax
					Subtotal
					Down Payment
					Filing Fees
					Balance

PAYMENT TYPE				DATE OF ESTIMATED DELIVERY OR PICK UP	
Down Payment (\$)	Cash ☒	Finance ☐		Delivery	x
Payment Method		Payment Method		Pick Up	
Date of Payment		Date of Payment			
Balance		Financed with			
Date of Payment		Date of Contract			
Other		Rate/Terms/Freq			
Insurance?					

NOTICE TO PURCHASER
 1 Read this contract before you sign it.
 2 You are entitled to an exact and completely filled in copy of this contract. Keep it to protect your rights.
 3 Purchaser acknowledges receipt of a fully completed copy of this contract and purchaser waives notice of the acceptance or rejection of this order by the seller.
 4 Seller and Manufacturer make no representations or warranties express including the implied warranties or merchantability except as provided.
 5 In the event of dealer's price is changed prior to delivery, the purchase price shall be adjusted accordingly. If such price change results in an increase, purchaser has the option of cancelling this order in writing immediately on being notified thereof.
 6 Purchaser hereby bargains, sells and conveys unto Seller the above described Trade-in Equipment and warrants and certifies it to be free and clear of liens, encumbrance, and security interest, except to the extent shown on this Purchase Order.
 7 Used Equipment covered by this Purchase Order is sold AS IS, WHERE IS, with no representations or warranties, unless otherwise specified in writing.
 8 This deal is null and void if any or all of the following deviations exist related to unit being traded in; (1) Substantial changes in use (> than 100 hours from agreement date) or (2) Equipment is not as represented by customer at time of agreement date or as originally evaluated by Service Motor Company.

Purchaser 	Chad Kobiske Sales Representative	Date _____ Authorized Dealer Signature
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 SERVICE motor company <i>PEOPLE. PRODUCTS. SERVICE YOU CAN TRUST!</i>		W9614 Hwy 96 Dale, WI 54931 (920) 779-4311	N5560 CTH D Fond Du Lac, WI 54937 (920) 923-1768	3969 Champeau Rd. New Franken, WI 54229 (920) 468-7700	
		6639 Hwy 66 Stevens Point, WI 54482 (715) 592-4111	831 N. Main 55 Seymour, WI 54165 (920) 833-2378	4047 Co. Rd. WW Wausau, WI 54401 (715) 675-0052	
SALES ORDER					

New Customer	☐	Customer #		Date	November 15, 2018		
Company		Green Bay Housing Authority		Phone	920-676-3415		
Name		David		Cell			
Bill to Address		1424 Admiral Court		City	Green Bay	ST	WI
Ship to Address				City		ST	WI
County		Brown		Email		ZIP	54303
Add to Mailing List:							

NEW	USED	MAKE/MODEL	WEIGHT (lb)	HOURS	STOCK #	SERIAL #	AMOUNT
x		Case SR175	5970	New	G10223	NHM437496	34,900.00
x		Landpride APSP1584 Pusher	600	New	K82765	1004739K	2,550.00
							-
							-
							-
							-

ADDITIONAL DESCRIPTION / INFORMATION
 Case SR175, 2 speed mechanical controls, cab, heat, A/C, block heater, suspension seat, performance package with bucket leveling and ride control, hydraulic bucket coupler, 64" bucket. Landpride APSP1584 pusher with rubber edge. Rent to own - \$1000/mo. All rental goes toward purchase of this specific machine. \$500/15 day rental trail period, if this machine is not big enough we can swap to a different size and reprice it but the rent can not be applied to the new machine.

TRADE IN (IF APPLICABLE)							
YEAR	MANUAL	MAKE/MODEL	DESCRIPTION	HOURS	STOCK #	SERIAL #	ALLOWANCE

LIEN INFORMATION				Tax Exemption	Discounts
Lien Amount:		Account Number:		Form ☒ Credit Application ☐ Validated ID/Copy ☐	Delivery Charge
Lien Holder:		Lien Due Date:			Subtotal
Information:					Trade Allowance
					Lien Amount
PAYMENT TYPE					Convenience Fee
Cash ☒ Finance ☐					Sales Tax
Down Payment (\$)	\$ 5,000.00	Down Payment (\$)			Subtotal
Payment Method		Payment Method			Down Payment
Date of Payment		Date of Payment			Filing Fees
Balance		Financed with			Balance
Date of Payment		Date of Contract			
Other		Rate/Terms/Freq		DATE OF ESTIMATED DELIVERY OR PICK UP	
Insurance?				Delivery ☒	12/1/2018
				Pick Up ☐	

NOTICE TO PURCHASER

- 1 Read this contract before you sign it.
- 2 You are entitled to an exact and completely filled in copy of this contract. Keep it to protect your rights.
- 3 Purchaser acknowledges receipt of a fully completed copy of this contract and purchaser waives notice of the acceptance or rejection of this order by the seller.
- 4 Seller and Manufacturer make no representations or warranties express including the implied warranties or merchantability except as provided.
- 5 In the event of dealer's price is changed prior to delivery, the purchase price shall be adjusted accordingly. If such price change results in an increase, purchaser has the option of cancelling this order in writing immediately on being notified thereof.
- 6 Purchaser hereby bargains, sells and conveys unto Seller the above described Trade-in Equipment and warrants and certifies it to be free and clear of liens, encumbrance, and security interest, except to the extent shown on this Purchase Order.
- 7 Used Equipment covered by this Purchase Order is sold AS IS, WHERE IS, with no representations or warranties, unless otherwise specified in writing.
- 8 This deal is null and void if any or all of the following deviations exist related to unit being traded in; (1) Substantial changes in use (> than 100 hours from agreement date) or (2) Equipment is not as represented by customer at time of agreement date or as originally evaluated by Service Motor Company.

