



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, MAY 16, 2019, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. Roll Call.

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

B. Approval of the Agenda.

1. Approval of the agenda for the May 16, 2019, meeting of the Green Bay Housing Authority.

C. Approval of Minutes.

1. Approval of the minutes from the April 11, 2019, meeting of the Green Bay Housing Authority.

D. Regular Business.

1. Consideration with possible action on Passbook Savings Rate.
2. Consideration with possible action to approve the GBHA Scattered Site Gutter Cleaning contract.
3. Consideration with possible action regarding Rental Assistance Demonstration (RAD).
4. Consideration with possible action to change the GBHA purchase approval thresholds to be consistent with the City of Green Bay guidelines.
5. Consideration with possible action on approval of GBHA operating budget and Budget Resolution No. 19-02, for Fiscal Year Beginning July 1, 2019.
6. Consideration with possible action on approval of Mason Manor Roof Mechanical Maintenance and Repairs to Hurckman Mechanical for \$8,460.00 and Mason Manor Roof Maintenance Repair to Northern Metal and Roofing for \$32,585.00.
7. Consideration with possible action on Mason Manor's parking lease addendum.

E. Informational.

1. GBHA Bills
2. GBHA Financial Report.
3. Langan Report.
4. Director's Report.
5. Occupancy Report for the month of April 2019.
6. Date of next meeting: June 20, 2019.

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 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, APRIL 11, 2019, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. ROLL CALL.

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

Members present: William VandeCastle, Terri Refsguard, Nathalie Lund and Stephen Srubas.
Excused: Sandra Popp, Absent: None

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the April 11, 2019, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas, seconded by William VandeCastle to approve of the agenda. Motion carried.

Yes-Stephen Srubas, William VandeCastle, Terri Refsguard, Nathalie Lund, No-None, Abstain-None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the March 5, 2019, special meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas, seconded by Terri Refsguard to approve of the minutes. Motion carried.

Yes-Stephen Srubas, Terri Refsguard, William VandeCastle, Nathalie Lund, No-None, Abstain-None

D. PUBLIC HEARING

I. Public Hearing regarding the GBHA Annual Plan update to the Five-Year Plan.

Moved by William VandeCastle, seconded by Stephen Srubas to open the floor for the public hearing. Motion carried.

Yes- Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No- None, Abstain- None

William VandeCastle asked three times if there was anyone present who wished to speak at the public hearing. There was none.

Moved by Stephen Srubas, seconded by Terri Refsguard to close the floor for the public hearing. Motion carried.

Yes- Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No- None, Abstain- None

E. REGULAR BUSINESS.

1. Consideration with possible action on approval of the Annual Plan update to the Five-Year Plan, including Certification of Compliance with PHA Plans and Related Regulations, Resolution 19-01 Civil Rights Certification, Resident Advisory Board Comments and Certification by Local Officials of Consistency with Consolidated Plan.

Moved by Terri Refsguard, seconded by William VandeCastle to approve of the Annual Plan updates to the Green Bay Housing Authority's Five-Year Plan. Motion carried. Yes-Terri Refsguard, William VandeCastle, Stephen Srubas, Nathalie Lund, No-None, Abstain- None

2. Consideration and possible action to amend Chapter 13 (Lease Terminations) of the Admissions and Continued Occupancy Plan to comply with the Housing Opportunities Through Modernization Act (HOTMA).

Moved by Stephen Srubas, seconded by William VandeCastle to approve of amending Chapter 13 (Lease Terminations) of the Admissions and Continued Occupancy Plan to comply with the Housing Opportunities through Modernization Act (HOTMA). Motion carried. Yes-Stephen Srubas, William VandeCastle, Terri Refsguard, Nathalie Lund, No-None, Abstain-None

3. Consideration with possible action to pre-approve the GBHA Scattered Site Gutter Cleaning contract.

Moved by Stephen Srubas, seconded by Terri Refsguard to pre-approve the Gutter Cleaning contract for Green Bay Housing Authority's Scattered Sites. Motion carried.

Yes-Stephen Srubas, Terri Refsguard, William VandeCastle, Nathalie Lund, No-None, Abstain-None

F. 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 regarding 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. Director's Report.

Cheryl Renier-Wigg presented the Director's report. No action needed.

5. Occupancy Report for the month of March 2019.

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

6. Date of next meeting: May 16, 2019.

G. ADJOURNMENT.

Moved by Stephen Srubas, seconded by Terri Refsguard to adjourn the meeting. Motion carried.
Yes-Stephen Srubas, Terri Refsguard, William VandeCastle, Nathalie Lund, No-None, Abstain-None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 16, 2019

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # D.I.

Consideration with possible action on Passbook Savings Rate.

BACKGROUND

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

HUD requires PHAs to review the passbook savings rate annually and adjust as necessary. PHAs may establish a passbook savings rate within 75 basis points of the Savings National Rate in effect at the time the PHA establishes the passbook rate. The passbook savings rate may not be less than zero percent. As of May 1, 2019, the Savings National Rate is 0.06 percent; therefore, the GBHA may set its passbook savings rate between zero and 0.81 percent. The GBHA has set its passbook savings rate at zero percent for the past several years.

RECOMMENDATION

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

FISCAL IMPACT

ATTACHMENTS

- I. HUD Passbook Rate



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

Special Attention of:

Notice: 2016-01

Multifamily Regional Center/Hub Directors
Multifamily Satellite/Program Center Directors
Rural Services (RHS) Directors
Supervisory Housing Project Managers
Housing Account Executives
Contract Administrators
Multifamily Owners and Management Agents

Issued: January 19, 2016

Expires: This notice remains in effect
until amended, revoked, or
superseded.

Subject: Passbook Savings Rate Effective February 1, 2016

I. Purpose: This notice supersedes Notice H 2014-15 addressing the passbook savings rate used to determine annual income from net family assets.

II. Applicability: This notice applies to the following programs:

- A. Project-based Section 8
 - 1. New Construction
 - 2. State Agency Financed
 - 3. Substantial Rehabilitation
 - 4. Section 202/8
 - 5. Rural Housing Services (RHS) Section 515/8
 - 6. Loan Management Set-Aside (LMSA)
 - 7. Property Disposition Set-Aside (PDSA)
- B. Section 101 Rent Supplement
- C. Section 202/162 Project Assistance Contract (PAC)
- D. Section 202 Project Rental Assistance Contract (PRAC)
- E. Section 202 Senior Preservation Rental Assistance Contracts (SPRAC)
- F. Section 811 PRAC
- G. Section 811 Project Rental Assistance Demonstration units under a Rental Assistance Contract (PRA)
- H. Section 236
- I. Section 236 Rental Assistance Payments (RAP)
- J. Section 221(d) (3) Below Market Interest Rate (BMIR)

III. Background: Under 24 CFR §5.609(b)(3), when determining annual income for families who receive assistance in a Multifamily Housing subsidized unit, the owner includes in annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based upon the

current passbook savings rate as determined by the U.S. Department of Housing and Urban Development (HUD) when a family has net assets in excess of \$5,000. As interest rates may fluctuate, Multifamily Housing acknowledges the need to adjust the passbook savings rate at least annually to represent current national averages.

- IV. **Passbook Savings Rate:** The passbook savings rate is based on the national average provided by the Federal Deposit Insurance Corporation. The passbook savings rate (unchanged from last year) to be used for all move-in, initial, annual, and interim recertification when a family has net assets over \$5,000 is .06%. This .06% rate must be used until Multifamily Housing publishes and makes effective a new passbook savings rate.
- V. **Environmental Impact:** In accordance with § 50.19(c)(6) of the HUD regulations, this Notice sets forth rate determinations which do not constitute a development decision that affects the physical condition of specific project areas or building sites, and therefore is categorically excluded from the requirements of the National Environmental Policy Act and related Federal laws and authorities.
- VI. **Paperwork Reduction Act:** There are no information collection requirements in this Notice and therefore the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) does not apply. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.
- VII. **Inquiries:** Questions about this notice should be directed to Michael Sharkey in the Office of Asset Management and Portfolio Oversight at Michael.A.Sharkey@hud.gov.

Edward Golding
Principal Deputy Assistant Secretary for Housing



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 16, 2019

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # D.2.

Consideration with possible action to approve the GBHA Scattered Site Gutter Cleaning contract.

BACKGROUND

The GBHA has historically entered into contracts to clean gutters on the scattered site houses. Last year fall came early with ice and contractors were unable to clean the gutters. This year the GBHA needs to go out for bids to have the gutters cleaned as the old contract has expired. Staff would like to have the gutters cleaned this spring and again in the fall. Moving forward the gutters will only be cleaned once in the fall. The Executive Director would like to get approval from the GBHA to award the contract as soon as the bids are returned so we can get a jump on this work and not have to wait for the May GBHA meeting.

UPDATE

The GBHA, at their last meeting, approved this contract be awarded to the lowest bidder not to exceed the estimated \$2,500 per year.

After bids were received for this contract, the low bid was \$3,022 a year which is over the GBHA approved amount by \$522. The other bid received was significantly higher at \$9,900 a year.

