



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, MAY 21, 2020, 10:30 AM

Telephonic Meeting

public may also view at

www.youtube.com/CityOfGreenBay

A. Virtual Meeting Information.

- I. Please find information to join this meeting via "zoom meeting" along with instructions.

B. Roll Call.

- I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Mary Borowitz and Stephen Srubas

C. Approval of the Agenda.

- I. Approval of the agenda for the May 21, 2020, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the April 23, 2020, meeting of the Green Bay Housing Authority.

E. Regular Business.

- I. Consideration with possible action on approval of GBHA operating budget and Budget Resolution No. 20-03, for Fiscal Year Beginning July 1, 2020.
2. Consideration with possible action on Passbook Savings Rate.
3. Consideration with possible action on creation of separate entity as required for Section 18 application.

F. Informational.

- I. GBHA Bills.

2. GBHA Financial Report.
3. Langan Report.
4. Director's Report.
5. Occupancy Report for the month of May.
6. Date of next meeting: June 18, 2020.

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.

Virtual Meeting Instructions



Green Bay Housing Authority for 5-21-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/89784997027?pwd=UGk1ZVdUVjZHOTNzS2taTE1EdDM2QT09>

Meeting ID: 897 8499 7027

Password: 777157

One tap mobile

+19292056099,,89784997027#,,1#,777157# US (New York)

+13017158592,,89784997027#,,1#,777157# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 897 8499 7027

Password: 777157

Find your local number: <https://us02web.zoom.us/j/koY20U5kj>

Additional Information

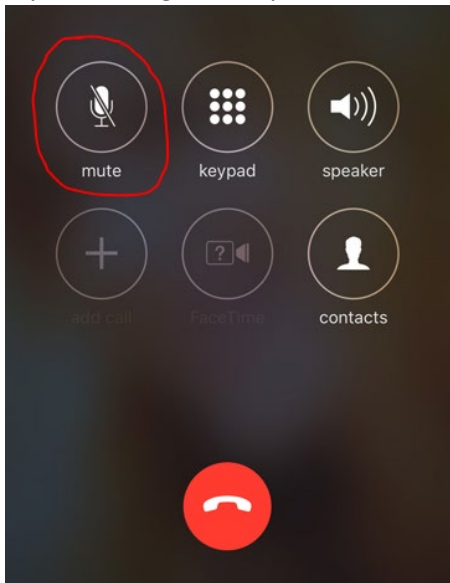
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





MINUTES OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, APRIL 23, 2020, 10:30 AM

Telephonic Meeting

public may also view at

www.youtube.com/CityOfGreenBay

A. VIRTUAL MEETING INFORMATION

I. Please find information to join this meeting via "zoom meeting" along with instructions.

B. ROLL CALL.

I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Mary Borowitz and Stephen Srubas

Members present: William VandeCastle, Mary Borowitz, Terri Refsguard, Stephen Srubas, Sandra Popp, Excused:None, Absent: None

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the April 23, 2020, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas and seconded by William VandeCastle to approve of the agenda for the April 23, 2020 meeting of the Green Bay Housing Authority.

Motion carried. Yes-William VandeCastle, Mary Borowitz, Terri Refsguard, Stephen Srubas, Sandra Popp, No:None, Abstain: No

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the March 12, 2020, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas and seconded by Sandra Popp to approve of the minutes from the March 12, 2020 meeting of the Green Bay Housing Authority.

Motion carried. Yes-William VandeCastle, Mary Borowitz, Terri Refsguard, Stephen Srubas, Sandra Popp, No:None, Abstain: No

E. REGULAR BUSINESS.

I. Consideration with possible action to approve Baker Tilly as a consultant to the Green Bay Housing Authority in the rehabilitation of Mason Manor.

Moved by Stephen Srubas and seconded by William VandeCastle to open the floor for public discussion.

Motion carried. Yes-William VandeCastle, Mary Borowitz, Terri Refsguard, Stephen Srubas, Sandra Popp, No:None, Abstain: No

Moved by Terri Refsguard and seconded by Mary Borowitz to close the floor for public discussion.

Motion carried. Yes-William VandeCastle, Mary Borowitz, Terri Refsguard, Stephen Srubas, Sandra Popp, No:None, Abstain: No

Moved by Sandra Popp and seconded by Mary Borowitz to approve of Baker Tilly as a consultant to the Green Bay Housing Authority in the rehabilitation of Mason Manor.

Motion carried. Yes-William VandeCastle, Mary Borowitz, Terri Refsguard, Stephen Srubas, No:None, Abstain: No

F. INFORMATIONAL.

1. GBHA Bills.

Stephanie Schmutzer presented the GBHA Bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer presented the GBHA Financial Report. No action needed.

3. Langan Report.

Jayne Valentine presented the Langan Report. No action needed.

4. Director's Report.

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

a. COVID-19 Update

Cheryl Renier-Wigg presented the COVID-19 Update. No action needed.

5. Occupancy Report for the month of April.

Jayne Valentine presented the Occupancy Report for the month of April. No action needed.

6. Date of next meeting: May 21, 2020.

G. ADJOURNMENT.

Moved by Mary Borowitz and seconded by Terri Refsguard to adjourn the Green Bay Housing Authority meeting.

Motion carried. Yes-William VandeCastle, Mary Borowitz, Terri Refsguard, Stephen Srubas, Sandra Popp, No:None, Abstain: No



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 21, 2020

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.I

Consideration with possible action on approval of GBHA operating budget and Budget Resolution No. 20-03, for Fiscal Year Beginning July 1, 2020.

BACKGROUND

The GBHA annual operating budget runs July 1, 2020, through June 30, 2021. 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): - Other General expenditures was decreased by \$8,000 in the prior budget it covered the cost of a capital needs assessment in the current budget it will be used for the consultant fees and laptops for staff.

Mason Manor: - In the prior year, the snow equipment was replaced so the budget was reduced in this area by \$10,000. There was also a reduction in Bad debt by \$8,000 and depreciation by \$40,000. Also, due to the potential repositioning the transfer to Scattered Sites has been eliminated.

Scattered Sites: - In the coming year the GBHA is not budgeting the for the transfer from Mason Manor so that will reduce revenues by \$25,000. In response to this and potential repositioning of Scattered Sites maintenance non-contracts will be decreased \$33,000 and depreciation by \$14,000.

Revenue Bonds: - In the Prior year the GBHA budgeted \$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 this will be eliminated in the current budget.

HUD requires a board resolution showing approval the budget, resolution #20-03.

RECOMMENDATION

Approval of the GBHA operating budget and Budget Resolution No. 20-03, for Fiscal Year Beginning July 1, 2020.