Purchaser	Chad Kobiske Sales Representative	Date _____	Authorized Dealer Signature
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W9614 Hwy 96

Dale, WI 54931

(920) 779-4311



6639 Hwy 66

Stevens Point, WI 54482

(715) 592-4111



N5560 CTH D

Fond Du Lac, WI 54937

(920) 923-1768



831 N. Main Hwy 55

Seymour, WI 54165

(920) 833-2378



3969 Champeau Rd.

New Franken, WI 54229

(920) 468-7700



4047 Co. Rd. WW

Wausau, WI 54401

(715) 675-0052



Date: 10/24/2018 Acct #: Invoice #: Rental

Name (Rentee): Green Bay Housing Authority (David) Phone: 920-676-3415

Address: 1424 Admiral Ct City/State/Zip Code: Green Bay, WI 54303

HEREINAFTER CALLED RENTER, AND HEREINAFTER CALLED RENTEE. WITNESSETH: That in consideration of the payments and rentals hereinafter provided for, and of the terms and conditions hereof, the Renter hereby agrees to rent and does rent to the Rentee, and the Rentee hereby agrees to rent from Renter, the following equipment belonging to the Renter, to wit:

RATES		EQUIPMENT: MAKE/MODEL	Stock #	Serial #	Amount
\$	Per Hour	Case SR175	G10223	NHM437496	\$ 5,000.00
\$	Per Day				
\$	Per Week				
\$	Per Month	\$1000/month rent to buy	\$500 rental for first 15 day		
\$	Min. Chg.	100% of rent goes toward purchase	trial - to try machine size		
Above equipment to be used in operations (farm, construction, residential) at or near in the State of Wisconsin. (city, county, area)					RENTAL CHARGE \$ 5,000.00
Terms of Contract: the term of this contract shall be for a period of: (hours, days, weeks, months)					CERTIFICATE OF INSURANCE RECEIVED ☐
Beginning 12/1/2018 at (date) and (time)					LOSS DAMAGE WAIVER @ 0% % \$ -
Terminating at (date) and (time)					TRANSPORTATION
Date Out: 12/1/2018 Date In:					FUEL CHARGE \$5.50 PER GALLON \$ -
Hourmeter Out: 19 Hourmeter In:					MISCELLANEOUS
Operator's Manual Out: Operator's Manual In:					SUBTOTAL \$ 5,000.00
					TAX 0.00% \$ -
					TOTAL \$ 5,000.00
					ADVANCE DEPOSIT (REQUIRED) \$ 500.00
					BALANCE DUE \$ 4,500.00
					REFUND DUE
					TOTAL \$ VALUE OF EQUIPMENT RENTED

No alteration or modification of this Contract is valid unless in writing and signed by the parties hereto. Rentee acknowledges receipt of a signed copy. ALL TERMS AND CONDITIONS STATED ON PAGE 2 HEREOF ARE A PART OF THIS CONTRACT. IN WITNESS WHEREOF, the parties hereto have on this day and year first above written hereunto set their hands and seals. BY SIGNING THIS CONTRACT, RENTEE AGREES TO THE TERMS AND CONDITIONS SET FORTH ON THE PAGE 1 AND PAGE 2 HEREOF. ANY DIFFERENT OR ADDITIONAL TERMS, WHETHER WRITTEN OR OTHERWISE, ARE HEREBY OBJECTED TO AND SHALL HAVE NO LEGAL FORCE OR APPLICABILITY WHATSOEVER.

SAFETY CERTIFICATION

I have read this Equipment Rental Agreement and certify that the information contained herein is true and correct. I certify, that at the time of delivery of the rented equipment, I was instructed in the proper and safe operation of the equipment, its safety features and the purposes for which it was designed to be used. I further certify that, at the time of delivery, all applicable safety features of the rented equipment were installed and operational.

RENTEE GREEN BAY HOUSING AUTHORITY (DAVID)
Print Name

Signature

Accepted and Approved 12/1/2018
Date

RENTER SERVICE MOTOR COMPANY

Print Name

Signature

Accepted and Approved 10/24/2018
Date

11:11 AM

02/06/19

Green Bay Housing Authority

Check Detail

January 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4912	01/04/2019	BELLIN HOME HE...	VOID:	1111.01 · General ...	
TOTAL						0.00
Bill Pmt -Check	4913	01/04/2019	CELLCOM	cell bill	1111.01 · General ...	
Bill	43049	12/17/2018		cell bill	4190.07 · Tele Fax ...	-66.79
				Cell bill	4190.07 · Tele Fax ...	-66.80
TOTAL						-133.59
Bill Pmt -Check	4914	01/04/2019	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	12/06/2018		background c...	4130.01 · Investigat...	-3.88
				background c...	4130.01 · Investigat...	-3.87
Bill	970-12420	12/07/2018		work boots	4420.00 · Maint - S...	-155.00
				work boots/fil...	4420.00 · Maint - S...	-379.82
Bill	970-12420	12/11/2018		hearing prote...	4420.00 · Maint - S...	-65.98
				stopper/stor...	4420.00 · Maint - S...	-186.62
Bill	970-12420	12/18/2018		training hotel ...	4140.00 · Staff Trai...	-83.81
Bill	115801	12/18/2018		mailings	4190.02 · Postage	-17.01
				invitations/m...	4190.01 · Printing	-258.25
TOTAL						-1,154.24
Bill Pmt -Check	4915	01/04/2019	Clean By Design L...	1424 Admira...	1111.01 · General ...	
Bill	1501	12/26/2018		cleaning # 412	4430.00 · Maint - C...	-166.00
				cleaning # 818	4430.00 · Maint - C...	-166.00
TOTAL						-332.00
Bill Pmt -Check	4916	01/04/2019	Ellison Electric Su...	VOID:	1111.01 · General ...	
TOTAL						0.00
Bill Pmt -Check	4917	01/04/2019	FIRST SUPPLY GR...	1424 Admira...	1111.01 · General ...	
Bill	11465787-00	12/10/2018		seats & bolts	4420.00 · Maint - S...	-250.66
TOTAL						-250.66