RECOMMENDATION

To approve the GBHA Scattered Site Gutter Cleaning Contract to lowest qualified responsible bidder Special Forces Building and Grounds LLC

FISCAL IMPACT

ATTACHMENTS

- I. SS gutter cleaning quotes

CITY OF GREEN BAY QUOTATION SUMMARY - RFQ #3143

GBHA SS Gutter Cleaning for 2019

plus 5 one-year renewal options

DEPT: GBHA			VENDOR #1		VENDOR #2	
Planholders: 4 Vendors			SPECIAL FORCES BUILDING & GROUNDS LLC		AMERICAN PAVEMENT SOLUTIONS	
ISSUED: 4/3/19			Green Bay		Green Bay	
DUE: 4/24/19						
QTY	UNIT	DESCRIPTION	UNIT	PRICE	UNIT	PRICE
Gutter cleaning (annually) at 30 of the 41 GBHA Scattered Sites properties including sheds and garages						
6	EA	1-Story House NOTE: 1121 University Ave - 1 story house with aluminum siding on the house and vinyl siding on the garage. (Gutter cleaning house & garage) ***Caution - If pressure washing near the aluminum sided house caution as to not damage the painted surface.	\$ 70.00	\$ 420.00	\$ 320.00	\$ 1,920.00
6	EA	1-1/2 Story House	\$ 88.00	\$ 528.00	\$ 325.00	\$ 1,950.00
16	EA	2-Story House	\$ 114.00	\$ 1,824.00	\$ 335.00	\$ 5,360.00
2	EA	2-1/2 Story House	\$ 125.00	\$ 250.00	\$ 335.00	\$ 670.00
TOTAL:				\$ 3,022.00		\$ 9,900.00
OPTION #1: Gutters may be cleaned at all properties In Spring of 2019 (one-time event since they were not cleaned in fall of 2018) . Lump Sum price to perform the Spring 2019 Gutter Cleaning for all 30 properties listed:						
				\$ 3,022.00		\$ 9,860.00
OPTION #1: Date Spring 2019 project can be completed by:			5/3/2019		6/14/2019	
Maximum percentage increase/decrease from the previous year's prices for the one-year renewal options:			3% increase beginning 2021		10%	
Accepts credit card payments:			No		No	
Payment Terms:			Net 30		1% Net 10	
SOQ/Bidder's Proof Expiration Date:			SOQ - 4/16/2020		BP - 4/27/19	

Recommendation: Award to the lowest responsive, responsible vendor Special Forces Building and Grounds LLC in the amount of \$3022.00/plus \$3022.00 for Option #1

I will fix the recommendation wording after your approval and you let me know if you want to do Option 1 also.



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 16, 2019

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # D.4.

Consideration with possible action to change the GBHA purchase approval thresholds to be consistent with the City of Green Bay guidelines.

BACKGROUND

The City of Green Bay has established a Final Approval Authority reference guide for staff with regards to authorizations to approve invoices and make check requests. The GBHA has a separate authorization sheet which is not in line with the recommendations from our Finance Dept.

The GBHA has allowed the Property Manager approval of up to \$2,000 and the Executive Director approval of up to \$5,000 before they would need to be approved by the GBHA.

The Executive Director would like these approvals raised to be consistent with the City structure. This will allow smaller contracts be approved without having to have GBHA approval. This is needed because our Scattered Sites Units are needing more maintenance. Building materials and contractor pricing has increased over time and a need to sometimes make these repairs quickly.

The recommendation would be to increase the Property Managers approval amounts to = to or less than \$4,999 and to increase the Executive Director's approval amounts to = to or less than \$10,000. This is consistent with the approval authority managers and directors have under the City umbrella now.

RECOMMENDATION

To change the GBHA staff approval amounts to be consistent with the City of Green Bay Final Approval Reference Guide

FISCAL IMPACT

ATTACHMENTS

1. Green Bay Housing Authority Purchasing Reference Guide
2. Approval Limits - City

Green Bay Housing Authority Purchasing Reference Guide

All purchases shall extend honest, courteous and impartial treatment, along with fair and equal opportunity to all interested and qualified suppliers while procuring the best quality, products or services and price.

Purchase Amount:	Purchase Method, Levels of Competition	Requisition Required?	PO Issued?
\$0 - \$1,999	1. Department to obtain from 1-3 competitive written quotes from vendors. After reviewing quotes, place order with the lowest acceptable, responsible vendor. See #1 & #2 for payment below. 2. If quoting a service, create a requisition and forward quote documentation to the Purchasing Department. A Purchase Order will be issued to the low/reasonable bidder. The quote form can be found at: I/Public/Purchasing/Quick Quote Form. Prices are shared <u>after</u> a PO is issued.	No, if non-service Yes, if a service is required (See # 3 below)	No, if voucher or P-Card issued. Yes
=/> \$2,000	Contact the Purchasing Department. * Create a requisition with your specifications included. * Competitive written quotes required (obtained by Purchasing Dept.). * Prevailing wage rates required. * Rates/Forms to be referenced in quote: HUD Form-2554 Supplementary Conditions to the Contract for Construction - Housing Programs, Davis Bacon Wage Rates and HUD Form - 5370-EZ General Conditions for Small Construction/Development Contracts. * Items over \$25,000 require an official competitive bid process with a sealed bidding process obtained by Purchasing Dept. * This process takes time so please contact the Purchasing Dept. as early as possible. GBHA approval needed on projects > \$5,000.	Yes	Yes

(1) P-CARDS: Cardholders should use as a first option for payment. Cardholder's shall check the City's contract list first, if not listed, use care in selecting vendors and products and to reasonably shop prices. Quote documentation must be maintained with monthly log. New or replacement equipment (\$1000+) may NOT be ordered on a P-card (or voucher) unless pre-approved by the purchasing agent (call x3048).

(2) VOUCHERS:(check requests) are intended for purchases where the P-card or petty cash are not feasible. Examples include: training, seminar fees, certain contract payments, books, permits & travel reimbursements. NOTE: If vendor requires a PO #, provide them your full name & phone number, in lieu of PO #.

(3) QUOTES: Dept's who obtain quotes must follow Purchasing Guidelines and use the standard quote form (I Drive, Public, Purchasing Folder). Enter a requisition and send copies of written quotes to Purchasing. Purchasing will issue a PO. **DO NOT PLACE ORDER WITH VENDOR. DO NOT QUOTE SERVICES** SUCH as small construction, flooring, or Printing >\$500, etc.

(4) CONFIRMED ORDERS: If a Dept. has already placed an order with a vendor, there is no opportunity for Purchasing to add value. Requisitions awarded to a Vendor without proper review & approval will be denied in most cases.

(5) CONSTRUCTION QUOTES: estimated between \$2,000 & \$25,000, Purchasing will publish a Class 1 Notice. Construction work greater than \$25,000 must be competitively bid thru the Dept. of Public Works. DPW may quote construction at any price level.

(6) APPROVAL: Purchases =/> \$5,000 require Green Bay Housing Authority (GBHA) approval. Purchases < \$5,000 may require approval if there is a dispute or unusual situation. Depts. are cautioned not to split orders to stay under approval limits.

(7) TAX EXEMPT: The City of Green Bay is TAX EXEMPT --> Do Not Pay Tax

(8)**EMERGENCY PO's** (E-PO's) are intended for emergency situations which require quick action to protect the City's interests. To qualify, the purchase cannot wait normal procurement methods & approvals due to an immediate and normally an unanticipated purchase requirement. If time allows, enter requisition & request Purchasing dept. to issue an E-PO. If available, provide; 1) Nature of emergency, 2) Description of Item to be purchased, 3) Estimated cost, 4) Vendor, 5) Account #, 6) Requisition #, 7) Approval from dept. Supervisor. Purchasing will provide an E-PO # and you may place the order directly with the vendor. If amount entered on the req. was estimated, send purchasing the actual amount to update on the PO and encumber the correct amount. E-PO's over \$10,000 will be presented to Committee & Council at their next scheduled session.

The Purchasing staff is always available to assist with your purchasing questions or concerns.

Last revision: November 11, 2009 by JK

CITY OF GREEN BAY
FINANCIAL APPROVAL AUTHORITY
Check Requests / Invoice approval

4/24/2019

Gen'l Fund Dept.	Other Fund #'s	<\$500	\$500-\$4999	\$5,000-9,999	./=>\$10,000
PARKS Admin Parks Recreation Bay Beach Pools Forestry Wildlife Sanctuary City Hall	203,214, 409, 410, 418, 426,436, 803, 804		Keith W Tom F, Dean K, Keith W, Greg B Pat Baye, Ann M, Jeremy C Britney B, Dean K, Keith W. Ann Moeller, Pat B, Jeremy C Brian Pelot Paul Leicht, Lori Bankson Tom Fritsch	Nina Robinette (All Div.) Keith & Dan D James Andersen Keith & Jason A James & Keith Mark Freberg & Keith W Dan Ditscheit Keith Wilhem	Dan Ditscheit
FIRE	417, 424, 824		Lynn Beno	Rob Goplin Ryan Gibbons	Chief Dave Litton
POLICE	101,210, 416, 813, 814 816, 817, 818, 819, 825			Rick Jurkanis (up to \$24,999.99)	Chief Andrew Smith
TRANSIT	603		Sherry Schuh & Miranda Socha < 2999.99		Patty Kiewiz (Miranda & Sherry fuel only obj # 54012)
FINANCE	201,301,420, 440 441,820		Kim Rivest	Pam Manley	Diana Ellenbecker
Purchasing				Rick Jensen	
Clerk/Treas.	806, 808, 823		Kim Wayte	Kris Teske	
Assessor	420			Russ Schwandt	
MIS	421				Mike Hronek
Mayors Office	101		Celestine Jeffreys	Vanessa Chavez	Mayor Genrich
Law Dept.	703		Joanne Bungert		Vanessa Chavez
Municipal Court	810		Neil Basten		Jerry Hanson
Human Resources & Risk Mgmt	701, 702		Jill Christensen	Melanie Falk Nate Froemming	Joe Faulds
Community and Economic Development Operations	206, 209, 210, 216	Lisa Bergelin	Bill Paape	Cheryl Renier-Wigg	Kevin Vonck
Economic Opportunity					
Development Services			Paul Van Calster	Cheryl Renier-Wigg	
GB Housing Authority	970	Jayne Valentine	Cheryl Renier-Wigg		
Community Invest	437, 980		Bill Paape Ken Rovinski (up to 999.99)	Cheryl Renier-Wigg	Kevin Vonck
DPW Operations	201, 203, 205		Nathan Wachtendonk Debbie Epping Tony Fietzer	Nancy Clifford Elizabeth Nadolski-Spears Matt Heckenlaible	Steve Grenier or Jim Brunette (Nancy Clifford and Elizabeth Nadolski- Spears landfill only 1015310-53040)
DPW Parking	202, 430, 431		Justin Linzmeier Elizabeth Nadolski-Spears Nancy Clifford	Chris Pirlot **	
DPW Engineer	401 402 403 405 407 430,438,443,444,445,501		Elizabeth Nadolski-Spears Nancy Clifford		

** Chris Pirlot would be able to sign contract payments requests for values over \$10,000 if the contract had been previously approved by the Common Council

NOTE: Finance Director will provide back-up approval for all departments.



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 16, 2019

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # D.5.

Consideration with possible action on approval of GBHA operating budget and Budget Resolution No. 19-02, for Fiscal Year Beginning July 1, 2019.