FISCAL IMPACT

ATTACHMENTS

1. 20-21 Budget
2. 20-21 training needs
3. 20-03 Budget res

COCC						
	PY	YTD 7/1-3/31	19-20 Budget	20-21 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	0.00	0.00	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	127,441.15	96,424.02	128,981.04	129,864.00	882.96	0.69%
3520.00 · Asset Management Rev	24,220.00	18,110.00	24,240.00	24,000.00	-240.00	-0.99%
3530.00 · BookKeeping Fee Rev	17,812.50	13,365.00	18,180.00	18,000.00	-180.00	-0.99%
3610.00 · Int Income	1,849.27	0.00	2,500.00	2,500.00	0.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	19.62	0.00	25.00	15.00	-10.00	-40.0%
3690.02 · Other Income	5,141.63	0.00	0.00	0.00	0.00	0.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	176,484.17	127,899.02	173,926.04	174,379.00	452.96	0.26%
Expense						
4110.00 · Admin Salaries	65,967.63	45,515.79	70,000.00	70,000.00	0.00	0.0%
4120.00 · Compensated Absences	-872.90	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	301.62	1,320.24	350.00	2,000.00	1,650.00	471.43%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	6,188.26	2,345.01	7,000.00	7,000.00	0.00	0.0%
4150.00 · Travel	209.43	92.80	750.00	200.00	-550.00	-73.33%
4160.00 · Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	1,558.00	1,577.00	1,800.00	1,800.00	0.00	0.0%
4182.00 · Employee Benefits - Admin	25,635.69	21,078.23	29,500.00	30,000.00	500.00	1.7%
4190.01 · Printing	559.21	256.25	1,000.00	500.00	-500.00	-50.0%
4190.02 · Postage	254.15	197.17	300.00	300.00	0.00	0.0%
4190.03 · Paper & Office Supplies	277.02	259.74	1,500.00	500.00	-1,000.00	-66.67%
4190.04 · Publications	65.29	218.58	300.00	500.00	200.00	66.67%
4190.05 · Membership Dues & Fees	566.32	70.00	400.00	400.00	0.00	0.0%
4190.06 · Computer Support	5,028.80	3,033.01	8,000.00	7,000.00	-1,000.00	-12.5%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	34,573.44	9,202.33	15,000.00	15,000.00	0.00	0.0% ^
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	0.00	0.00	0.00	0.00	0.00	0.0%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	53.90	0.00	100.00	100.00	0.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	44.46	0.44	400.00	100.00	-300.00	-75.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.00	0.00	0.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	0.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.25 · Unit Repair	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	200.00	232.00	225.00	300.00	75.00	33.33%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	807.70	1,025.00	1,025.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.0%
4590.00 · Other General	0.00	7,930.00	20,000.00	12,000.00	-8,000.00	-40.0% ^^
4800.00 · Depreciation Expense	601.24	0.00	650.00	650.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	141,211.56	94,136.29	158,300.00	149,375.00	-8,925.00	-5.64%
Net Income	35,272.61	33,762.73	15,626.04	25,004.00		

^City fees for services

^^ 19-20 Capital needs Assesment/ 20-21 laptops & Consultant

Mason Manor						
	PY	YTD 7/1-3/31	19-20 Budget	20-21 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	161,150.50	138,276.50	160,609.00	165,931.80	5,322.80	3.31%
3110.00 · Dwelling Rental	507,105.70	397,921.01	494,266.69	477,505.21	-16,761.48	-3.39%
3120.00 · Excess Utilities	4,900.00	3,697.00	4,620.00	4,436.40	-183.60	-3.97%
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	29,308.61	29,581.54	10,000.00	10,000.00	0.00	0.0%
3690.00 · Other Income - Tenants	6,237.04	5,720.00	8,000.00	7,500.00	-500.00	-6.25%
3690.01 · Other Income - Ins Dividends	529.71	4,142.44	600.00	500.00	-100.00	-16.67%
3690.02 · Other Income	27,899.26	13,752.89	8,000.00	8,000.00	0.00	0.0%
3690.03 · Cell Tower Rent	137,755.95	92,952.15	134,000.00	142,000.00	8,000.00	5.97%
9110.00 · Transfers In	12,000.00	0.00	0.00	0.00	0.00	0.0%
Total Income	886,886.77	686,043.53	820,095.69	815,873.41	-4,222.28	-0.52%
Expense						
4110.00 · Admin Salaries	89,818.35	73,973.09	92,000.00	98,000.00	6,000.00	6.52%
4120.00 · Compensated Absences	-734.37	0.00	1,000.00	1,000.00	0.00	0.0%
4130.00 · Legal Expense	1,453.36	656.73	2,500.00	1,500.00	-1,000.00	-40.0%
4130.01 · Investigations Expense	2,800.73	1,468.81	2,600.00	2,600.00	0.00	0.0%
4140.00 · Staff Training	778.82	0.00	4,000.00	4,000.00	0.00	0.0%
4150.00 · Travel	174.10	167.82	200.00	250.00	50.00	25.0%
4160.00 · Management Fee	96,642.11	73,535.49	97,055.04	98,696.64	1,641.60	1.69%
4163.00 · BookKeeping Fee	13,507.50	10,192.50	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	3,154.00	3,600.00	3,600.00	0.00	0.0%
4182.00 · Employee Benefits - Admin	42,175.88	33,690.98	40,000.00	40,000.00	0.00	0.0%
4190.01 · Printing	2,745.14	1,882.64	2,500.00	2,750.00	250.00	10.0%
4190.02 · Postage	802.50	687.50	1,000.00	1,000.00	0.00	0.0%
4190.03 · Paper & Office Supplies	1,045.99	656.48	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	0.00	0.00	50.00	50.00	0.00	0.0%
4190.06 · Computer Support	11,839.63	10,237.81	12,000.00	12,000.00	0.00	0.0%
4190.07 · Tele Fax & Comm	1,583.76	1,270.68	1,500.00	1,750.00	250.00	16.67%
4190.08 · Marketing	2,167.56	1,628.17	2,300.00	2,300.00	0.00	0.0%
4190.10 · Miscellaneous	1,986.93	1,937.40	2,000.00	2,000.00	0.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	780.67	70.34	1,500.00	1,500.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	3,038.86	2,530.99	3,000.00	3,000.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	33,117.10	27,119.96	36,500.00	37,804.20	1,304.20	3.57%
4310.00 · Water	42,661.74	31,927.48	43,000.00	43,000.00	0.00	0.0%
4320.00 · Electricity	64,124.00	46,940.36	68,500.00	68,500.00	0.00	0.0%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	29,888.63	24,702.84	31,000.00	31,000.00	0.00	0.0%
4390.00 · Other Utilities	4,661.22	3,450.25	4,250.00	4,700.00	450.00	10.59%
4410.00 · Maint - Labor	128,435.06	85,243.99	127,500.00	139,000.00	11,500.00	9.02%
4420.00 · Maint - Supplies	56,358.55	42,195.92	67,000.00	67,000.00	0.00	0.0%
4430.00 · Maint - Contracts	43,306.69	16,529.33	57,742.25	45,000.00	-12,742.25	-22.07%
4430.01 · Maint - Non-Contract	5,577.29	2,835.97	5,500.00	5,500.00	0.00	0.0%
4430.03 · Maint - Truck Maint	2,080.66	1,651.32	2,500.00	2,500.00	0.00	0.0%
4430.09 · Fire Protection - Maint	11,477.17	1,473.63	9,000.00	5,000.00	-4,000.00	-44.44%
4430.10 · Heating and Cooling	5,515.60	3,191.88	5,000.00	5,000.00	0.00	0.0%
4430.11 · Snow Removal	2,012.09	12,218.80	12,500.00	2,500.00	-10,000.00	-80.0% #
4430.12 · Elevator Maintenance	10,545.37	7,647.32	10,500.00	10,500.00	0.00	0.0%
4430.13 · Landscape and Grounds	3,316.62	1,295.47	8,000.00	5,000.00	-3,000.00	-37.5%
4430.14 · Unit Turnaround	573.30	130.80	0.00	500.00	500.00	100.0%
4430.15 · Electrical	4,520.78	0.00	1,000.00	1,000.00	0.00	0.0%
4430.16 · Plumbing	918.49	165.00	1,750.00	1,750.00	0.00	0.0%
4430.17 · Extermination	22,793.10	17,523.12	23,000.00	24,000.00	1,000.00	4.35%
4430.18 · Appliances	2,180.68	0.00	5,000.00	5,000.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	3,675.00	4,138.08	3,500.00	6,000.00	2,500.00	71.43%
4430.25 · Unit Repair	690.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	14,140.80	9,678.98	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	46,407.07	35,789.75	47,000.00	48,000.00	1,000.00	2.13%
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	9,799.78	10,757.86	10,100.00	11,000.00	900.00	8.91%
4510.01 · Insurance Expenses - Liability	5,906.00	6,619.00	6,100.00	7,000.00	900.00	14.75%
4520.00 · PILOT	33,135.05	0.00	33,750.00	34,000.00	250.00	0.74%
4530.00 · Bank Fees	904.50	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	15,615.75	0.00	13,000.00	5,000.00	-8,000.00	-61.54%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	159,257.05	0.00	215,000.00	175,000.00	-40,000.00	-18.61%
9120.00 · Transfers Out	25,000.00	0.00	25,000.00	0.00	-25,000.00	-100.0%
Total Expense	1,082,678.66	624,738.54	1,174,917.29	1,099,670.84	-75,246.45	-6.4%
Net Income	-195,791.89	61,304.99	-354,821.60	-283,797.43		