11:11 AM

02/06/19

Green Bay Housing Authority

Check Detail

January 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4918	01/04/2019	GRAINGER		1111.01 · General ...	
Bill	9029670727	12/12/2018		HVAC motor	4420.00 · Maint - S...	-211.80
Bill	9029670735	12/12/2018		zone valves	4420.00 · Maint - S...	-426.18
TOTAL						-637.98
Bill Pmt -Check	4919	01/04/2019	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ252130	12/24/2018		rolls of carpet	4430.25 · Unit Repair	-5,985.00
Bill	HJ253583	12/24/2018		flooring - 142...	4430.25 · Unit Repair	-3,206.80
TOTAL						-9,191.80
Bill Pmt -Check	4920	01/04/2019	Lindeman's Cleani...		1111.01 · General ...	
Bill	50815	12/11/2018		Cleaning dra...	4430.01 · Maint - N...	-54.38
Bill	50958	12/11/2018		Cleaning dra...	4430.01 · Maint - N...	-67.66
Bill	50962	12/11/2018		Cleaning dra...	4430.01 · Maint - N...	-54.38
Bill	50961	12/11/2018		Cleaning dra...	4430.01 · Maint - N...	-67.66
Bill	50966	12/11/2018		Cleaning dra...	4430.01 · Maint - N...	-54.38
Bill	50970	12/11/2018		Cleaning dra...	4430.01 · Maint - N...	-54.38
Bill	52925	12/19/2018		Cleaning dra...	4430.01 · Maint - N...	-36.63
Bill	52909	12/19/2018		Cleaning dra...	4430.01 · Maint - N...	-36.63
Bill	53066	12/21/2018		Cleaning dra...	4430.01 · Maint - N...	-15.00
Bill	54894	12/26/2018		Cleaning dra...	4430.01 · Maint - N...	-15.00
Bill	55585	12/29/2018		Cleaning dra...	4430.01 · Maint - N...	-54.38
Bill	55535	12/29/2018		Cleaning dra...	4430.01 · Maint - N...	-67.66
TOTAL						-578.14
Bill Pmt -Check	4921	01/04/2019	LIZER LAWN CARE		1111.01 · General ...	
Bill	86480AD	12/19/2018		plowing & sal...	4430.11 · Snow Re...	-48.00
Bill	86482AD	12/19/2018		powing & salt...	4430.11 · Snow Re...	-48.00
TOTAL						-96.00
Bill Pmt -Check	4922	01/04/2019	Lutheran Social S...		1111.01 · General ...	
Bill	142605	10/31/2018		social worker...	4210.00 · Ten Ser...	-560.12
Bill	142690	11/30/2018		social worker...	4210.00 · Ten Ser...	-2,530.89
TOTAL						-3,091.01

Green Bay Housing Authority

Check Detail

January 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4923	01/04/2019	Wash Multifamily ...		1111.01 · General ...	
Bill	SINV-9715	12/01/2018		laundry room...	4420.00 · Maint - S...	-427.57
Bill	SINV-9749	12/01/2018		laundry room...	4420.00 · Maint - S...	-241.76
Bill	10058	12/01/2018		laundry room...	4420.00 · Maint - S...	-164.00
Bill	SINV-11305	12/01/2018		laundry room...	4420.00 · Maint - S...	-201.73
TOTAL						-1,035.06
Bill Pmt -Check	4924	01/04/2019	WISCONSIN PUBL...		1111.01 · General ...	
Bill	12/14/18-2671-00...	12/14/2018		1420 University	4320.00 · Electricity	-45.06
				1420 University	4330.00 · Gas	-97.63
Bill	12/17/18-2671-00...	12/17/2018		886 Division	4320.00 · Electricity	-1.51
				886 Division	4330.00 · Gas	-4.49
TOTAL						-148.69
Bill Pmt -Check	4925	01/17/2019	Advanced Dispos...	1424 Admira...	1111.01 · General ...	
Bill	B80000647911	12/31/2018		garbage pick ...	4430.19 · Garbage ...	-325.86
TOTAL						-325.86
Bill Pmt -Check	4926	01/17/2019	AMA HEATING		1111.01 · General ...	
Bill	S84810	12/18/2018		cabinet heate...	4430.10 · Heating a...	-729.20
Bill	S85007	12/26/2018		water leak	4430.10 · Heating a...	-180.93
Bill	S85022	12/26/2018		furnace repair	4430.10 · Heating a...	-121.35
TOTAL						-1,031.48
Bill Pmt -Check	4927	01/17/2019	BELLIN HOME HE...	RN Comm O...	1111.01 · General ...	
Bill	MB2380	01/07/2019		RN Comm O...	4230.00 · Ten Ser-...	-325.00
TOTAL						-325.00