BACKGROUND

The GBHA annual operating budget runs July 1, 2019, through June 30, 2020. The majority of the budget is consistent with prior years, with increases for cost of living. Major changes are listed below:

Central Office Coast Center (COCC):

- Miscellaneous was decreased by \$20,000 due to the one time charge for 6th floor maintenance. Other General expenditures was increased by \$20,000 to cover the cost of a capital needs assessment.

Mason Manor:

- In the coming year, some of the snow equipment will need to be replaced. The estimated cost is \$12,500 for a truck mounted salter, a drop salter, plow blade and skid forks.
- Tenant Service - contract is going \$14,000 up to account for the increased billing cost from Spectrum
- Maintenance supplies and contracts will be increased to account for the growing maintenance needs \$42,000 and \$27,000 respectively.
- Fire Protection Main will be increased \$6,000 to account for batteries and other parts for the fire protection system.

Scattered Sites:

- In the coming year the GBHA is budgeting to spend \$7,000 on replacing or repairing sewers or mains that are in need.
- Maintenance supplies, contracts and non-contracts will be increased to account for the growing maintenance needs \$28,000, \$19,000 and \$36,000 respectively.

Revenue Bonds:

- The GBHA is looking to spend \$710,000 from the unrestricted reserves. \$180,000 previously approved to replace 708 - 710 Webster Avenue and \$530,000 to TWG as a loan for the Broadway lofts project;
- Finally the GBHA has secured a HUD grant for the Services Coordinator position thus not requiring us to spend the \$40,000 from our unrestricted reserves.

HUD requires a board resolution showing approval the budget, resolution #19-02

RECOMMENDATION

Approval of the GBHA operating budget and Budget Resolution No. 19-02, for Fiscal Year Beginning July 1, 2019.

FISCAL IMPACT

ATTACHMENTS

1. 2019-2020 Budget
2. Training Needs - 19-20
3. Resolution 19-02

COCC					
PY	YTD 7/1-4/1	18-19 Budget	19-20 Budget	\$ Budget changed	% of Budget changed
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
119,809.49	94,873.43	128,981.04	128,981.04	0.00	0.0%
24,360.00	18,270.00	24,240.00	24,240.00	0.00	0.0%
17,017.50	13,372.50	18,180.00	18,180.00	0.00	0.0%
1,610.36	2,001.89	1,500.00	2,500.00	1,000.00	66.67%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	19.62	25.00	25.00	0.00	0.0%
22.30	5,141.63	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
162,819.65	133,679.07	172,926.04	173,926.04	1,000.00	0.58%
82,678.33	47,117.89	103,000.00	70,000.00	-33,000.00	-32.04%
2,601.20	0.00	0.00	0.00	0.00	0.0%
36.68	301.62	250.00	350.00	100.00	40.0%
0.00	0.00	0.00	0.00	0.00	0.0%
1,722.97	1,188.26	10,500.00	7,000.00	-3,500.00	-33.33%
1,272.02	110.96	1,000.00	750.00	-250.00	-25.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
1,558.00	1,558.00	1,800.00	1,800.00	0.00	0.0%
27,910.97	18,383.40	33,000.00	29,500.00	-3,500.00	-10.61%
701.66	559.21	1,000.00	1,000.00	0.00	0.0%
259.91	187.07	250.00	300.00	50.00	20.0%
1,215.42	277.02	750.00	1,500.00	750.00	100.0%
324.99	33.22	200.00	300.00	100.00	50.0%
381.82	367.32	500.00	400.00	-100.00	-20.0%
7,653.86	5,028.80	5,000.00	8,000.00	3,000.00	60.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	2,000.00	0.00	-2,000.00	-100.0%
14,104.36	34,546.60	35,000.00	15,000.00	-20,000.00	-57.14%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
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75.81	0.00	100.00	100.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
529.39	44.46	800.00	400.00	-400.00	-50.0%
0.00	0.00	0.00	0.00	0.00	0.0%
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0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0			

Mason Manor					
PY	YTD 7/1-4/1	18-19 Budget	19-20 Budget	\$ Budget changed	% of Budget changed
Income					
2802.00 · Hud Contributions	189,627.00	156,325.44	137,822.00	160,609.00	22,987.00 16.7%
3110.00 · Dwelling Rental	479,883.25	343,837.70	461,000.00	494,286.69	33,286.69 7.22%
3120.00 · Excess Utilities	4,620.00	3,264.00	4,620.00	4,620.00	0.00 0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.00	0.00 0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.00	0.00 0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.00 0.0%
3610.00 · Int Income	7,146.92	10,676.77	8,000.00	10,000.00	2,000.00 25.0%
3690.00 · Other Income - Tenants	7,913.25	5,438.00	8,000.00	8,000.00	0.00 0.0%
3690.01 · Other Income - Ins Dividends	0.00	529.71	800.00	600.00	-200.00 -25.0%
3690.02 · Other Income	13,038.25	9,363.90	7,000.00	8,000.00	1,000.00 14.29%
3890.03 · Cell Tower Rent	132,905.43	90,075.86	130,958.08	134,000.00	3,041.92 2.32%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.00 0.0%
Total Income	815,134.10	619,511.38	758,000.08	820,095.69	62,095.61 8.19%
Expense					
4110.00 · Admin Salaries	80,835.51	55,362.51	89,500.00	92,000.00	2,500.00 2.79%
4120.00 · Compensated Absences	3,826.95	0.00	1,000.00	1,000.00	0.00 0.0%
4130.00 · Legal Expense	3,446.20	1,285.71	3,000.00	2,500.00	-500.00 -16.67%
4130.01 · Investigations Expense	3,687.94	2,185.46	2,600.00	2,600.00	0.00 0.0%
4140.00 · Staff Training	621.68	778.82	3,800.00	4,000.00	200.00 5.26%
4150.00 · Travel	478.55	103.71	400.00	200.00	-200.00 -50.0%
4160.00 · Management Fee	90,446.49	71,886.71	97,055.04	97,055.04	0.00 0.0%
4163.00 · BookKeeping Fee	12,847.50	10,132.50	13,680.00	13,680.00	0.00 0.0%
4165.00 · Asset Management Fee	18,360.00	13,770.00	18,240.00	18,240.00	0.00 0.0%
4171.00 · Auditing Fees	3,116.00	3,116.00	3,600.00	3,600.00	0.00 0.0%
4182.00 · Employee Benefits - Admin	32,337.94	27,867.75	32,000.00	40,000.00	8,000.00 25.0%
4190.01 · Printing	3,843.42	1,873.12	2,500.00	2,500.00	0.00 0.0%
4190.02 · Postage	1,311.00	637.50	1,000.00	1,000.00	0.00 0.0%
4190.03 · Paper & Office Supplies	1,084.66	885.57	1,500.00	1,500.00	0.00 0.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00 0.0%
4190.05 · Membership Dues & Fees	22.50	0.00	50.00	50.00	0.00 0.0%
4190.06 · Computer Support	10,001.22	11,839.63	9,000.00	12,000.00	3,000.00 33.33%
4190.07 · Tele Fax & Comm	1,235.55	1,002.92	1,250.00	1,500.00	250.00 20.0%
4190.08 · Marketing	2,975.78	2,123.58	2,300.00	2,300.00	0.00 0.0%
4190.10 · Miscellaneous	0.00	1,395.86	2,000.00	2,000.00	0.00 0.0%
4210.00 · Ten Ser-Salary	1,025.34	0.00	0.00	0.00	0.00 0.0%
4220.00 · Ten Ser-Recr Etc	2,484.04	670.89	1,500.00	1,500.00	0.00 0.0%
4220.01 · Ten Ser - Resident Part	37,407.82	2,437.59	3,000.00	3,000.00	0.00 0.0%
4230.00 · Ten Ser-Contra	37,166.97	26,812.02	22,500.00	36,500.00	14,000.00 62.22%
4310.00 · Water	58,785.73	31,779.15	36,000.00	43,000.00	7,000.00 19.44%
4320.00 · Electricity	0.00	55,496.90	65,000.00	68,500.00	3,500.00 5.39%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.00	0.00 0.0%
4330.00 · Gas	27,050.28	26,102.22	32,000.00	31,000.00	-1,000.00 -3.13%
4390.00 · Other Utilities	4,533.62	3,612.86	3,750.00	4,250.00	500.00 13.33%
4410.00 · Maint - Labor	138,517.45	96,930.42	129,500.00	127,500.00	-2,000.00 -1.54%
4420.00 · Maint - Supplies	42,106.90	54,208.15	25,000.00	67,000.00	42,000.00 168.0%
4430.00 · Maint - Contracts	32,407.51	27,914.77	10,000.00	37,219.69	27,219.69 272.2%
4430.01 · Maint - Non-Contract	6,397.66	4,182.18	2,500.00	5,500.00	3,000.00 120.0%
4430.03 · Maint - Truck Maint	2,880.67	1,657.66	2,000.00	2,500.00	500.00 25.0%
4430.09 · Fire Protection - Maint	3,331.01	9,749.12	3,000.00	9,000.00	6,000.00 200.0%
4430.10 · Heating and Cooling	12,453.29	4,267.90	1,500.00	5,000.00	3,500.00 233.33%
4430.11 · Snow Removal	180.50	9,004.89	8,500.00	12,500.00	4,000.00 47.06%
4430.12 · Elevator Maintenance	8,983.20	9,285.37	10,500.00	10,500.00	0.00 0.0%
4430.13 · Landscape and Grounds	5,224.86	1,944.30	2,000.00	8,000.00	6,000.00 300.0%
4430.14 · Unit Turnaround	0.00	327.30	0.00	0.00	0.00 0.0%
4430.15 · Electrical	0.00	4,520.78	1,000.00	1,000.00	0.00 0.0%
4430.16 · Plumbing	0.00	266.00	2,750.00	1,750.00	-1,000.00 -36.36%
4430.17 · Extermination	27,275.58	17,393.12	25,000.00	23,000.00	-2,000.00 -8.0%
4430.18 · Appliances	4,903.44	2,180.68	3,000.00	5,000.00	2,000.00 66.67%
4430.19 · Garbage & Trash Removal	4,076.38	2,485.73	3,000.00	3,500.00	500.00 16.67%
4430.25 · Unit Repair	0.00	397.00	0.00	0.00	0.00 0.0%
4432.00 · Extraordinary Maintenance	0.00	5,985.00	0.00	0.00	0.00 0.0%
4433.00 · Emp Ben Contr-ord maint	52,099.56	39,097.93	47,000.00	47,000.00	0.00 0.0%
4480.00 · Protect Service	0.00	0.00	500.00	0.00	-500.00 -100.0%
4510.00 · Insurance Expense - Property	8,198.17	9,799.78	8,500.00	10,100.00	1,600.00 18.82%
4510.01 · Insurance Expenses - Liability	5,350.00	5,906.00	5,800.00	6,100.00	300.00 5.17%
4520.00 · PILOT	35,822.08	0.00	33,750.00	33,750.00	0.00 0.0%
4530.00 · Bank Fees	1,002.20	639.30	1,025.00	0.00	-1,025.00 -100.0%
4572.00 · Bad Debt - Tenant Rents	11,010.93	0.00	13,000.00	13,000.00	0.00 0.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00 0.0%
4800.00 · Depreciation Expense	214,717.57	0.00	215,000.00	215,000.00	0.00 0.0%
9120.00 · Transfers Out	25,000.00	25,000.00	25,000.00	25,000.00	0.00 0.0%
Total Expense	1,078,871.65	686,302.34	1,027,050.04	1,154,394.73	127,344.69 12.4%
Net Income	-263,737.55	-66,790.96	-269,049.96	-334,299.04	