(108,797.43) P/(I) without Depreciation

Snow equipment purchased in py

RevBonds					
PY	YTD 7/1-3/31	19-20 Budget	20-21 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%
14,131.45	0.00	10,000.00	10,000.00	0.00	0.0%
119,000.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
14,955.00	14,985.45	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%
148,086.45	14,985.45	24,955.00	24,955.00	0.00	0.0%
32.52	30.24	1,000.00	500.00	-500.00	-50.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	100.00	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	415.00	525.00	525.00	0.00	0.0%
19.95	13.58	300.00	200.00	-100.00	-33.33%
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%
0.00	0.00	0.00	0.00	0.00	0.0%
108.67	0.00	500.00	500.00	0.00	0.0%
23,898.21	0.00	5,000.00	0.00	-5,000.00	-100.0%
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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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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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	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%
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			

¥Replacing 708/710 Webster \$180,000 & (TWG Loan \$530,000 paid in 2020)

¥¥ social worker positon grant (3 yr HUD grant)

ScSite						
	PY	YTD 7/1-3/31	19-20 Budget	20-21 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	128,996.00	129,326.00	143,472.00	155,191.20	11,719.20	8.17%
3110.00 · Dwelling Rental	157,151.92	133,687.12	130,468.58	160,424.54	29,955.96	22.96%
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	3,733.98	0.00	7,500.00	7,500.00	0.00	0.0%
3690.00 · Other Income - Tenants	205.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	1,412.55	0.00	1,500.00	1,300.00	-200.00	-13.33%
3690.02 · Other Income	26,011.37	11,814.47	9,000.00	9,000.00	0.00	0.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	25,000.00	25,000.00	25,000.00	0.00	-25,000.00	-100.0%
Total Income	342,510.82	299,827.59	316,940.58	333,415.74	16,475.16	5.2%
Expense						
4110.00 · Admin Salaries	57,463.86	43,046.26	64,000.00	68,000.00	4,000.00	6.25%
4120.00 · Compensated Absences	-734.37	0.00	2,000.00	2,000.00	0.00	0.0%
4130.00 · Legal Expense	1,412.08	783.59	1,500.00	1,500.00	0.00	0.0%
4130.01 · Investigations Expense	7,979.39	2,574.22	3,500.00	3,500.00	0.00	0.0%
4140.00 · Staff Training	778.82	0.00	4,000.00	4,000.00	0.00	0.0%
4150.00 · Travel	372.20	364.28	500.00	500.00	0.00	0.0%
4160.00 · Management Fee	30,799.04	22,888.53	31,926.00	31,167.36	-758.64	-2.38%
4163.00 · BookKeeping Fee	4,305.00	3,172.50	4,500.00	4,320.00	-180.00	-4.0%
4165.00 · Asset Management Fee	5,860.00	4,340.00	6,000.00	5,760.00	-240.00	-4.0%
4171.00 · Auditing Fees	3,116.00	3,154.00	3,400.00	3,400.00	0.00	0.0%
4182.00 · Employee Benefits - Admin	26,074.13	18,171.71	26,500.00	27,000.00	500.00	1.89%
4190.01 · Printing	906.55	1,320.11	600.00	2,000.00	1,400.00	233.33%
4190.02 · Postage	802.50	687.50	1,000.00	1,000.00	0.00	0.0%
4190.03 · Paper & Office Supplies	699.56	656.47	800.00	1,000.00	200.00	25.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	50.00	50.00	0.00	0.0%
4190.06 · Computer Support	6,483.83	5,426.81	6,750.00	6,750.00	0.00	0.0%
4190.07 · Tele Fax & Comm	1,269.89	864.13	1,200.00	1,200.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	1,395.86	1,937.39	500.00	2,000.00	1,500.00	300.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	1,250.00	34.58	1,250.00	1,250.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	52.75	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	28,634.43	19,606.88	25,000.00	27,000.00	2,000.00	8.0%
4320.00 · Electricity	1,406.42	2,200.21	1,500.00	3,500.00	2,000.00	133.33%
4320.01 · Utility Reimbursements	0.00	7,052.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	1,471.82	1,719.24	1,500.00	2,500.00	1,000.00	66.67%
4390.00 · Other Utilities	9,467.04	7,232.88	10,000.00	10,000.00	0.00	0.0%
4410.00 · Maint - Labor	50,945.36	41,158.99	46,000.00	44,000.00	-2,000.00	-4.35%
4420.00 · Maint - Supplies	23,185.81	29,686.01	39,000.00	40,000.00	1,000.00	2.56%
4430.00 · Maint - Contracts	31,197.90	17,369.77	46,796.85	40,000.00	-6,796.85	-14.52%
4430.01 · Maint - Non-Contract	25,524.00	3,475.00	38,286.00	5,286.00	-33,000.00	-86.19%
4430.03 · Maint - Truck Maint	1,901.18	831.13	2,500.00	1,500.00	-1,000.00	-40.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	1,415.58	2,465.25	1,500.00	3,300.00	1,800.00	120.0%
4430.11 · Snow Removal	1,689.91	1,338.00	1,500.00	2,000.00	500.00	33.33%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	12,774.90	6,700.60	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	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	6,987.00	175.00	7,000.00	10,000.00	3,000.00	42.86%