Green Bay Housing Authority

Check Detail

January 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4928	01/17/2019	BELSON CO		1111.01 · General ...	
Bill	313809	12/19/2018		goves & clea...	4230.00 · Ten Ser...	-104.50
Bill	313731	12/19/2018		mops	4230.00 · Ten Ser...	-35.00
Bill	314664	12/28/2018		Ice Melt	4430.11 · Snow Re...	-543.41
Bill	315374	01/07/2019		cleaning sup...	4420.00 · Maint - S...	-123.10
Bill	315244	01/07/2019		sweeper	4420.00 · Maint - S...	-103.15
Bill	315794	01/10/2019		drain cleaner	4420.00 · Maint - S...	-37.30
				drain cleaner	4420.00 · Maint - S...	-37.30
TOTAL						-983.76
Bill Pmt -Check	4929	01/17/2019	CANADEO LAWN ...	1424 Admira...	1111.01 · General ...	
Bill	2019 CLIP245	12/26/2018		lawn care	4430.13 · Landscap...	-1,512.00
TOTAL						-1,512.00
Bill Pmt -Check	4930	01/17/2019	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	12/19/2018		cleaner & ligh...	4420.00 · Maint - S...	-19.97
Bill	970-12420	12/19/2018		Paper/notebo...	4190.03 · Paper & ...	-66.35
				Paper/notebo...	4190.03 · Paper & ...	-66.34
				DVD player/...	4220.01 · Ten Ser - ...	-452.03
Bill	970-12420	12/19/2018		soap/drill bit/li...	4420.00 · Maint - S...	-140.19
				drill bits/Swite...	4420.00 · Maint - S...	-348.69
Bill	970-12420	12/21/2018		meal for chris...	4220.01 · Ten Ser - ...	-1,237.20
Bill	18004835	12/24/2018		snow remova...	4430.11 · Snow Re...	-62.50
Bill	970-12420	12/26/2018		temperature ...	4420.00 · Maint - S...	-90.70
Bill	12420	12/26/2018		flap wheels	4420.00 · Maint - S...	-8.24
Bill	115888	12/26/2018		fuel	4430.03 · Maint - Tr...	-106.05
				fuel	4430.03 · Maint - Tr...	-106.05
Bill	970-12420	12/27/2018		work light	4420.00 · Maint - S...	-89.98
Bill	970-12420	12/28/2018		keys	4420.00 · Maint - S...	-14.46
Bill	970-12420	12/28/2018		filing fees	4130.00 · Legal Exp...	-117.65
Bill	116004	12/31/2018		fuel	4430.03 · Maint - Tr...	-73.74
				fuel	4430.03 · Maint - Tr...	-73.74
Bill	970-12420	12/31/2018		copies	4190.01 · Printing	-16.85
				copies	4190.01 · Printing	-16.85
Bill	116047	01/11/2019		HR services	4190.10 · Miscellan...	-4,578.11
TOTAL						-7,685.69

Green Bay Housing Authority
Check Detail
 January 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4931	01/17/2019	Clean By Design L...	1424 Admira...	1111.01 · General ...	
Bill	1503	01/04/2019		cleaning # 506	4430.00 · Maint - C...	-166.00
				cleaning # 507	4430.00 · Maint - C...	-187.00
TOTAL						-353.00
Bill Pmt -Check	4932	01/17/2019	Dorothy McClellan	SD refund	1111.01 · General ...	
Bill	SD refund	01/03/2019		SD refund - ...	2114.00 · Tenant S...	-250.00
				Key Dept ref...	2114.02 · Security ...	-55.00
TOTAL						-305.00
Bill Pmt -Check	4933	01/17/2019	ELAND ELECTRIC	1424 Admira...	1111.01 · General ...	
Bill	94325	12/28/2018		Generator work	4420.00 · Maint - S...	-980.75
TOTAL						-980.75
Bill Pmt -Check	4934	01/17/2019	Ellison Electric Su...		1111.01 · General ...	
Bill	221970-00	12/03/2018		lights	4420.00 · Maint - S...	-178.10
Bill	1458253-01	12/14/2018		led fixtures	4420.00 · Maint - S...	-571.46
Bill	1458855-01	12/14/2018		lenses	4420.00 · Maint - S...	-24.20
Bill	1458975-00	12/14/2018		switches	4420.00 · Maint - S...	-86.70
Bill	222039-00	12/18/2018		ballasts	4420.00 · Maint - S...	-287.40
Bill	222103-00	01/02/2019		ballasts	4420.00 · Maint - S...	-168.00
TOTAL						-1,315.86
Bill Pmt -Check	4935	01/17/2019	GRAINGER		1111.01 · General ...	
Bill	9039362364	12/21/2018		tape & exten...	4420.00 · Maint - S...	-115.65
Bill	9040044217	12/24/2018		toilet parts	4420.00 · Maint - S...	-51.80
Bill	9040946114	12/26/2018		wheel	4420.00 · Maint - S...	-119.70
Bill	9043417394	01/02/2019		valve kits & s...	4420.00 · Maint - S...	-993.60
Bill	9043417402	01/02/2019		pliers	4420.00 · Maint - S...	-19.45
TOTAL						-1,300.20

Green Bay Housing Authority

Check Detail

January 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4936	01/17/2019	GREEN BAY WAT...		1111.01 · General ...	
Bill	12/31/18-32063-01	12/31/2018		firelines	4390.00 · Other Utili...	-132.00
Bill	12/31/18-4665-01	12/31/2018		1424 Admiral...	4390.00 · Other Utili...	-322.80
				1424 Admiral...	4310.00 · Water	-3,578.00
TOTAL						-4,032.80
Bill Pmt -Check	4937	01/17/2019	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ252025	12/24/2018		carpet # 517	4430.00 · Maint - C...	-413.77
Bill	HJ254436	12/27/2018		carpet #616	4430.00 · Maint - C...	-513.40
Bill	HJ254438	12/27/2018		carpet #412	4430.00 · Maint - C...	-413.77
Bill	HJ254486	12/27/2018		carpet # 517	4430.00 · Maint - C...	-232.40
TOTAL						-1,573.34
Bill Pmt -Check	4938	01/17/2019	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	959131132	01/01/2019		eleator maint ...	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	4939	01/17/2019	LANGAN INVESTI...		1111.01 · General ...	
Bill	12/1-12/31/18 SS	01/07/2019		professional ...	4130.01 · Investigat...	-39.50
Bill	12/1-12/31/18 MM	01/07/2019		professional ...	4130.01 · Investigat...	-84.00
TOTAL						-123.50
Bill Pmt -Check	4940	01/17/2019	LARSON PAINTING	1424 Admira...	1111.01 · General ...	
Bill	5060	01/02/2019		Painting #412	4430.00 · Maint - C...	-225.00
				Painting # 616	4430.00 · Maint - C...	-283.00
				Painting # 410	4430.00 · Maint - C...	-283.00
TOTAL						-791.00
Bill Pmt -Check	4941	01/17/2019	Patrick A. Zelzer &...	Paper Service	1111.01 · General ...	
Bill	ZEL-2019-000054	01/09/2019		paper service...	4130.00 · Legal Exp...	-50.00
TOTAL						-50.00