	ScSite					
	PY	YTD 7/1-4/1	18-19 Budget	19-20 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	139,891.00	101,608.62	135,492.00	143,472.00	7,980.00	5.89%
3110.00 · Dwelling Rental	139,807.43	90,780.75	118,772.00	130,468.58	11,696.58	9.85%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3610.00 · Int Income	4,554.72	6,672.98	5,000.00	7,500.00	2,500.00	50.0%
3690.00 · Other Income - Tenants	240.00	205.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	1,412.55	2,000.00	1,500.00	-500.00	-25.0%
3690.02 · Other Income	13,778.28	11,043.31	7,500.00	9,000.00	1,500.00	20.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	25,000.00	25,000.00	25,000.00	25,000.00	0.00	0.0%
Total Income	323,271.43	236,703.21	293,764.00	316,940.58	23,176.58	7.89%
Expense						
4110.00 · Admin Salaries	49,390.83	40,940.98	62,000.00	64,000.00	2,000.00	3.23%
4120.00 · Compensated Absences	3,828.95	0.00	1,000.00	2,000.00	1,000.00	100.0%
4130.00 · Legal Expense	526.43	1,412.08	500.00	1,500.00	1,000.00	200.0%
4130.01 · Investigations Expense	3,406.94	7,465.53	3,000.00	3,500.00	500.00	16.67%
4140.00 · Staff Training	621.65	778.82	3,800.00	4,000.00	200.00	5.26%
4150.00 · Travel	527.74	240.59	500.00	500.00	0.00	0.0%
4160.00 · Management Fee	29,363.00	22,986.72	31,926.00	31,926.00	0.00	0.0%
4163.00 · BookKeeping Fee	4,170.00	3,240.00	4,500.00	4,500.00	0.00	0.0%
4165.00 · Asset Management Fee	6,000.00	4,000.00	6,000.00	6,000.00	0.00	0.0%
4171.00 · Auditing Fees	3,116.00	3,116.00	3,400.00	3,400.00	0.00	0.0%
4182.00 · Employee Benefits - Admin	17,814.42	20,343.44	22,500.00	26,500.00	4,000.00	17.78%
4190.01 · Printing	1,106.00	523.34	500.00	600.00	100.00	20.0%
4190.02 · Postage	1,326.35	637.50	1,000.00	1,000.00	0.00	0.0%
4190.03 · Paper & Office Supplies	754.04	539.14	800.00	800.00	0.00	0.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	22.50	0.00	50.00	50.00	0.00	0.0%
4190.06 · Computer Support	5,843.22	6,483.83	6,000.00	6,750.00	750.00	12.5%
4190.07 · Tele Fax & Comm	1,146.48	837.81	1,100.00	1,200.00	100.00	9.09%
4190.08 · Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	83.22	1,395.86	1,000.00	500.00	-500.00	-50.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	15.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	1,250.00	1,250.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	23,784.04	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	3,024.35	21,702.05	25,000.00	25,000.00	0.00	0.0%
4320.00 · Electricity	0.00	807.43	3,000.00	1,500.00	-1,500.00	-50.0%
4320.01 · Utility Reimbursements	0.00	9,121.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	2,430.51	956.94	3,000.00	1,500.00	-1,500.00	-50.0%
4390.00 · Other Utilities	9,095.51	7,032.15	10,000.00	10,000.00	0.00	0.0%
4410.00 · Maint - Labor	26,913.13	34,957.84	48,500.00	46,000.00	-2,500.00	-5.16%
4420.00 · Maint - Supplies	19,999.86	27,520.94	11,000.00	39,000.00	28,000.00	254.55%
4430.00 · Maint - Contracts	19,585.92	26,039.90	20,000.00	39,059.85	19,059.85	95.3%
4430.01 · Maint - Non-Contract	5,359.54	25,524.00	2,000.00	38,286.00	36,286.00	1,814.3%
4430.03 · Maint - Truck Maint	2,693.46	1,612.57	2,500.00	2,500.00	0.00	0.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	1,436.93	1,415.58	750.00	1,500.00	750.00	100.0%
4430.11 · Snow Removal	1,823.20	1,689.91	2,000.00	1,500.00	-500.00	-25.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	5,766.54	10,709.20	11,000.00	11,000.00	0.00	0.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	750.00	0.00	-750.00	-100.0%
4430.16 · Plumbing	1,060.00	6,862.00	750.00	7,000.00	6,250.00	833.33%
4430.17 · Extermination	1,330.00	1,015.00	2,000.00	1,500.00	-500.00	-25.0%
4430.18 · Appliances	1,095.88	0.00	1,000.00	1,000.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	1,844.46	660.70	1,000.00	1,000.00	0.00	0.0%
4430.25 · Unit Repair	1,895.00	16.68	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	1,417.05	0.00	5,600.00	0.00	-5,600.00	-100.0%
4433.00 · Emp Ben Contr-ord maint	13,029.98	14,554.87	16,000.00	16,000.00	0.00	0.0%
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	35,844.17	38,788.00	37,000.00	40,000.00	3,000.00	8.11%
4510.01 · Insurance Expenses - Liability	3,489.00	3,110.00	3,600.00	3,600.00	0.00	0.0%
4520.00 · PILOT	9,711.50	0.00	27,225.00	32,000.00	4,775.00	17.54%
4530.00 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	2,711.92	0.00	12,000.00	12,000.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	135,362.30	0.00	149,000.00	149,000.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	459,765.02	349,038.38	545,501.00	639,921.85	94,420.85	17.31%
Net Income	-136,493.59	-112,335.17	-251,737.00	-322,981.27		

RevBonds					
PY	YTD 7/1-4/1	18-19 Budget	19-20 Budget	\$ Budget changed	% of Budget changed
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
13,657.50	13,345.96	10,000.00	10,000.00	0.00	0.0%
0.00	119,000.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
16,275.00	12,315.00	14,955.00	14,955.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
29,932.50	144,660.96	24,955.00	24,955.00	0.00	0.0%
336.92	32.52	2,000.00	1,000.00	-1,000.00	-50.0%
0.00	0.00	0.00	0.00	0.00	0.0%
1,000.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
410.00	410.00	525.00	525.00	0.00	0.0%
159.35	19.95	750.00	300.00	-450.00	-60.0%
390.00	0.00	0.00	0.00	0.00	0.0%
46.23	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
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0.00	108.67	500.00	500.00	0.00	0.0%
0.00	3,091.01	45,000.00	5,000.00	-40,000.00	-88.89%
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0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0				

TRAINING NEEDS -FYE 2019

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals Subtotal</u>	<u>Registration</u>	<u>Travel</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
Casterline Location: TBD - Out of State, Dates: TBD												
	Stephanie	\$175	\$65	1	2	\$350	\$130	\$650	\$875			\$2,005
Happy Training - Location: TBD - out of state, Dates: TBD												
	Sr Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$1,000			\$2,575
Nan Mckay - UPSC Fundamentals training - Location: TBD - out of state, Dates: TBD												
	Jayne	\$125	\$74	1	2	\$250	\$148	\$750	\$400			\$1,548
	David	\$125	\$74	1	2	\$250	\$148	\$750	\$400			\$1,548

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals</u>	<u>Registration</u>	<u>Travel Sub</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
WAHA "Fall" Conference - Location: TBD, Dates: Sept 2019												
	Cheryl	\$115	\$51	1	3	\$345	\$153	\$325	\$146	1	260	\$969
	Jayne/Ka	\$115	\$51	1	3	\$345	\$153	\$325	\$0	0	260	\$823
	Stephanie	\$115	\$51	1	3	\$345	\$153	\$325	\$146	1	260	\$969
	Maintenance	\$115	\$51	1	3	\$345	\$153	\$325	\$0	0	260	\$823
GBHA	Commissioner	\$115	\$51	1	3	\$345	\$153	\$325	\$146	1	260	\$969
GBHA	Commissioner	\$115	\$51	1	3	\$345	\$153	\$325	\$0	0	260	\$823
WAHA "Spring" Conferences - Location:TBD Date: April 2020												
	Cheryl	\$115	\$51	1	1	\$115	\$51	\$100	\$102	1	188	\$368
	Stephanie	\$115	\$51	1	1	\$115	\$51	\$100	\$102	1	188	\$368
	Jayne/Ka	\$115	\$51	1	1	\$115	\$51	\$100	\$0	0	188	\$266

\$14,053.72

MM	3,791.50
SS	3,791.50
COCC	<u>6,470.72</u>
	<u>14,053.72</u>

PHA Board Resolution

Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)OMB No. 2577-0026
(exp. 07/31/2019)

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

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

PHA Name:

PHA Code:

PHA Fiscal Year Beginning:

Board Resolution Number:

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

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

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

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

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

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

Print Board Chairperson's Name:	Signature:	Date:
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Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 16, 2019

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # D.6.

Consideration with possible action on approval of Mason Manor Roof Mechanical Maintenance and Repairs to Hurckman Mechanical for \$8,460.00 and Mason Manor Roof Maintenance Repair to Northern Metal and Roofing for \$32,585.00.

BACKGROUND

The roof on Mason Manor is old and in need of replacement. This cost will be very high, so until we have a detailed capital improvement plan and a more clearer direction regarding our participation with the RAD program through HUD, staff is working to make repairs to the roof.