4430.17 · Extermination	1,015.00	2,535.00	1,500.00	4,000.00	2,500.00	166.67%
4430.18 · Appliances	1,450.00	128.70	1,000.00	1,000.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	1,002.70	1,210.60	1,000.00	2,000.00	1,000.00	100.0%
4430.25 · Unit Repair	2,170.61	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	19,006.53	16,272.68	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	39,469.00	40,483.80	40,000.00	41,000.00	1,000.00	2.5%
4510.01 · Insurance Expenses - Liability	3,110.00	2,628.00	3,600.00	3,000.00	-600.00	-16.67%
4520.00 · PILOT	34,934.87	0.00	32,000.00	35,000.00	3,000.00	9.38%
4530.00 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	30,023.71	0.00	12,000.00	15,000.00	3,000.00	25.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	131,066.43	0.00	149,000.00	135,000.00	-14,000.00	-9.4%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	610,137.29	313,691.82	647,658.85	618,483.36	-29,175.49	-4.51%
Net Income	-267,626.47	-13,864.23	-330,718.27	-285,067.62		

(150,067.62) P/(I) without Depreciation

* Tree Trimming

TRAINING NEEDS -FYE 2020-2021

<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 - HQS training - Location: TBD - out of state, Dates: TBD												
	Staff	\$125	\$74	1	3	\$375	\$222	\$750	\$400			\$1,747

<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 2020												
	Cheryl	\$115	\$51	1	3	\$345	\$153	\$325	\$146	1	260	\$969
	Jayme/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 2021												
	Cheryl	\$115	\$51	1	1	\$115	\$51	\$100	\$102	1	188	\$368
	Stephanie	\$115	\$51	1	1	\$115	\$51	\$100	\$102	1	188	\$368
	Jayme/Ka	\$115	\$51	1	1	\$115	\$51	\$100	\$0	0	188	\$266

\$12,704.72

MM 3,117.00
SS 3,117.00
COCC 6,470.72
12,704.72

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. 06/30/2022)

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 21, 2020

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.2

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, 2020, the Savings National Rate is 0.07 percent; therefore, the GBHA may set its passbook savings rate between zero and 0.82 percent. The GBHA has set its passbook savings rate at zero percent for the past several years.

RECOMMENDATION

Staff is recommending approval for the passbook savings rate to remain at zero percent.

FISCAL IMPACT

ATTACHMENTS

- I. Federal Savings Rates



Federal Deposit
Insurance Corporation



Since 1933, no depositor has lost a penny of FDIC-insured funds

Weekly National Rates and Rate Caps - Weekly Update

Subscribe via Email | Subscribe via RSS

On May 29, 2009, the FDIC Board of Directors approved a [final rule](#) making certain revisions to the interest rate restrictions applicable to less than well capitalized institutions under Part 337.6 of the FDIC Rules and Regulations. The final rule redefined the "national rate" as a simple average of rates paid by U.S. depository institutions as calculated by the FDIC. The national rates and rate caps for various deposit maturities and sizes are provided below.

For more information, see Financial Institution Letter [FIL-69-2009](#)

Weekly rate cap information for the week of May 4, 2020.

Non-Jumbo Deposits (< \$100,000)

Deposit Products	National Rate ¹	Rate Cap ²
Savings	0.07	0.82
Interest Checking	0.04	0.79
Money Market	0.09	0.84
1 month CD	0.06	0.81
3 month CD	0.12	0.87
6 month CD	0.19	0.94
12 month CD	0.28	1.03
24 month CD	0.37	1.12
36 month CD	0.44	1.19
48 month CD	0.48	1.23
60 month CD	0.57	1.32

Jumbo Deposits (≥ \$100,000)

Deposit Products	National Rate ¹	Rate Cap ²
Savings	0.07	0.82
Interest Checking	0.04	0.79
Money Market	0.18	0.93
1 month CD	0.08	0.83
3 month CD	0.14	0.89
6 month CD	0.21	0.96
12 month CD	0.30	1.05
24 month CD	0.39	1.14
36 month CD	0.46	1.21
48 month CD	0.50	1.25
60 month CD	0.59	1.34

The FDIC began posting the National Rate and Rate Cap on May 18, 2009. Data is not available prior to May 18, 2009. This historical data can be accessed at [Previous Rates](#).

¹ National rates are calculated based on a simple average of rates paid (uses annual percentage yield) by all insured depository institutions and branches for which data are available. Data used to calculate the national rates are gathered by RateWatch. Savings and interest checking account rates are based on the \$2,500 product tier while money market and certificate of deposit are based on the \$10,000 and \$100,000 product tiers for non-jumbo and jumbo accounts, respectively. Account types and maturities published in these tables are those most commonly offered by the banks and branches for which we have data - no fewer than 43,000 locations and as many as 80,000 locations reported. The deposit rates of credit unions are not included in the calculation.