Green Bay Housing Authority

Check Detail

January 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4942	01/17/2019	Randall Ingram	SD refund	1111.01 · General ...	
Bill	SD refund	01/03/2019		SD refund - ... Key Dept ref...	2114.00 · Tenant S... 2114.02 · Security ...	-200.00 -5.00
TOTAL						-205.00
Bill Pmt -Check	4943	01/17/2019	SCOTT WARNER ...		1111.01 · General ...	
Bill	102	01/07/2019		tree removal	4420.00 · Maint - S...	-160.00
Bill	101	01/07/2019		yard maint	4420.00 · Maint - S...	-45.00
Bill	100	01/07/2019		trim trees	4420.00 · Maint - S...	-175.00
TOTAL						-380.00
Bill Pmt -Check	4944	01/17/2019	SHERWIN-WILLIA...	Order # OE0...	1111.01 · General ...	
Bill	6491-3	12/26/2018		Paint	4420.00 · Maint - S...	-484.14
TOTAL						-484.14
Bill Pmt -Check	4945	01/17/2019		Sd refund	1111.01 · General ...	
Bill	Sd Refund	01/14/2019		SD refund - S... Key Dept ref...	2114.00 · Tenant S... 2114.02 · Security ...	-110.59 -30.41
TOTAL						-141.00
Bill Pmt -Check	4946	01/17/2019	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	12/26/18	12/26/2018		cable	4230.00 · Ten Ser-...	-2,491.19
TOTAL						-2,491.19
Bill Pmt -Check	4947	01/17/2019	TRI CITY GLASS	1424 Admira...	1111.01 · General ...	
Bill	I04-1226-68580	12/26/2018		screen repair	4420.00 · Maint - S...	-233.27
TOTAL						-233.27

Green Bay Housing Authority

Check Detail

January 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	4948	01/17/2019	VAN'S FIRE & SAF...	1424 Admira...	1111.01 · General ...	
Bill	4118886	01/07/2019		sprinkler insp...	4430.09 · Fire Prote...	-185.00
TOTAL						-185.00
Bill Pmt -Check	4949	01/17/2019	WAHA	2019 Dues	1111.01 · General ...	
Bill	2019 Dues	01/01/2019		2019 Dues	4190.05 · Members...	-70.00
TOTAL						-70.00
Bill Pmt -Check	4950	01/17/2019	Wash Multifamily ...		1111.01 · General ...	
Bill	SINV-11770	12/21/2018		repair machine	4420.00 · Maint - S...	-185.00
Bill	SINV-10467	12/31/2018		repaire switch	4420.00 · Maint - S...	-185.00
TOTAL						-370.00
Bill Pmt -Check	4951	01/17/2019	WISCONSIN PUBL...		1111.01 · General ...	
Bill	Jan 2019 UR's	01/01/2019		323 N Ashlan...	4320.01 · Utility Rei...	-71.00
				1009 Crooks ...	4320.01 · Utility Rei...	-87.00
				1010 Pine - ...	4320.01 · Utility Rei...	-80.00
				1014 Pine - B...	4320.01 · Utility Rei...	-43.00
				1333 Univers...	4320.01 · Utility Rei...	-89.00
				1337 Univers...	4320.01 · Utility Rei...	-114.00
				837 Christian...	4320.01 · Utility Rei...	-30.00
				967 Holzer - ...	4320.01 · Utility Rei...	-142.00
				509 S Maple ...	4320.01 · Utility Rei...	-11.00
				913 N Chest...	4320.01 · Utility Rei...	-89.00
				912 S Oaklan...	4320.01 · Utility Rei...	-3.00
Bill	1/3/19-2671-00036	01/03/2019		1424 Admiral...	4320.00 · Electricity	-1,141.95
Bill	1/3/19-2671-00002	01/03/2019		1424 Admiral...	4320.00 · Electricity	-4,055.21
				1424 Admiral...	4330.00 · Gas	-4,264.22
TOTAL						-10,220.38
Bill Pmt -Check	4952	01/17/2019	YP	marketing	1111.01 · General ...	
Bill	12/17/18	12/17/2018		marketing	4190.08 · Marketing	-23.56
TOTAL						-23.56

Green Bay Housing Authority

Budget vs. Actual

Summary

Jan-19

Account # 525

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	98,434.39	172,926.04	519,981.50	758,000.08	126,180.00	24,955.00	197,657.32	293,764.00	942,253.21	1,249,645.12
Total Expense	90,550.98	176,070.00	501,253.46	1,018,050.04	15,662.15	153,775.00	272,937.88	545,501.00	880,404.47	1,893,396.04
Net Income	7,883.41	-3,143.96	18,728.04	-260,049.96	110,517.85	-128,820.00	-75,280.56	-251,737.00	61,848.74	-643,750.92

Reserve Spreadsheet

	MM	SS
6/30/2016 Audited FASS	791,883	363,096
YTD Net Income/(loss) Without Depreciation	18,728	(75,281)
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	660,611	275,333
Transfer	-	-
Projected Reserve	660,611	275,333
6 Month Expenses	466,975	247,171
Excess/shortfall	193,636	28,163
	☺	☺