Last month the Executive Director approved a minor roof repair to close up a few smaller spots that had started to leak. Two other places that appear to have issues with water leakage are around two (2) HVAC units on either end of the roof. The Mason Manor Roof Mechanical Maintenance and Repairs contract will replace the insulation around these units that has deteriorated as well as seal the areas around it.

The low bidder for this project is Hurckman Mechanical with an estimate of \$8,460.

The second portion of roof repair is to repair the roof itself. Two bids were received with the low bidder being Northern Metal and Roofing for a bid price of \$32, 585.

Public Works is recommending approval of the lowest bidders on both of these projects.

RECOMMENDATION

To approve Mason Manor Roof Mechanical Maintenance and Repairs to Hurckman Mechanical for \$8,460.00 and Mason Manor Roof Maintenance Repairs to Northern Metal and Roofing for \$32,585.00.

FISCAL IMPACT

ATTACHMENTS

1. Quote summary MM Roof repairs
2. Housing Authority Recommendation to Award MASON MANOR ROOF MAINTENANCE REPAIRS (INITIALED)
3. Bid Summary - Public MASON MANOR ROOF MAINTENANCE REPAIRS

CITY OF GREEN BAY QUOTE SUMMARY - RFQ #3147**GBHA Mason Manor****Roof Mechanical Maintenance & Repairs**

Dept: GBHA/MM	Req # 75	VENDOR #1	VENDOR #2
Planholders: 8 Vendors	CC #910	HURCKMAN MECHANICAL	AMA INC
Issued: 4/10/19	Due: 4/30/19	Green Bay	Green Bay
DESCRIPTION		PRICE	PRICE
LUMP SUM -All labor, materials & equipment necessary to completely & satisfactorily perform the Mason Manor roof mechanical maintenance & repairs:		\$ 8,460.00	\$ 33,653.00
Lead Time: (work to be completed by 6/14/19)		6/14/2019	6/14/2019
Payment Terms Net 30 Early Payment Discount:		Net 30	Net 30
Accepts credit card payments:		No	No
Bidder's Proof Expires:		10/18/2019	3/5/2020

Recommendation: Award to the lowest responsive, responsible vendor Hurckman Mechanical in the amount of \$8,460.00



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

INTER-OFFICE
MEMO

TO: William Vande Castle, Chairman, Housing Authority

CC: Kevin Vonck – Community and Economic Development
Cheryl Renier-Wigg – Planning
Steve Grenier – DPW

FROM: James M. Brunette, Assistant Director of Public Works *JMB*

SUBJECT: Contract "MASON MANOR ROOF MAINTENANCE REPAIRS"

DATE: May 14, 2019

Bids were received on Tuesday, May 14, 2019 at 2:00 p.m. for the contract referenced above. Staff has reviewed the bids received and determined that all bids are responsive and complete. At this time, Department of Public Works recommends awarding the contract as follows:

Recommend award of this contract to Northern Metal & Roofing Co., Inc. as received in the amount of \$32,585.

If you have any questions, please feel free to contact me.

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

MASON MANOR ROOF MAINTENANCE REPAIRS

Tuesday, May 14, 2019

Contractor	Bid	Bid Bond
NORTHERN METAL & ROOFING CO., INC.	\$32,585	10%
C&C SERVICES GROUP LLC	\$102,100	10%
Any questions, call 920-448-3100		



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 16, 2019

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # D.7.

Consideration with possible action on Mason Manor's parking lease addendum.

BACKGROUND

The Green Bay Housing Authority has created a parking lot addendum for the tenants that reside at Mason Manor. Currently the parking spots are assigned to tenants and guests/visitors are expected to park in the visitor parking lot.

Parking continues to be an issue. Therefore, the housing authority has purchased parking passes that will be issued to tenants and the City of Green Bay Parking Division will be monitoring the parking lot 24 hours a day / 7 days a week.

RECOMMENDATION

To approve Mason Manor's parking lease addendum.

FISCAL IMPACT

ATTACHMENTS

- I. #32 MM Parking Addendum



PARKING ADDENDUM TO RENTAL AGREEMENT

This addendum is entered into by and between Green Bay Housing Authority / Mason Manor, "Owner/Agent" and NAME, "Resident"

Resident is renting from Owner/Agent the premises located at:
1424 Admiral Ct #, Green Bay, WI 54303

This addendum shall be and is incorporated into the Rental Agreement/Lease between Owner/Agent and Resident.

IN CONSIDERATION OF THEIR MUTUAL PROMISES, OWNER AND RESIDENT AGREE AS FOLLOWS:

1. The tenant parking lot will be monitored 24 hours a day / 7 days a week by the City of Green Bay's Parking Division. A parking ticket will be issued to all vehicles that do not hang the parking pass from the vehicle's rearview mirror. The Green Bay Housing Authority will be not be responsible for any parking tickets that are issued.
2. PARKING availability is limited. Each unit is assigned one parking space and issued one parking pass. Two bedroom units will be issued two parking spaces based upon availability.
3. Vehicles parked in the assigned parking spaces must be registered to Resident and have current vehicle registration tags. All other vehicles must park in the visitor lot.
4. No car parts, broken or disabled vehicles will be stored in the parking premises anywhere else on the property. Non-operative vehicles will be towed away at tenant's expense. No trailers, boats, campers, recreational vehicles, or trucks over one ton, are allowed without written authorization.
5. The parking areas are not for storage. Combustible, hazardous or explosive materials or dangerous accumulations of rubbish; or accumulations of wastepaper, boxes, shavings or any highly flammable materials is not permitted This is a fire violation and safety hazard.
6. VEHICLE LICENSE NUMBERS - Residents are required to keep the management informed of vehicle license numbers.
7. One parking pass will be issued to each parking space / vehicle free of charge. Extras will not be allowed. If a pass is lost / stolen the tenant will have to pay a replacement fee of \$10.00 before another pass is issued. If tenant fails to return parking pass upon move out a \$10.00 fee will be assessed to their security deposit.
8. If someone is parked in your assigned parking spot, park in the visitor parking lot until your space has freed up. Parking in someone else's designated spot may result in the issuance of a parking ticket.
9. Cars parked in the "loading zone" or "15 minute parking" areas that exceed 15 minutes will be ticketed and/or towed at the owner's expense.
10. Please be considerate of your neighbors and they will be considerate of you.

ANY VEHICLE IN VIOLATION OF THIS AGREEMENT IS SUBJECTED TO BEING TICKETED AND/OR TOWED AT VEHICLE OWNERS EXPENSE.

Signature of Head of Household Date

Signature of Other Adult Date

Green Bay Housing Authority Date

Signature of Other Adult Date

10:49 AM

05/07/19

Green Bay Housing Authority

Check Detail

April 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5057	04/11/2019	ABC Supply Co.	409 N Maple	1111.01 · General ...	
Bill	78382686	03/19/2019		Windows	4430.25 · Unit Repair	-1,943.73
TOTAL						-1,943.73
Bill Pmt -Check	5058	04/11/2019	BELLIN HOME HE...	1424 Admira...	1111.01 · General ...	
Bill	MB2773	04/05/2019		RN communi...	4230.00 · Ten Ser...	-550.00
TOTAL						-550.00
Bill Pmt -Check	5059	04/11/2019	BELSON CO	1424 Admirl ct	1111.01 · General ...	
Bill	324032	03/29/2019		Mops	4420.00 · Maint - S...	-75.78
TOTAL						-75.78
Bill Pmt -Check	5060	04/11/2019	Bug Blaster Inc		1111.01 · General ...	
Bill	18839	01/30/2019		pest treatment	4430.17 · Extermin...	-100.00
Bill	18882	02/07/2019		bed bug treat...	4430.17 · Extermin...	-140.00
Bill	19186	03/26/2019		cockroaches	4430.17 · Extermin...	-100.00
Bill	19187	03/26/2019		cockroaches	4430.17 · Extermin...	-500.00
TOTAL						-840.00
Bill Pmt -Check	5061	04/11/2019	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	03/20/2019		Switch/coupli...	4420.00 · Maint - S...	-15.68
				PVC adapter...	4420.00 · Maint - S...	-28.16
Bill	970-12420	03/20/2019		Sprayer/wall ...	4420.00 · Maint - S...	-43.65
				Keys	4420.00 · Maint - S...	-15.92
				flooring suppl...	4430.25 · Unit Repair	-897.15
Bill	970-12420	03/21/2019		vinyl/shoerhe...	4420.00 · Maint - S...	-199.44
Bill	970-12420	03/22/2019		ad	4190.08 · Marketing	-16.00
Bill	970-12420	03/28/2019		flag & rope/br...	4420.00 · Maint - S...	-457.78
				fridges	4430.25 · Unit Repair	-3,000.00
Bill	970-12420	03/28/2019		spout/grease...	4420.00 · Maint - S...	-170.22
Bill	970-12420	04/01/2019		door gasket	4420.00 · Maint - S...	-40.62
Bill	970-12420	04/01/2019		copies	4190.01 · Printing	-81.60
				copies	4190.01 · Printing	-81.61
TOTAL						-5,047.83
Bill Pmt -Check	5062	04/11/2019	Clean By Design L...		1111.01 · General ...	
Bill	1517	04/01/2019		cleaning 409 ...	4430.00 · Maint - C...	-800.00
Bill	1518	04/09/2019		cleaning # 720	4430.00 · Maint - C...	-340.00
TOTAL						-1,140.00
Bill Pmt -Check	5063	04/11/2019	D & D Glass Co. L...	1424 Admirl ct	1111.01 · General ...	
Bill	74045	04/03/2019		screen repair	4420.00 · Maint - S...	-67.00
TOTAL						-67.00