² The rate cap is determined by adding 75 basis points to the national rate. To determine conformance with the regulation, compare rates offered by the institution, based on size and maturity of the deposit, to the rate caps. For accounts less than \$100,000 use the applicable rate cap under the non-jumbo column, and for accounts \$100,000 and over, use the rate caps under the jumbo column. [Interpolation](#) should be used for deposits with maturities not listed above.

Last Updated 05/04/2020

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Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

May 21, 2020

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.3

Consideration with possible action on creation of separate entity as required for Section 18 application.

BACKGROUND

The GBHA will need to create a separate entity for purposes of submitting the application for the Section 18 repositioning. This entity will be the managing entity for the project based vouchers. Baker Tilly is working on a recommendation and will present this at the meeting.

RECOMMENDATION

Staff is recommending approval to the creation of a separate entity for purposes of Section 18 repositioning and voucher management.

FISCAL IMPACT

ATTACHMENTS

None

8:39 AM

05/13/20

Green Bay Housing Authority

Check Detail

April 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5634	04/02/2020	Milbach Construct...	Draw 4 - sidi...	1111.01 · General ...	
Bill	Draw #4	04/02/2020		Draw 4 - sidi...	4430.25 · Unit Repair	-42,538.41
TOTAL						-42,538.41
Bill Pmt -Check	5635	04/09/2020	AT&T	door system	1111.01 · General ...	
Bill	2/23-3/22/20	03/22/2020		door system	4190.07 · Tele Fax...	-51.70
				door system	4190.07 · Tele Fax...	-51.70
TOTAL						-103.40
Bill Pmt -Check	5636	04/09/2020	BELLIN HOME HE...	RN Comm. o...	1111.01 · General ...	
Bill	MB4287	04/05/2020		RN communi...	4230.00 · Ten Ser...	-400.00
TOTAL						-400.00
Bill Pmt -Check	5637	04/09/2020	BELSON CO	1424 Admira...	1111.01 · General ...	
Bill	361015	03/19/2020		gloves & soap	4420.00 · Maint - S...	-198.10
TOTAL						-198.10
Bill Pmt -Check	5638	04/09/2020	CELLCOM	Cell phones	1111.01 · General ...	
Bill	27090	03/15/2020		Cells phones	4190.07 · Tele Fax...	-52.62
				cell phones	4190.07 · Tele Fax...	-104.23
TOTAL						-156.85
Bill Pmt -Check	5639	04/09/2020	CITY OF GREEN B...	wages	1111.01 · General ...	
Bill	970-12422	03/31/2020		Wages	4110.00 · Admin Sa...	-7,499.37
				Benefits	4182.00 · Employe...	-3,459.14
				Wages	4410.00 · Maint - L...	-8,485.72
				Benefits	4433.00 · Emp Ben...	-3,758.23
				Wages	4110.00 · Admin Sa...	-5,006.24
				Benefits	4182.00 · Employe...	-1,967.72
				Wages	4410.00 · Maint - L...	-3,415.56
				Benefits	4433.00 · Emp Ben...	-1,395.81
				Wages	4110.00 · Admin Sa...	-4,762.64
				Benefits	4182.00 · Employe...	-1,959.27
				Wages	4110.00 · Admin Sa...	-30.24
				Benefits	4182.00 · Employe...	-13.58
TOTAL						-41,753.52
Bill Pmt -Check	5640	04/09/2020		refund	1111.01 · General ...	
Bill	TRIP refund	03/18/2020		refund overp...	3690.02 · Other Inc...	-120.00
TOTAL						-120.00

8:39 AM

05/13/20

Green Bay Housing Authority

Check Detail

April 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5641	04/09/2020	FIRST SUPPLY G...		1111.01 · General ...	
Bill	12117114-00	03/17/2020		seats	4420.00 · Maint - S...	-188.10
Bill	12117114-01	03/19/2020		seats	4420.00 · Maint - S...	-35.92
Bill	12120468-01	03/24/2020		bolts	4420.00 · Maint - S...	-54.08
Bill	12117114-02	03/24/2020		shoerheads	4420.00 · Maint - S...	-198.00
TOTAL						-476.10
Bill Pmt -Check	5642	04/09/2020	GRAINGER		1111.01 · General ...	
Bill	9472890392	03/12/2020		air conditioners	4420.00 · Maint - S...	-1,008.50
Bill	9472890400	03/12/2020		valves & tape	4420.00 · Maint - S...	-20.37
Bill	9478542401	03/18/2020		valves	4420.00 · Maint - S...	-15.65
Bill	9478542419	03/18/2020		drain opener	4420.00 · Maint - S...	-101.14
TOTAL						-1,145.66
Bill Pmt -Check	5643	04/09/2020	GREEN BAY WAT...		1111.01 · General ...	
Bill	3/30/20-4665-01	03/30/2020		1424 Admiral...	4390.00 · Other Util...	-342.90
				1424 Admiral...	4310.00 · Water	-3,474.80
Bill	3/31/20-32063-01	03/31/2020		fireline	4390.00 · Other Util...	-132.00
TOTAL						-3,949.70
Bill Pmt -Check	5644	04/09/2020	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ267657	03/24/2020		Carpet #715	4430.00 · Maint - C...	-484.43
Bill	HJ267659	03/24/2020		carpeting #521	4430.00 · Maint - C...	-468.43
Bill	HJ267184	03/24/2020		Carpeting # 4...	4430.00 · Maint - C...	-629.04
Bill	HJ268178	03/31/2020		carpeting #618	4430.00 · Maint - C...	-545.40
TOTAL						-2,127.30
Bill Pmt -Check	5645	04/09/2020		SD refund	1111.01 · General ...	
Bill	SD refund	03/15/2020		SD refund - J...	2114.00 · Tenant S...	-333.44
				Pet Dept refu...	2114.02 · Security ...	-151.56
TOTAL						-485.00
Bill Pmt -Check	5646	04/09/2020		SD refund	1111.01 · General ...	
Bill	Sd refund	03/31/2020		SD refund - ...	2114.00 · Tenant S...	-200.00
				Key Dept ref...	2114.02 · Security ...	-10.00
TOTAL						-210.00
Bill Pmt -Check	5647	04/09/2020	LARSON PAINTING		1111.01 · General ...	
Bill	5362	04/05/2020		Paint #618	4430.00 · Maint - C...	-292.80
				Paint #212	4430.00 · Maint - C...	-292.80
				Paint #812	4430.00 · Maint - C...	-231.80
				Paint #521	4430.00 · Maint - C...	-231.80
				Paint # 715	4430.00 · Maint - C...	-231.80
Bill	5361	04/05/2020		835 Christiana	4430.00 · Maint - C...	-939.20
TOTAL						-2,220.20