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%	102,401.44	137,622.00	-35,220.56	74.41%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	298,918.20	461,000.00	-162,081.80	64.84%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	2,872.00	4,620.00	-1,748.00	62.17%
3510.00 · Management Fee Revenue	73,802.27	128,981.04	-55,178.77	57.22%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	14,210.00	24,240.00	-10,030.00	58.62%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	10,402.50	18,180.00	-7,777.50	57.22%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	1,500.00	-1,500.00	0.0%	20,304.75	8,000.00	12,304.75	253.81%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	4,238.00	8,000.00	-3,762.00	52.98%
3690.01 · Other Income - Ins Dividends	19.62	25.00	-5.38	78.48%	529.71	800.00	-270.29	66.21%
3690.02 · Other Income	0.00	0.00	0.00	0.0%	6,052.66	7,000.00	-947.34	86.47%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	84,664.74	130,958.08	-46,293.34	64.65%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	98,434.39	172,926.04	-74,491.65	56.92%	519,981.50	758,000.08	-238,018.58	68.6%
Expense								
4110.00 · Admin Salaries	36,283.60	103,000.00	-66,716.40	35.23%	38,672.88	89,500.00	-50,827.12	43.21%
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	301.62	250.00	51.62	120.65%	1,146.57	3,000.00	-1,853.43	38.22%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,463.04	2,600.00	-1,136.96	56.27%
4140.00 · Staff Training	1,188.26	10,500.00	-9,311.74	11.32%	778.82	3,800.00	-3,021.18	20.5%
4150.00 · Travel	75.61	1,000.00	-924.39	7.56%	46.65	400.00	-353.35	11.66%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	55,870.50	97,055.04	-41,184.54	57.57%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	7,875.00	13,680.00	-5,805.00	57.57%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	10,710.00	18,240.00	-7,530.00	58.72%
4171.00 · Auditing Fees	1,558.00	1,800.00	-242.00	86.56%	3,116.00	3,600.00	-484.00	86.56%
4182.00 · Employee Benefits - Admin	13,336.97	33,000.00	-19,663.03	40.42%	19,345.50	32,000.00	-12,654.50	60.46%
4190.01 · Printing	559.21	1,000.00	-440.79	55.92%	1,403.42	2,500.00	-1,096.58	56.14%
4190.02 · Postage	161.86	250.00	-88.14	64.74%	500.00	1,000.00	-500.00	50.0%
4190.03 · Paper & Office Supplies	197.40	750.00	-552.60	26.32%	291.44	1,500.00	-1,208.56	19.43%
4190.04 · Publications	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	367.32	500.00	-132.68	73.46%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	4,521.80	5,000.00	-478.20	90.44%	7,949.31	9,000.00	-1,050.69	88.33%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	691.62	1,250.00	-558.38	55.33%
4190.08 · Marketing	0.00	2,000.00	-2,000.00	0.0%	1,131.56	2,300.00	-1,168.44	49.2%
4190.10 · Miscellaneous	31,754.87	15,000.00	16,754.87	211.7%	0.00	2,000.00	-2,000.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	670.89	1,500.00	-829.11	44.73%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	2,396.35	3,000.00	-603.65	79.88%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	17,771.59	22,500.00	-4,728.41	78.99%
4310.00 · Water	0.00	0.00	0.00	0.0%	24,747.58	36,000.00	-11,252.42	68.74%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	40,263.21	65,000.00	-24,736.79	61.94%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	0.00	32,000.00	-32,000.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	12,733.55	3,750.00	8,983.55	339.56%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	2,718.50	129,500.00	-126,781.50	2.1%
4410.00 · Maint - Labor	0.00	100.00	-100.00	0.0%	68,915.67	25,000.00	43,915.67	275.66%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	41,399.58	10,000.00	31,399.58	414.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	18,603.34	2,500.00	16,103.34	744.13%
4430.01 · Maint - Non-Contract	0.00	800.00	-800.00	0.0%	7,248.82	2,000.00	5,248.82	362.44%
4430.03 · Maint - Truck Maint	44.46	0.00	44.46	100.0%	1,326.25	3,000.00	-1,673.75	44.21%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	7,986.62	1,500.00	6,486.62	532.44%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	4,267.90	1,500.00	2,767.90	284.53%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	3,256.01	8,500.00	-5,243.99	38.31%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	6,183.60	2,000.00	4,183.60	309.18%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	1,944.30	0.00	1,944.30	100.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	266.00	2,750.00	-2,484.00	9.67%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	15,413.12	25,000.00	-9,586.88	61.65%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	2,180.68	3,000.00	-819.32	72.69%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	1,794.88	3,000.00	-1,205.12	59.83%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	397.00	0.00	397.00	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	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%	26,825.01	47,000.00	-20,174.99	57.07%
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%	9,794.00	8,500.00	1,294.00	115.22%
4510.01 · Insurance Expenses - Liability	200.00	125.00	75.00	160.0%	5,906.00	5,800.00	106.00	101.83%
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%	250.70	1,025.00	-774.30	24.46%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	13,000.00	-13,000.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

AGGREGATE

COCC				Mason Manor			
YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4590.00 · Other General	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.00	215,000.00	-215,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.0%	25,000.00	25,000.00	0.00	100.0%
Total Expense	90,550.98	176,070.00	-85,519.02	501,253.46	1,018,050.04	-516,796.58	49.24%
Net Income/(Loss)	7,883.41	-3,143.96	11,027.37	18,728.04	-260,049.96	278,778.00	-7.2%