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April 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5064	04/11/2019	Ellison Electric Su...		1111.01 · General ...	
Bill	1464150-00	03/22/2019		electrical	4430.25 · Unit Repair	-40.65
Bill	222436-00	03/22/2019		Electrical	4430.25 · Unit Repair	-125.39
Bill	222456-00	03/22/2019		electrical	4430.25 · Unit Repair	-228.87
Bill	1464347-00	04/03/2019		lighting	4430.25 · Unit Repair	-320.58
TOTAL						-715.49
Bill Pmt -Check	5065	04/11/2019	FIRST SUPPLY G...	1424 Admirl...	1111.01 · General ...	
Bill	11568765-03	03/20/2019		flapper kit	4420.00 · Maint - S...	-79.95
TOTAL						-79.95
Bill Pmt -Check	5066	04/11/2019	GRAINGER	1424 Admira...	1111.01 · General ...	
Bill	9129824620	03/28/2019		blower	4420.00 · Maint - S...	-123.30
TOTAL						-123.30
Bill Pmt -Check	5067	04/11/2019	GREEN BAY WAT...		1111.01 · General ...	
Bill	3/31/19-32063-01	03/31/2019		1424 Admiral...	4390.00 · Other Util...	-132.04
Bill	3/31/19-4665-01	03/31/2019		1424 Admiral...	4390.00 · Other Util...	-338.00
				1424 Admiral...	4310.00 · Water	-3,314.52
TOTAL						-3,784.56
Bill Pmt -Check	5068	04/11/2019	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ255662	03/26/2019		carpting # 810	4430.00 · Maint - C...	-576.94
Bill	HJ255663	03/26/2019		carpet #502	4430.00 · Maint - C...	-513.40
Bill	HJ257041	03/26/2019		carpet # 107	4430.00 · Maint - C...	-432.43
Bill	HJ257042	03/26/2019		carpet # 420	4430.00 · Maint - C...	-538.06
Bill	HJ255856	03/27/2019		carpet # 112	4430.00 · Maint - C...	-413.77
TOTAL						-2,474.60
Bill Pmt -Check	5069	04/11/2019	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	959219149	04/01/2019		maint coverage	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	5070	04/11/2019	LANGAN INVESTI...	1424 Admira...	1111.01 · General ...	
Bill	3/1-3/31/19 MM	04/05/2019		screenings	4130.01 · Investigat...	-443.50
TOTAL						-443.50

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April 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5071	04/11/2019	LARSON PAINTING		1111.01 · General ...	
Bill	5118	04/01/2019		painting #420	4430.00 · Maint - C...	-292.80
				painting #107	4430.00 · Maint - C...	-380.00
				painting #816	4430.00 · Maint - C...	-292.80
				painting # 208	4430.00 · Maint - C...	-292.80
				Painting # 512	4430.00 · Maint - C...	-231.80
Bill	5117	04/01/2019		painting	4430.25 · Unit Repair	-1,122.40
Bill	5116	04/01/2019		painting	4430.25 · Unit Repair	-1,268.80
Bill	5114	04/01/2019		painting	4430.25 · Unit Repair	-1,272.00
Bill	5115	04/01/2019		painting	4430.25 · Unit Repair	-1,078.40
TOTAL						-6,231.80
Bill Pmt -Check	5072	04/11/2019	Lindeman's Cleani...		1111.01 · General ...	
Bill	65670	03/08/2019		cleaining dra...	4430.01 · Maint - N...	-67.66
Bill	65728	03/08/2019		cleaning drap...	4430.01 · Maint - N...	-52.16
Bill	65838	03/11/2019		cleaining dra...	4430.01 · Maint - N...	-54.38
Bill	66009	03/11/2019		cleaning drap...	4430.01 · Maint - N...	-54.38
Bill	66751	03/14/2019		cleaining dra...	4430.01 · Maint - N...	-54.38
Bill	67449	03/18/2019		cleaning drap...	4430.01 · Maint - N...	-33.68
Bill	68553	03/26/2019		cleaining dra...	4430.01 · Maint - N...	-68.28
Bill	68555	03/26/2019		cleaning drap...	4430.01 · Maint - N...	-59.90
Bill	68543	03/27/2019		repair drapes...	4430.01 · Maint - N...	-15.00
Bill	68545	03/27/2019		repair drapes...	4430.01 · Maint - N...	-25.00
TOTAL						-484.82
Bill Pmt -Check	5073	04/11/2019	LIZER LAWN CARE		1111.01 · General ...	
Bill	87538AD	04/04/2019		salting & Sho...	4430.11 · Snow Re...	-48.00
Bill	87536AD	04/04/2019		salting & Sho...	4430.11 · Snow Re...	-89.00
Bill	87537AD	04/04/2019		salting & Sho...	4430.11 · Snow Re...	-48.00
Bill	87535AD	04/04/2019		salting & Sho...	4430.11 · Snow Re...	-89.00
TOTAL						-274.00
Bill Pmt -Check	5074	04/11/2019	PATCH COMPANY...	490 N Maple	1111.01 · General ...	
Bill	12368	04/03/2019		bathtub repairs	4420.00 · Maint - S...	-400.00
TOTAL						-400.00
Bill Pmt -Check	5075	04/11/2019	R&R DRAPERIES	1424 Admira...	1111.01 · General ...	
Bill	19043	03/26/2019		make drapes	4420.00 · Maint - S...	-637.50
TOTAL						-637.50
Bill Pmt -Check	5076	04/11/2019	Robert Salesky	1424 Admira...	1111.01 · General ...	
Bill	3/25/19	03/25/2019		keys & lock	4430.14 · Unit Turn...	-50.00
TOTAL						-50.00
Bill Pmt -Check	5077	04/11/2019	SCOTT WARNER ...		1111.01 · General ...	
Bill	105	03/31/2019		install windows	4430.25 · Unit Repair	-800.00
Bill	106	03/31/2019		install window	4430.25 · Unit Repair	-100.00
TOTAL						-900.00

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April 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5078	04/11/2019	SHERWIN-WILLIA...		1111.01 · General ...	
Bill	8688-2	03/19/2019		paint	4420.00 · Maint - S...	-378.70
				Paint	4420.00 · Maint - S...	-74.50
TOTAL						-453.20
Bill Pmt -Check	5079	04/11/2019	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	4/3/19	04/03/2019		cable	4230.00 · Ten Ser...	-2,491.20
TOTAL						-2,491.20
Bill Pmt -Check	5080	04/11/2019	WISCONSIN PUBL...		1111.01 · General ...	
Bill	3/28/19-2671-00184	03/28/2019		409 N Maple	4320.00 · Electricity	-39.40
				409 N Maple	4330.00 · Gas	-59.13
Bill	4/2/19-2671-00036	04/02/2019		1424 Admiral...	4320.00 · Electricity	-901.91
Bill	4/3/19-2671-00185	04/03/2019		1010 Pine	4320.00 · Electricity	-11.75
				1010 Pine	4330.00 · Gas	-15.52
TOTAL						-1,027.71
Bill Pmt -Check	5081	04/25/2019	ABC Supply Co.	1010 Pine	1111.01 · General ...	
Bill	79061968	03/28/2019		winowes	4430.25 · Unit Repair	-180.31
TOTAL						-180.31
Bill Pmt -Check	5082	04/25/2019	AMA HEATING	1424 Admira...	1111.01 · General ...	
Bill	S86023	04/19/2019		boiler repair	4430.10 · Heating a...	-124.97
TOTAL						-124.97
Bill Pmt -Check	5083	04/25/2019	BELSON CO	1424 Admira...	1111.01 · General ...	
Bill	325048	04/09/2019		Window was...	4420.00 · Maint - S...	-234.64
TOTAL						-234.64
Bill Pmt -Check	5084	04/25/2019	Berners Schober ...	1424 Admira...	1111.01 · General ...	
Bill	59711801	04/16/2019		Generator work	4430.25 · Unit Repair	-1,786.50
TOTAL						-1,786.50
Bill Pmt -Check	5085	04/25/2019	Brown County Plu...	409 S Maple	1111.01 · General ...	
Bill	6112	04/15/2019		install water ...	4430.16 · Plumbing	-125.00
TOTAL						-125.00
Bill Pmt -Check	5086	04/25/2019	CELLCOM	cell bill	1111.01 · General ...	
Bill	573881	04/15/2019		cell bill	4190.07 · Tele Fax...	-52.75
				Cell bill	4190.07 · Tele Fax...	-102.33
TOTAL						-155.08

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Check Detail

April 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5087	04/25/2019	CITY OF GREEN B...		1111.01 · General ...	
Bill	117913	04/03/2019		collection ch...	4430.19 · Garbage ...	-54.00
Bill	970-12420	04/04/2019		Silicone/seal...	4420.00 · Maint - S...	-101.60
Bill	970-12420	04/05/2019		keys	4420.00 · Maint - S...	-18.83
				keys	4420.00 · Maint - S...	-10.75
Bill	970-12420	04/05/2019		garbage pick ...	4430.19 · Garbage ...	-260.00
				garbage pick ...	4430.19 · Garbage ...	-128.00
				background c...	4130.01 · Investigat...	-14.92
				background c...	4130.01 · Investigat...	-14.91
Bill	970-12420	04/09/2019		window repairs	4420.00 · Maint - S...	-570.34
Bill	118004	04/10/2019		fuel	4430.00 · Maint - C...	-79.84
				fuel	4430.03 · Maint - Tr...	-79.85
Bill	970-12420	04/10/2019		yard games	4190.10 · Miscellan...	-111.97
				door system	4190.07 · Tele Fax...	-112.12
				door system	4190.07 · Tele Fax...	-112.11
				mouse pads/t...	4190.03 · Paper & ...	-39.77
				mouse pads/t...	4190.03 · Paper & ...	-39.77
Bill	118040	04/15/2019		Liabilities	4182.00 · Employe...	-341.63
				liabilities	4182.00 · Employe...	-683.27
				liabiliteis	4182.00 · Employe...	-956.57
TOTAL						-3,730.25
Bill Pmt -Check	5088	04/25/2019	D & D Glass Co. L...		1111.01 · General ...	
Bill	74173	04/08/2019		screen repair	4420.00 · Maint - S...	-229.71
Bill	74182	04/10/2019		screen repairs	4420.00 · Maint - S...	-405.50
Bill	74188	04/10/2019		screen repairs	4420.00 · Maint - S...	-202.03
Bill	74193	04/12/2019		screen repair	4420.00 · Maint - S...	-370.00
TOTAL						-1,207.24
Bill Pmt -Check	5089	04/25/2019	Ellison Electric Su...	1337 Univer...	1111.01 · General ...	
Bill	222533-00	04/11/2019		wallplates	4430.25 · Unit Repair	-16.68
TOTAL						-16.68
Bill Pmt -Check	5090	04/25/2019	FIRST SUPPLY G...	1424 Admira...	1111.01 · General ...	
Bill	11599161-00	04/16/2019		sink drain ca...	4420.00 · Maint - S...	-68.28
TOTAL						-68.28
Bill Pmt -Check	5091	04/25/2019	Fly Me Flag, LLC	1424 Admira...	1111.01 · General ...	
Bill	3174	04/08/2019		restringing Fl...	4420.00 · Maint - S...	-215.00
TOTAL						-215.00
Bill Pmt -Check	5092	04/25/2019	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ257310	04/11/2019		carpet #208	4430.00 · Maint - C...	-540.43
Bill	HJ257309	04/11/2019		carpet #816	4430.00 · Maint - C...	-513.40
TOTAL						-1,053.83