8:39 AM

05/13/20

Green Bay Housing Authority

Check Detail

April 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5648	04/09/2020	Lindeman's Cleani...		1111.01 · General ...	
Bill	127126	03/10/2020		Cleaning Dra...	4430.01 · Maint - N...	-68.00
Bill	127127	03/10/2020		cleaning Dra...	4430.01 · Maint - N...	-68.00
Bill	127950	03/16/2020		cleaning drap...	4430.01 · Maint - N...	-68.00
Bill	127932	03/16/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
Bill	127591	03/16/2020		cleaning drap...	4430.01 · Maint - N...	-30.00
Bill	128818	03/19/2020		cleaining dra...	4430.01 · Maint - N...	-54.66
Bill	128855	03/23/2020		cleaning drep...	4430.01 · Maint - N...	-54.66
Bill	128909	03/25/2020		cleanind drep...	4430.01 · Maint - N...	-30.00
Bill	129049	03/26/2020		repairing dra...	4430.01 · Maint - N...	-15.00
TOTAL						-442.98
Bill Pmt -Check	5649	04/09/2020	Sandberg K9 Solu...	715 N Chest...	1111.01 · General ...	
Bill	1626	03/30/2020		inspecion 71...	4430.17 · Extermin...	-140.00
TOTAL						-140.00
Bill Pmt -Check	5650	04/09/2020	Stephanie Schmut...	Mileage	1111.01 · General ...	
Bill	1/1-3/31/20 mileage	03/31/2020		Mileage	4150.00 · Travel	-15.66
TOTAL						-15.66
Bill Pmt -Check	5651	04/09/2020	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	703250601032320	03/23/2020		internet	4230.00 · Ten Ser...	-89.99
TOTAL						-89.99
Bill Pmt -Check	5652	04/09/2020	WISCONSIN PUBL...		1111.01 · General ...	
Bill	3/27/20-2671-00002	03/27/2020		1424 Admiral...	4320.00 · Electricity	-3,618.68
Bill	April 2020 UR's	04/01/2020		323 N Ashlan...	4320.01 · Utility Rei...	-86.00
				1343 Univers...	4320.01 · Utility Rei...	-67.00
				1410 Univers...	4320.01 · Utility Rei...	-86.00
				1404 Univers...	4320.01 · Utility Rei...	-24.00
				886 Division -...	4320.01 · Utility Rei...	-86.00
				815 Dousma...	4320.01 · Utility Rei...	-110.00
				839 Christian...	4320.01 · Utility Rei...	-86.00
				509 S Maple ...	4320.01 · Utility Rei...	-88.00
				913 N Chest...	4320.01 · Utility Rei...	-26.00
TOTAL						-4,277.68
Bill Pmt -Check	5653	04/09/2020	YP	marketing	1111.01 · General ...	
Bill	3/17/20	03/17/2020		marketing	4190.08 · Marketing	-30.31
TOTAL						-30.31
Bill Pmt -Check	5654	04/22/2020	BELLIN HOME HE...	Community ...	1111.01 · General ...	
Bill	MB4412	04/08/2020		RN Communi...	4230.00 · Ten Ser...	-325.00
TOTAL						-325.00

8:39 AM

05/13/20

Green Bay Housing Authority

Check Detail

April 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5655	04/22/2020	Brown County Plu...	1404 Univerity	1111.01 · General ...	
Bill	6471	03/31/2020		water heater	4420.00 · Maint - S...	-1,470.00
TOTAL						-1,470.00
Bill Pmt -Check	5656	04/22/2020	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	03/06/2020	CITY OF GREEN B...	P card	20000 · Accounts P...	0.00
Bill	970-12420	03/09/2020		Hand sanitizer	4420.00 · Maint - S...	-136.97
				sensor	4420.00 · Maint - S...	-21.20
				1125 Univeir...	4430.25 · Unit Repair	-961.57
Bill	970-12420	03/09/2020		switch/pex	4420.00 · Maint - S...	-32.94
Bill	970-12420	03/12/2020		nuts/comp. sl...	4420.00 · Maint - S...	-21.22
				896 School - ...	4420.00 · Maint - S...	-28.74
Bill	970-12420	03/17/2020		paper/coffee/...	4190.03 · Paper & ...	-36.70
				paper/coffee/...	4190.03 · Paper & ...	-36.70
				Easter suppli...	4220.01 · Ten Ser -...	-76.74
Bill	970-12420	03/18/2020		mulch	4430.13 · Landscap...	-1,134.00
				keys	4420.00 · Maint - S...	-13.52
				scres/bolts/fl...	4420.00 · Maint - S...	-30.95
Bill	970-12420	03/18/2020		Waste mane...	4430.19 · Garbage ...	-410.00
				Yellowbook ...	4190.08 · Marketing	-20.00
Bill	970-12420	03/24/2020		steel wool/ sli...	4420.00 · Maint - S...	-136.11
Bill	130383	03/30/2020		bulk waste	4430.19 · Garbage ...	-80.00
Bill	130532	04/06/2020		fuel	4430.03 · Maint - Tr...	-59.55
				fuel	4430.03 · Maint - Tr...	-59.56
TOTAL						-3,296.47
Bill Pmt -Check	5657	04/22/2020	FIRST SUPPLY G...		1111.01 · General ...	
Bill	12120468-00	03/19/2020		setfast	4420.00 · Maint - S...	-76.57
Bill	12133662-00	03/30/2020		seal	4420.00 · Maint - S...	-81.20
TOTAL						-157.77
Bill Pmt -Check	5658	04/22/2020	GRAINGER		1111.01 · General ...	
Bill	9492200416	04/01/2020		replacement ...	4420.00 · Maint - S...	-1,721.76
Bill	9492200424	04/01/2020		respirators	4420.00 · Maint - S...	-47.85
Bill	9492200432	04/01/2020		disinfecting w...	4420.00 · Maint - S...	-232.50
Bill	9492200440	04/01/2020		coveralls	4420.00 · Maint - S...	-388.00
Bill	9492200457	04/01/2020		batteries	4420.00 · Maint - S...	-50.00
TOTAL						-2,440.11
Bill Pmt -Check	5659	04/22/2020	GREEN BAY WAT...		1111.01 · General ...	
Bill	4/13/20-514-06	04/13/2020		967 Holzer	4390.00 · Other Util...	-58.01
				967 Holzer	4310.00 · Water	-76.83
Bill	4/13/20-1033-02	04/13/2020		712 Bond	4390.00 · Other Util...	-58.01
				712 Bond	4310.00 · Water	-219.20
TOTAL						-412.05
Bill Pmt -Check	5660	04/22/2020	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	959526068	04/01/2020		elevator maint	4430.12 · Elevator ...	-450.00
TOTAL						-450.00