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%	75,197.50	135,492.00	-60,294.50	55.5%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	89,834.22	118,772.00	-28,937.78	75.64%
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	10,000.00	-10,000.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
3690.00 · Other Income - Tenants	94,000.00	0.00	94,000.00	100.0%	205.00	0.00	205.00	100.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%	1,412.55	2,000.00	-587.45	70.63%
3690.02 · Other Income	32,180.00	14,955.00	17,225.00	215.18%	6,008.05	7,500.00	-1,491.95	80.11%
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	126,180.00	24,955.00	101,225.00	505.63%	197,657.32	293,764.00	-96,106.68	67.28%
Expense								
4110.00 · Admin Salaries	32.52	2,000.00	-1,967.48	1.63%	28,718.60	62,000.00	-33,281.40	46.32%
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	0.00	0.00	0.00	0.0%	1,412.08	500.00	912.08	282.42%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	4,822.74	3,000.00	1,822.74	160.76%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	778.82	3,800.00	-3,021.18	20.5%
4150.00 · Travel	0.00	0.00	0.00	0.0%	106.39	500.00	-393.61	21.28%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	17,931.77	31,926.00	-13,994.23	56.17%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	2,527.50	4,500.00	-1,972.50	56.17%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	3,000.00	6,000.00	-3,000.00	50.0%
4171.00 · Auditing Fees	410.00	525.00	-115.00	78.1%	3,116.00	3,400.00	-284.00	91.65%
4182.00 · Employee Benefits - Admin	19.95	750.00	-730.05	2.66%	14,284.86	22,500.00	-8,215.14	63.49%
4190.01 · Printing	0.00	0.00	0.00	0.0%	382.88	500.00	-117.12	76.58%
4190.02 · Postage	0.00	0.00	0.00	0.0%	500.00	1,000.00	-500.00	50.0%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	291.41	800.00	-508.59	36.43%
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%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%	2,683.83	6,000.00	-3,316.17	44.73%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	642.77	1,100.00	-457.23	58.43%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	108.67	500.00	-391.33	21.73%	0.00	1,000.00	-1,000.00	0.0%
4210.00 · Ten Ser-Salary	3,091.01	45,000.00	-41,908.99	6.87%	0.00	0.00	0.00	0.0%
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%	0.00	1,250.00	-1,250.00	0.0%
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%	15,979.82	25,000.00	-9,020.18	63.92%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	571.66	3,000.00	-2,428.34	19.06%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	6,801.00	3,000.00	3,801.00	226.7%
4330.00 · Gas	0.00	0.00	0.00	0.0%	599.92	10,000.00	-9,400.08	6.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	5,133.05	48,500.00	-43,366.95	10.58%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	25,162.58	11,000.00	14,162.58	228.75%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	23,966.51	20,000.00	3,966.51	119.83%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	21,351.30	2,000.00	19,351.30	1,067.57%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	25,524.00	2,500.00	23,024.00	1,020.96%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	1,281.16	0.00	1,281.16	100.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	0.00	750.00	-750.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	421.13	2,000.00	-1,578.87	21.06%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	451.91	0.00	451.91	100.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	0.00	11,000.00	-11,000.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	4,466.70	0.00	4,466.70	100.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.0%	0.00	750.00	-750.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	6,529.00	750.00	5,779.00	870.53%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	715.00	2,000.00	-1,285.00	35.75%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	258.10	1,000.00	-741.90	25.81%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	12,000.00	105,000.00	-93,000.00	11.43%	0.00	5,600.00	-5,600.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	10,627.39	16,000.00	-5,372.61	66.42%
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%	38,788.00	37,000.00	1,788.00	104.83%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	3,110.00	3,600.00	-490.00	86.39%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	27,225.00	-27,225.00	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%

Green Bay Housing Authority Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
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	15,662.15	153,775.00	-138,112.85	10.19%	272,937.88	545,501.00	-272,563.12	50.03%
Net Income/(Loss)	110,517.85	-128,820.00	239,337.85	-85.79%	-75,280.56	-251,737.00	176,456.44	29.9%
	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	177,598.94	273,114.00	-95,515.06	65.03%
3110.00 · Dwelling Rental	388,752.42	579,772.00	-191,019.58	67.05%
3120.00 · Excess Utilities	2,872.00	4,620.00	-1,748.00	62.17%
3510.00 · Management Fee Revenue	73,802.27	128,981.04	-55,178.77	57.22%
3520.00 · Asset Management Rev	14,210.00	24,240.00	-10,030.00	58.62%
3530.00 · BookKeeping Fee Rev	10,402.50	18,180.00	-7,777.50	57.22%
3610.00 · Int Income	20,304.75	24,500.00	-4,195.25	82.88%
3690.00 · Other Income - Tenants	98,443.00	8,000.00	90,443.00	1,230.54%
3690.01 · Other Income - Ins Dividends	1,961.88	2,825.00	-863.12	69.45%
3690.02 · Other Income	44,240.71	29,455.00	14,785.71	150.2%
3690.03 · Cell Tower Rent	84,664.74	130,958.08	-46,293.34	64.65%
9110.00 · Transfers In	25,000.00	25,000.00	0.00	100.0%
Total Income	942,253.21	1,249,645.12	-307,391.91	75.4%
Expense				
4110.00 · Admin Salaries	103,707.60	256,500.00	-152,792.40	40.43%
4120.00 · Compensated Absences	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	2,860.27	3,750.00	-889.73	76.27%
4130.01 · Investigations Expense	6,285.78	5,600.00	685.78	112.25%
4140.00 · Staff Training	2,745.90	18,100.00	-15,354.10	15.17%
4150.00 · Travel	228.65	1,900.00	-1,671.35	12.03%
4160.00 · Management Fee	73,802.27	128,981.04	-55,178.77	57.22%
4163.00 · BookKeeping Fee	10,402.50	18,180.00	-7,777.50	57.22%
4165.00 · Asset Management Fee	13,710.00	24,240.00	-10,530.00	56.56%
4171.00 · Auditing Fees	8,200.00	9,325.00	-1,125.00	87.94%
4182.00 · Employee Benefits - Admin	46,987.28	88,250.00	-41,262.72	53.24%
4190.01 · Printing	2,345.51	4,000.00	-1,654.49	58.64%
4190.02 · Postage	1,161.86	2,250.00	-1,088.14	51.64%
4190.03 · Paper & Office Supplies	780.25	3,050.00	-2,269.75	25.58%
4190.04 · Publications	0.00	200.00	-200.00	0.0%
4190.05 · Membership Dues & Fees	367.32	600.00	-232.68	61.22%
4190.06 · Computer Support	15,154.94	20,000.00	-4,845.06	75.78%
4190.07 · Tele Fax & Comm	1,334.39	2,350.00	-1,015.61	56.78%
4190.08 · Marketing	1,131.56	4,300.00	-3,168.44	26.32%
4190.10 · Miscellaneous	31,863.54	18,500.00	13,363.54	172.24%
4210.00 · Ten Ser-Salary			0.00	0.0%
4220.00 · Ten Ser-Recr Etc	670.89	1,500.00	-829.11	44.73%
4220.01 · Ten Ser - Resident Part	2,396.35	4,250.00	-1,853.65	56.39%
4230.00 · Ten Ser-Contrs	17,771.59	22,500.00	-4,728.41	78.99%
4310.00 · Water	40,727.40	61,000.00	-20,272.60	66.77%
4320.00 · Electricity	40,834.87	68,000.00	-27,165.13	60.05%
4320.01 · Utility Reimbursements	6,801.00	35,000.00	-28,199.00	19.43%
4330.00 · Gas	13,333.47	13,750.00	-416.53	96.97%
4390.00 · Other Utilities	7,851.55	178,000.00	-170,148.45	4.41%
4410.00 · Maint - Labor	94,078.25	36,100.00	57,978.25	260.61%
4420.00 · Maint - Supplies	65,366.09	30,000.00	35,366.09	217.89%
4430.00 · Maint - Contracts	39,954.64	4,500.00	35,454.64	887.88%
4430.01 · Maint - Non-Contract	32,772.82	5,300.00	27,472.82	618.36%
4430.03 · Maint - Truck Maint	2,651.87	3,000.00	-348.13	88.4%
4430.09 · Fire Protection - Maint	7,986.62	2,250.00	5,736.62	354.96%
4430.10 · Heating and Cooling	4,689.03	3,500.00	1,189.03	133.97%
4430.11 · Snow Removal	3,707.92	8,500.00	-4,792.08	43.62%
4430.12 · Elevator Maintenance	6,183.60	13,000.00	-6,816.40	47.57%
4430.13 · Landscape and Grounds	6,411.00	0.00	6,411.00	100.0%
4430.14 · Unit Turnaround	0.00	1,750.00	-1,750.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	6,795.00	3,500.00	3,295.00	194.14%
4430.17 · Extermination	16,128.12	27,000.00	-10,871.88	59.73%
4430.18 · Appliances	2,180.68	4,000.00	-1,819.32	54.52%
4430.19 · Garbage & Trash Removal	2,052.98	4,000.00	-1,947.02	51.33%
4430.25 · Unit Repair	397.00	0.00	397.00	100.0%
4432.00 · Extraordinary Maintenance	12,000.00	110,600.00	-98,600.00	10.85%
4433.00 · Emp Ben Contr-ord maint	37,452.40	63,000.00	-25,547.60	59.45%
4480.00 · Protect Service	0.00	500.00	-500.00	0.0%
4510.00 · Insurance Expense - Property	48,582.00	45,500.00	3,082.00	106.77%
4510.01 · Insurance Expenses - Liability	9,216.00	9,525.00	-309.00	96.76%
4520.00 · PILOT	0.00	60,975.00	-60,975.00	0.0%
4530.00 · Bank Fees				
4572.00 · Bad Debt - Tenant Rents				