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Green Bay Housing Authority

Check Detail

April 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5093	04/25/2019	James C Ludvings...	1416 Univer...	1111.01 · General ...	
Bill	GH0419A	04/04/2019		flooring 1416 ...	4430.25 · Unit Repair	-1,700.00
TOTAL						-1,700.00
Bill Pmt -Check	5094	04/25/2019	LARSON PAINTING	409 N Maple	1111.01 · General ...	
Bill	5125	04/21/2019		painting 409 ...	4430.25 · Unit Repair	-1,709.52
TOTAL						-1,709.52
Bill Pmt -Check	5095	04/25/2019	Lutheran Social S...		1111.01 · General ...	
Bill	144688	01/31/2019		social services	4210.00 · Ten Ser-...	-2,582.75
Bill	144689	02/28/2019		social services	4210.00 · Ten Ser-...	-2,707.22
Bill	144690	03/31/2019		social services	4210.00 · Ten Ser-...	-2,281.95
TOTAL						-7,571.92
Bill Pmt -Check	5096	04/25/2019	Robert Salesky	1424 Admira...	1111.01 · General ...	
Bill	4/8/19	04/08/2019		keys	4430.14 · Unit Turn...	-12.00
TOTAL						-12.00
Bill Pmt -Check	5097	04/25/2019	Selner Tree & Shr...		1111.01 · General ...	
Bill	3445	04/11/2019		stump grinding	4430.13 · Landscap...	-100.00
Bill	3444	04/11/2019		stump grinding	4430.13 · Landscap...	-150.00
TOTAL						-250.00
Bill Pmt -Check	5098	04/25/2019	VAN'S FIRE & SAF...	1424 Admira...	1111.01 · General ...	
Bill	4121424	04/02/2019		sprinkler insp...	4430.09 · Fire Prote...	-170.00
TOTAL						-170.00
Bill Pmt -Check	5099	04/25/2019	WISCONSIN PUBL...		1111.01 · General ...	
Bill	3/21/19-2671-00185	03/21/2019		1010 Pine	4320.00 · Electricity	-37.93
				1010 Pine	4330.00 · Gas	-28.11
Bill	4/8/19-2671-00002	04/08/2019		1424 Admiral...	4320.00 · Electricity	-3,563.53
				1424 Admiral...	4330.00 · Gas	-3,190.98
Bill	4/12/19-2671-00009	04/12/2019		1125 Univeristy	4320.00 · Electricity	-33.57
				1125 Univeristy	4330.00 · Gas	-42.21
Bill	4/12/19-2671-00187	04/12/2019		1337 University	4320.00 · Electricity	-48.27
				1337 University	4330.00 · Gas	-67.52
Bill	4/12/19-2671-00188	04/12/2019		1341 Univeristy	4320.00 · Electricity	-49.74
				1341 Univeristy	4330.00 · Gas	-50.45
Bill	4/15/19-2671-00186	04/15/2019		1416 University	4320.00 · Electricity	-48.49
				1416 University	4330.00 · Gas	-50.48
TOTAL						-7,211.28

Green Bay Housing Authority

Budget vs. Actual

Summary

Mar-19

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	131,677.18	172,926.04	703,557.78	758,000.08	131,315.00	24,955.00	275,729.85	293,764.00	1,242,279.81	1,249,645.12
Total Expense	110,476.53	196,070.00	687,895.70	1,018,050.04	23,234.07	153,775.00	353,091.72	545,501.00	1,174,698.02	1,913,396.04
Net Income	21,200.65	-23,143.96	15,662.08	-260,049.96	108,080.93	-128,820.00	-77,361.87	-251,737.00	67,581.79	-663,750.92

Reserve Spreadsheet

	MM	SS
6/30/2018 Audited FASS	550,585	386,001
YTD Net Income/(loss) Without Depreciation	15,662	(77,362)
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	416,247	296,157
Transfer	-	-
Projected Reserve	416,247	296,157
6 Month Expenses	421,559	170,535
Excess/shortfall	(5,311)	125,622
	☹	☺

Green Bay Housing Authority Budget vs. Actual Detail

	COCC				Mason Manor			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	167,837.78	137,622.00	30,215.78	121.96%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	384,799.70	461,000.00	-76,200.30	83.47%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	3,640.00	4,620.00	-980.00	78.79%
3510.00 · Management Fee Revenue	94,873.43	128,981.04	-34,107.61	73.56%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	18,270.00	24,240.00	-5,970.00	75.37%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	13,372.50	18,180.00	-4,807.50	73.56%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	1,500.00	-1,500.00	0.0%	36,641.55	8,000.00	28,641.55	458.02%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	6,098.00	8,000.00	-1,902.00	76.23%
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	5,141.63	0.00	5,141.63	100.0%	11,200.30	7,000.00	4,200.30	160.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	92,810.74	130,958.08	-38,147.34	70.87%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	131,677.18	172,926.04	-41,248.86	76.15%	703,557.78	758,000.08	-54,442.30	92.82%
Expense								
4110.00 · Admin Salaries	47,117.89	103,000.00	-55,882.11	45.75%	55,362.51	89,500.00	-34,137.49	61.86%
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%	1,285.71	3,000.00	-1,714.29	42.86%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	2,200.38	2,600.00	-399.62	84.63%
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	110.96	1,000.00	-889.04	11.1%	103.71	400.00	-296.29	25.93%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	71,886.71	97,055.04	-25,168.33	74.07%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	10,132.50	13,680.00	-3,547.50	74.07%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	13,770.00	18,240.00	-4,470.00	75.49%
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	18,725.03	33,000.00	-14,274.97	56.74%	27,867.75	32,000.00	-4,132.25	87.09%
4190.01 · Printing	559.21	1,000.00	-440.79	55.92%	1,873.12	2,500.00	-626.88	74.93%
4190.02 · Postage	187.07	250.00	-62.93	74.83%	637.50	1,000.00	-362.50	63.75%
4190.03 · Paper & Office Supplies	277.02	750.00	-472.98	36.94%	925.34	1,500.00	-574.66	61.69%
4190.04 · Publications	65.29	200.00	-134.71	32.65%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	566.32	500.00	66.32	113.26%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	5,028.80	5,000.00	28.80	100.58%	11,839.63	9,000.00	2,839.63	131.55%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,217.37	1,250.00	-32.63	97.39%
4190.08 · Marketing	0.00	2,000.00	-2,000.00	0.0%	2,123.56	2,300.00	-176.44	92.33%
4190.10 · Miscellaneous	34,546.60	35,000.00	-453.40	98.71%	1,507.83	2,000.00	-492.17	75.39%
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%	2,437.59	3,000.00	-562.41	81.25%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	26,902.01	22,500.00	4,402.01	119.56%
4310.00 · Water	0.00	0.00	0.00	0.0%	31,779.15	36,000.00	-4,220.85	88.28%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	55,496.90	65,000.00	-9,503.10	85.38%
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%	26,102.22	3,750.00	22,352.22	696.06%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	3,612.86	129,500.00	-125,887.14	2.79%
4410.00 · Maint - Labor	0.00	100.00	-100.00	0.0%	96,930.42	25,000.00	71,930.42	387.72%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	54,865.60	10,000.00	44,865.60	548.66%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	27,994.61	2,500.00	25,494.61	1,119.78%
4430.01 · Maint - Non-Contract	0.00	800.00	-800.00	0.0%	4,182.18	2,000.00	2,182.18	209.11%
4430.03 · Maint - Truck Maint	44.46	0.00	44.46	100.0%	1,657.66	3,000.00	-1,342.34	55.26%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	9,749.12	1,500.00	8,249.12	649.94%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	4,392.87	1,500.00	2,892.87	292.86%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	9,004.89	8,500.00	504.89	105.94%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	9,285.37	2,000.00	7,285.37	464.27%
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%	327.30	1,000.00	-672.70	32.73%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	4,520.78	0.00	4,520.78	100.0%
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%	17,393.12	25,000.00	-7,606.88	69.57%
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%	2,745.73	3,000.00	-254.27	91.52%
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%	5,985.00	0.00	5,985.00	100.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	39,097.93	47,000.00	-7,902.07	83.19%
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%	9,799.78	8,500.00	1,299.78	115.29%
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%	639.30	1,025.00	-385.70	62.37%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	13,000.00	-13,000.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

	COCC				Mason Manor			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%	0.00	215,000.00	-215,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	25,000.00	25,000.00	0.00	100.0%
Total Expense	110,476.53	196,070.00	-85,593.47	56.35%	687,895.70	1,018,050.04	-330,154.34	67.57%
Net Income/(Loss)	21,200.65	-23,143.96	44,344.61	-91.6%	15,662.08	-260,049.96	275,712.04	-6.02%
	0.00				-0.00			