8:39 AM

05/13/20

Green Bay Housing Authority

Check Detail

April 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5661	04/22/2020	LANGAN INVESTI...		1111.01 · General ...	
Bill	3/1-3/31/2020 MM	04/05/2020		Professional ...	4130.01 · Investigat...	-252.00
Bill	3/1-3/31/2020 SS	04/05/2020		Professional ...	4130.01 · Investigat...	-280.00
TOTAL						-532.00
Bill Pmt -Check	5662	04/22/2020	Lindeman's Cleani...		1111.01 · General ...	
Bill	129717	04/08/2020		Cleaning dra...	4430.01 · Maint - N...	-54.66
Bill	129718	04/08/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
TOTAL						-109.32
Bill Pmt -Check	5663	04/22/2020	One Service LLC		1111.01 · General ...	
Bill	84	04/06/2020		pest treatment	4430.17 · Extermin...	-50.00
Bill	85	04/10/2020		pest control	4430.17 · Extermin...	-95.00
TOTAL						-145.00
Bill Pmt -Check	5664	04/22/2020	Robert Salesky	1424 Admira...	1111.01 · General ...	
Bill	4/3/2020	04/03/2020		keys	4420.00 · Maint - S...	-140.40
TOTAL						-140.40
Bill Pmt -Check	5665	04/22/2020	SCOTT WARNER ...	1125 Univer...	1111.01 · General ...	
Bill	125	04/11/2020		1125 Univeri...	4430.00 · Maint - C...	-1,400.00
TOTAL						-1,400.00
Bill Pmt -Check	5666	04/22/2020	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	4/2/2020	04/02/2020		cabel	4230.00 · Ten Ser-...	-2,610.36
TOTAL						-2,610.36
Bill Pmt -Check	5667	04/22/2020	WISCONSIN MEDIA	Notice	1111.01 · General ...	
Bill	3237510	02/29/2020		notice	4190.04 · Publicatio...	-37.19
TOTAL						-37.19
Bill Pmt -Check	5668	04/22/2020	WISCONSIN PUBL...		1111.01 · General ...	
Bill	4/2/20	04/02/2020		835 Christiana	4320.00 · Electricity	-32.59
				835 Christiana	4330.00 · Gas	-20.41
Bill	4/9/20-2671-00009	04/09/2020		1125 Univeirsty	4320.00 · Electricity	-34.82
				1125 Univeirsty	4330.00 · Gas	-37.30
Bill	4/9/20-2671-00199	04/09/2020		1341 Univeristy	4320.00 · Electricity	-52.13
				1341 Univeristy	4330.00 · Gas	-16.21
TOTAL						-193.46

8:39 AM

05/13/20

Green Bay Housing Authority

Check Detail

April 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5669	04/23/2020	CITY OF GREEN B...	fuel	1111.01 · General ...	
Bill	128120	12/31/2019		fuel	4430.03 · Maint - Tr...	-118.77
				fuel	4430.03 · Maint - Tr...	-118.76
TOTAL						-237.53
Bill Pmt -Check	5670	04/23/2020	GREEN BAY WAT...		1111.01 · General ...	
Bill	4/20/20-1882-05	04/20/2020		886 Divison	4390.00 · Other Util...	-58.01
				886 Divison	4310.00 · Water	-149.12
Bill	4/20/20-2170-03	04/20/2020		815 Dousman	4390.00 · Other Util...	-58.01
				815 Dousman	4310.00 · Water	-162.97
TOTAL						-428.11
Bill Pmt -Check	5671	04/23/2020	Twin Eagle Holdin...		1111.01 · General ...	
Bill	128965	03/10/2020		1424 Admiral...	4330.00 · Gas	-3,891.10
Bill	129951	04/09/2020		1424 Admiral...	4330.00 · Gas	-3,014.49
TOTAL						-6,905.59
Bill Pmt -Check	5672	04/23/2020	WISCONSIN PUBL...	1412 Univer...	1111.01 · General ...	
Bill	3/30/20-2671-00204	03/30/2020		1412 University	4320.00 · Electricity	-43.37
				1412 University	4330.00 · Gas	-29.62
TOTAL						-72.99

Green Bay Housing Authority

Budget vs. Actual

Summary

Apr-20

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	127,879.02	173,926.04	709,104.78	820,095.69	21,440.45	24,955.00	294,399.87	316,940.58	1,152,824.12	1,335,917.31
Total Expense	103,356.93	158,300.00	683,869.25	1,154,394.73	529,058.82	717,325.00	339,816.21	639,921.85	1,656,101.21	2,669,941.58
Net Income	24,522.09	15,626.04	25,235.53	-334,299.04	-507,618.37	-692,370.00	-45,416.34	-322,981.27	-503,277.09	-1,334,024.27

Reserve Spreadsheet

	MM	SS
Projected from 6/30/19	476,008	245,925
YTD Net Income/(loss)	25,236	(45,416)
Without Depreciation		
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	351,244	188,027
Transfer	-	-
Projected Reserve	351,244	188,027
6 Month Expenses	442,264	239,658
Excess/shortfall	(91,020)	(51,631)
	☹	☹