Green Bay Housing Authority Budget vs. Actual Detail

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
4590.00 · Other General	0.00	0.00	0.00	0.0%
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	880,404.47	1,893,396.04	-1,012,991.57	46.5%
Net Income/(Loss)	61,848.74	-643,750.92	705,599.66	-9.61%

Green Bay Housing Authority
CFP Report
February-19

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	
Mason Manor	7,207.96	57,834.54	119,272.32	225,571.00		409,885.82
Scattered Sites	16,137.19	29,099.80	79,049.00	94,642.00		218,927.99
	23,345.15	86,934.34	198,321.32	320,213.00	-	<u>628,813.81</u>
Obligation Date	4/12/2017	4/12/2018	8/15/2019	5/28/2020		
Grant End Date	4/12/2019	4/12/2020	8/15/2021	5/28/2022		
Grant Amount	\$187,845	\$190,918	\$207,049	\$ 320,213		



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

February 1, 2019

Jayne Valentine
Senior Property Manager
Housing Authority of City of Green Bay
1424 Admiral Court
Green Bay, WI 54303

Re: Monthly Report:

Ms. Valentine,

For the month of January 2019 there were twenty-eight Green Bay Housing applications reviewed. They were:

14 Applications for Mason Manor.

14 Application for Scattered Sites.

5 Fraud investigations were open in January 2019. Two were closed and three remain 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
(FEBRUARY 2019)

				MASON MANOR VACANCIES (4 TOTAL)	
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	2/01/19	1	2/15/19	MOVED OUT OF GREEN BAY	UNIT TURNOVER
###	2/01/19	2	?	EVICTON	PEST CONTROL
###	2/11/19	1	?	IN HOUSE TRANSFER	UNIT TURNOVER
###	3/1/19	1	?	EVICTON	UNIT TURNOVER
				SCATTERED SITES VACANCIES (1 TOTAL)	
###	2/1/19	4	?	EVICTON	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (5 TOTAL)			MM APPLICANTS:	
	UNIT	STATUS		1 bedroom (23-BC; 24-non BC)	
	###	MOVE OUT OF GREEN BAY		2 bedroom (0-BC; 0-non BC)	
	###	EVICTON			
	###	EVICTON			
	###	MOVE TO LARGER PLACE			
	###	MOVE TO LIVE W/FAMILY			
	SCATTERED S. (4 TOTAL)			SS APPLICANTS:	
	UNIT	STATUS		2 bedroom (64-BC; 33 non BC)	
	###	EVICTON		3 bedroom (12-BC; 13-non BC)	
	###	NONRENEWAL LEASE		4 bedroom (4-BC; 2 non BC)	
	###	IN HOUSE TRANSFER			
	###	NONRENEWAL LEASE			
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
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%
July	98.03%	100.00%	99.01%	98.03%	100.00%
Aug	99.34%	100.00%	99.67%	99.34%	100.00%
Sept	99.34%	96.00%	97.67%	99.34%	96.00%
Oct	99.34%	94.00%	96.67%	99.34%	94.00%
Nov	97.37%	92.00%	94.68%	97.37%	92.00%
Dec	98.03%	96.00%	97.01%	98.68%	96.00%
Jan	98.03%	96.00%	97.01%	98.68%	96.00%
TOTAL	97.59%	97.17%	97.38%	97.92%	97.17%