Green Bay Housing Authority Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	111,250.29	135,492.00	-24,241.71	82.11%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	124,744.92	118,772.00	5,972.92	105.03%
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	119,000.00	0.00	119,000.00	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	12,315.00	14,955.00	-2,640.00	82.35%	13,117.09	7,500.00	5,617.09	174.9%
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	131,315.00	24,955.00	106,360.00	526.21%	275,729.85	293,764.00	-18,034.15	93.86%
Expense								
4110.00 · Admin Salaries	32.52	2,000.00	-1,967.48	1.63%	40,940.96	62,000.00	-21,059.04	66.03%
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%	7,480.44	3,000.00	4,480.44	249.35%
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%	240.59	500.00	-259.41	48.12%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	22,986.72	31,926.00	-8,939.28	72.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	3,240.00	4,500.00	-1,260.00	72.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	4,000.00	6,000.00	-2,000.00	66.67%
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%	20,343.44	22,500.00	-2,156.56	90.42%
4190.01 · Printing	0.00	0.00	0.00	0.0%	523.34	500.00	23.34	104.67%
4190.02 · Postage	0.00	0.00	0.00	0.0%	637.50	1,000.00	-362.50	63.75%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	578.91	800.00	-221.09	72.36%
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%	6,483.83	6,000.00	483.83	108.06%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,002.67	1,100.00	-97.33	91.15%
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%	1,395.86	1,000.00	395.86	139.59%
4210.00 · Ten Ser-Salary	10,662.93	45,000.00	-34,337.07	23.7%	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%	22,703.35	25,000.00	-2,296.65	90.81%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	987.50	3,000.00	-2,012.50	32.92%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	9,121.00	3,000.00	6,121.00	304.03%
4330.00 · Gas	0.00	0.00	0.00	0.0%	1,167.60	10,000.00	-8,832.40	11.68%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	7,319.20	48,500.00	-41,180.80	15.09%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	34,957.84	11,000.00	23,957.84	317.8%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	27,633.29	20,000.00	7,633.29	138.17%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	26,039.90	2,000.00	24,039.90	1,302.0%
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%	1,692.42	0.00	1,692.42	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%	1,415.58	2,000.00	-584.42	70.78%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,689.91	0.00	1,689.91	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%	10,709.20	0.00	10,709.20	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%	6,987.00	750.00	6,237.00	931.6%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	1,015.00	2,000.00	-985.00	50.75%
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%	788.70	1,000.00	-211.30	78.87%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	1,726.20	0.00	1,726.20	100.0%
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%	14,554.87	16,000.00	-1,445.13	90.97%
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%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	149,000.00	-149,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	23,234.07	153,775.00	-130,540.93	15.11%	353,091.72	545,501.00	-192,409.28	64.73%
Net Income/(Loss)	108,080.93	-128,820.00	236,900.93	-83.9%	-77,361.87	-251,737.00	174,375.13	30.73%
	0.00				0.00			

Green Bay Housing Authority Budget vs. Actual Detail

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	279,088.07	273,114.00	5,974.07	102.19%
3110.00 · Dwelling Rental	509,544.62	579,772.00	-70,227.38	87.89%
3120.00 · Excess Utilities	3,640.00	4,620.00	-980.00	78.79%
3510.00 · Management Fee Revenue	94,873.43	128,981.04	-34,107.61	73.56%
3520.00 · Asset Management Rev	18,270.00	24,240.00	-5,970.00	75.37%
3530.00 · BookKeeping Fee Rev	13,372.50	18,180.00	-4,807.50	73.56%
3610.00 · Int Income	36,641.55	24,500.00	12,141.55	149.56%
3690.00 · Other Income - Tenants	125,303.00	8,000.00	117,303.00	1,566.29%
3690.01 · Other Income - Ins Dividends	1,961.88	2,825.00	-863.12	69.45%
3690.02 · Other Income	41,774.02	29,455.00	12,319.02	141.82%
3690.03 · Cell Tower Rent	92,810.74	130,958.08	-38,147.34	70.87%
9110.00 · Transfers In	25,000.00	25,000.00	0.00	100.0%
Total Income	1,242,279.81	1,249,645.12	-7,365.31	99.41%
Expense				
4110.00 · Admin Salaries	143,453.88	256,500.00	-113,046.12	55.93%
4120.00 · Compensated Absences	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	2,999.41	3,750.00	-750.59	79.98%
4130.01 · Investigations Expense	9,680.82	5,600.00	4,080.82	172.87%
4140.00 · Staff Training	2,745.90	18,100.00	-15,354.10	15.17%
4150.00 · Travel	455.26	1,900.00	-1,444.74	23.96%
4160.00 · Management Fee	94,873.43	128,981.04	-34,107.61	73.56%
4163.00 · BookKeeping Fee	13,372.50	18,180.00	-4,807.50	73.56%
4165.00 · Asset Management Fee	17,770.00	24,240.00	-6,470.00	73.31%
4171.00 · Auditing Fees	8,200.00	9,325.00	-1,125.00	87.94%
4182.00 · Employee Benefits - Admin	66,956.17	88,250.00	-21,293.83	75.87%
4190.01 · Printing	2,955.67	4,000.00	-1,044.33	73.89%
4190.02 · Postage	1,462.07	2,250.00	-787.93	64.98%
4190.03 · Paper & Office Supplies	1,781.27	3,050.00	-1,268.73	58.4%
4190.04 · Publications	65.29	200.00	-134.71	32.65%
4190.05 · Membership Dues & Fees	566.32	600.00	-33.68	94.39%
4190.06 · Computer Support	23,352.26	20,000.00	3,352.26	116.76%
4190.07 · Tele Fax & Comm	2,220.04	2,350.00	-129.96	94.47%
4190.08 · Marketing	2,123.56	4,300.00	-2,176.44	49.39%
4190.10 · Miscellaneous	37,558.96	38,500.00	-941.04	97.56%
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	2,437.59	4,250.00	-1,812.41	57.36%
4230.00 · Ten Ser-Contrs	26,902.01	22,500.00	4,402.01	119.56%
4310.00 · Water	54,482.50	61,000.00	-6,517.50	89.32%
4320.00 · Electricity	56,484.40	68,000.00	-11,515.60	83.07%
4320.01 · Utility Reimbursements	9,121.00	35,000.00	-25,879.00	26.06%
4330.00 · Gas	27,269.82	13,750.00	13,519.82	198.33%
4390.00 · Other Utilities	10,932.06	178,000.00	-167,067.94	6.14%
4410.00 · Maint - Labor	131,888.26	36,100.00	95,788.26	365.34%
4420.00 · Maint - Supplies	82,498.89	30,000.00	52,498.89	275.0%
4430.00 · Maint - Contracts	54,034.51	4,500.00	49,534.51	1,200.77%
4430.01 · Maint - Non-Contract	29,706.18	5,300.00	24,406.18	560.49%
4430.03 · Maint - Truck Maint	3,394.54	3,000.00	394.54	113.15%
4430.09 · Fire Protection - Maint	9,749.12	2,250.00	7,499.12	433.29%
4430.10 · Heating and Cooling	5,808.45	3,500.00	2,308.45	165.96%
4430.11 · Snow Removal	10,694.80	8,500.00	2,194.80	125.82%
4430.12 · Elevator Maintenance	9,285.37	13,000.00	-3,714.63	71.43%
4430.13 · Landscape and Grounds	12,653.50	0.00	12,653.50	100.0%
4430.14 · Unit Turnaround	327.30	1,750.00	-1,422.70	18.7%
4430.15 · Electrical	4,520.78	0.00	4,520.78	100.0%
4430.16 · Plumbing	7,253.00	3,500.00	3,753.00	207.23%
4430.17 · Extermination	18,408.12	27,000.00	-8,591.88	68.18%
4430.18 · Appliances	2,180.68	4,000.00	-1,819.32	54.52%
4430.19 · Garbage & Trash Removal	3,534.43	4,000.00	-465.57	88.36%
4430.25 · Unit Repair	2,123.20	0.00	2,123.20	100.0%
4432.00 · Extraordinary Maintenance	17,985.00	110,600.00	-92,615.00	16.26%
4433.00 · Emp Ben Contr-ord maint	53,652.80	63,000.00	-9,347.20	85.16%
4480.00 · Protect Service	0.00	500.00	-500.00	0.0%
4510.00 · Insurance Expense - Property	48,587.78	45,500.00	3,087.78	106.79%
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				
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	1,174,698.02	1,913,396.04	-738,698.02	61.39%
Net Income/(Loss)	67,581.79	-663,750.92	731,332.71	-10.18%

Green Bay Housing Authority
CFP Report
May-19

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	
Mason Manor	26,165.26	117,349.38	225,571.00		369,085.64
Scattered Sites	30,591.22	79,049.00	94,642.00		204,282.22
	56,756.48	196,398.38	320,213.00	-	<u>573,367.86</u>
Obligation Date	4/12/2018	8/15/2019	5/28/2020	4/15/2021	
Grant End Date	4/12/2020	8/15/2021	5/28/2022	4/15/2023	
Grant Amount	\$190,918	\$207,049	\$ 320,213	\$ 330,432	



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May 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 April 2019 there were 33 Green Bay Housing applications reviewed. They were:

12 Applications for Mason Manor.

21 Applications for Scattered Sites.

I do not have a count of the fraud investigations still open from April 2019.

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
(MAY 2019)

		MASON MANOR VACANCIES (5 TOTAL)			
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	5/1/19	1	?	MOVED TO ASSISTED LIVING	UNIT TURNOVER
###	5/1/19	1	?	MOVED TO ASSISTED LIVING	UNIT TURNOVER
###	5/1/19	1	?	MOVED TO BE WITH FAMILY	UNIT TURNOVER
###	5/1/19	1	?	MOVED TO ASSISTED LIVING	UNIT TURNOVER
###	5/1/19	1	?	MOVED TO ASSISTED LIVING	UNIT TURNOVER
			SCATTERED SITES VACANCIES (3 TOTAL)		
###	2/1/19	4	?	EVICTON	UNIT TURNOVER
###	5/1/19	4	?	IN HOUSE TRANSFER TO MM	UNIT TURNOVER
###	6/1/19	3	?	EVICTON	UNIT TURNOVER
UPCOMING VACANCIES			APPLICATIONS INFO		
	MASON MANOR (3 TOTAL)		MM APPLICANTS:		TOTAL
	UNIT	STATUS		1 bedroom (29-BC; 31-non BC)	61
	###	MOVE TO ASSISTED LIV.		2 bedroom (0-BC; 0-non BC)	0
	###	MOVE OUT OF GB			
	###	MOVE OUT OF GB			
	SCATTERED S. (2 TOTAL)		SS APPLICANTS:		TOTAL
	UNIT	STATUS		2 bedroom (55-BC; 31 non BC)	86
	###	EVICTON		3 bedroom (12-BC; 14-non BC)	26
	###	EVICTON		4 bedroom (0-BC; 1 non BC)	1
	OCCUPANY RATES		HUD		
	MM	SS	GBHA	MM	SS
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%
Feb	99.34%	97.92%	98.63%	100.00%	100.00%
March	97.37%	95.83%	96.60%	98.03%	97.92%
April	99.34%	97.92%	98.63%	99.34%	97.92%
TOTAL	98.41%	96.97%	97.69%	98.68%	97.32%