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%	157,978.50	160,609.00	-2,630.50	98.36%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	397,921.01	494,266.69	-96,345.68	80.51%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	3,697.00	4,620.00	-923.00	80.02%
3510.00 · Management Fee Revenue	96,424.02	128,981.04	-32,557.02	74.76%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	18,090.00	24,240.00	-6,150.00	74.63%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	13,365.00	18,180.00	-4,815.00	73.52%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	2,500.00	-2,500.00	0.0%	29,581.54	10,000.00	19,581.54	295.82%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	5,720.00	8,000.00	-2,280.00	71.5%
3690.01 · Other Income - Ins Dividends	0.00	25.00	-25.00	0.0%	4,142.44	600.00	3,542.44	690.41%
3690.02 · Other Income	0.00	0.00	0.00	0.0%	14,308.89	8,000.00	6,308.89	178.86%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	95,755.40	134,000.00	-38,244.60	71.46%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	127,879.02	173,926.04	-46,047.02	73.53%	709,104.78	820,095.69	-110,990.91	86.47%
Expense								
4110.00 · Admin Salaries	52,228.59	70,000.00	-17,771.41	74.61%	85,764.39	92,000.00	-6,235.61	93.22%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4130.00 · Legal Expense	1,320.24	350.00	970.24	377.21%	656.73	2,500.00	-1,843.27	26.27%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,735.09	2,600.00	-864.91	66.73%
4140.00 · Staff Training	2,345.01	7,000.00	-4,654.99	33.5%	0.00	4,000.00	-4,000.00	0.0%
4150.00 · Travel	92.80	750.00	-657.20	12.37%	167.82	200.00	-32.18	83.91%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	73,535.49	97,055.04	-23,519.55	75.77%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	10,192.50	13,680.00	-3,487.50	74.51%
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	1,577.00	1,800.00	-223.00	87.61%	3,154.00	3,600.00	-446.00	87.61%
4182.00 · Employee Benefits - Admin	23,347.07	29,500.00	-6,152.93	79.14%	37,857.91	40,000.00	-2,142.09	94.65%
4190.01 · Printing	256.25	1,000.00	-743.75	25.63%	1,964.24	2,500.00	-535.76	78.57%
4190.02 · Postage	197.17	300.00	-102.83	65.72%	687.50	1,000.00	-312.50	68.75%
4190.03 · Paper & Office Supplies	259.74	1,500.00	-1,240.26	17.32%	733.81	1,500.00	-766.19	48.92%
4190.04 · Publications	218.58	300.00	-81.42	72.86%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	309.00	400.00	-91.00	77.25%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	3,033.01	8,000.00	-4,966.99	37.91%	10,237.81	12,000.00	-1,762.19	85.32%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,408.56	1,500.00	-91.44	93.9%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	1,628.17	2,300.00	-671.83	70.79%
4190.10 · Miscellaneous	9,202.33	15,000.00	-5,797.67	61.35%	1,937.40	2,000.00	-62.60	96.87%
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%	70.34	1,500.00	-1,429.66	4.69%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	2,530.99	3,000.00	-469.01	84.37%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	30,635.30	36,500.00	-5,864.70	83.93%
4310.00 · Water	0.00	0.00	0.00	0.0%	36,161.43	43,000.00	-6,838.57	84.1%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	52,528.08	68,500.00	-15,971.92	76.68%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	27,717.33	31,000.00	-3,282.67	89.41%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	3,793.15	4,250.00	-456.85	89.25%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	98,938.21	127,500.00	-28,561.79	77.6%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	45,168.83	67,000.00	-21,831.17	67.42%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	19,294.27	37,219.69	-17,925.42	51.84%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	2,945.29	5,500.00	-2,554.71	53.55%
4430.03 · Maint - Truck Maint	0.44	400.00	-399.56	0.11%	1,710.87	2,500.00	-789.13	68.44%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	1,473.63	9,000.00	-7,526.37	16.37%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	3,707.88	5,000.00	-1,292.12	74.16%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	12,218.80	12,500.00	-281.20	97.75%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	8,097.32	10,500.00	-2,402.68	77.12%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	2,273.47	8,000.00	-5,726.53	28.42%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	165.00	1,750.00	-1,585.00	9.43%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	17,523.12	23,000.00	-5,476.88	76.19%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	4,138.08	3,500.00	638.08	118.23%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	9,678.99	0.00	9,678.99	100.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	40,159.79	47,000.00	-6,840.21	85.45%
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%	10,757.86	10,100.00	657.86	106.51%
4510.01 · Insurance Expenses - Liability	232.00	225.00	7.00	103.11%	6,619.00	6,100.00	519.00	108.51%
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	807.70	1,025.00	-217.30	78.8%	0.00	0.00	0.00	0.0%
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	7,930.00	20,000.00	-12,070.00	39.65%	0.00	0.00	0.00	0.0%
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%	0.00	25,000.00	-25,000.00	0.0%
Total Expense	103,356.93	158,300.00	-54,943.07	65.29%	683,869.25	1,154,394.73	-470,525.48	59.24%
Net Income/(Loss)	24,522.09	15,626.04	8,896.05	156.93%	25,235.53	-334,299.04	359,534.57	-7.55%

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%	147,637.00	143,472.00	4,165.00	102.9%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	134,450.61	130,468.58	3,982.03	103.05%
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	7,500.00	-7,500.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
3690.02 · Other Income	21,440.45	14,955.00	6,485.45	143.37%	12,312.26	9,000.00	3,312.26	136.8%
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%	0.00	25,000.00	-25,000.00	0.0%
Total Income	21,440.45	24,955.00	-3,514.55	85.92%	294,399.87	316,940.58	-22,540.71	92.89%
Expense								
4110.00 · Admin Salaries	30.24	1,000.00	-969.76	3.02%	50,013.46	64,000.00	-13,986.54	78.15%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	100.00	0.00	100.00	100.0%	783.59	1,500.00	-716.41	52.24%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	2,868.50	3,500.00	-631.50	81.96%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	0.00	4,000.00	-4,000.00	0.0%
4150.00 · Travel	0.00	0.00	0.00	0.0%	364.28	500.00	-135.72	72.86%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	22,888.53	31,926.00	-9,037.47	71.69%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	3,172.50	4,500.00	-1,327.50	70.5%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	4,320.00	6,000.00	-1,680.00	72.0%
4171.00 · Auditing Fees	415.00	525.00	-110.00	79.05%	3,154.00	3,400.00	-246.00	92.77%
4182.00 · Employee Benefits - Admin	13.58	300.00	-286.42	4.53%	20,342.59	26,500.00	-6,157.41	76.76%
4190.01 · Printing	0.00	0.00	0.00	0.0%	1,401.72	600.00	801.72	233.62%
4190.02 · Postage	0.00	0.00	0.00	0.0%	687.50	1,000.00	-312.50	68.75%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	733.79	800.00	-66.21	91.72%
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%	5,426.81	6,750.00	-1,323.19	80.4%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	950.62	1,200.00	-249.38	79.22%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	500.00	-500.00	0.0%	1,937.39	500.00	1,437.39	387.48%
4210.00 · Ten Ser-Salary	0.00	5,000.00	-5,000.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	34.58	1,250.00	-1,215.42	2.77%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.0%	23,030.74	25,000.00	-1,969.26	92.12%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	2,368.15	1,500.00	868.15	157.88%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	7,711.00	0.00	7,711.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	1,823.69	1,500.00	323.69	121.58%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	8,391.26	10,000.00	-1,608.74	83.91%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	46,305.56	46,000.00	305.56	100.66%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	30,529.37	39,000.00	-8,470.63	78.28%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	20,258.97	39,059.85	-18,800.88	51.87%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	3,475.00	38,286.00	-34,811.00	9.08%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	890.69	2,500.00	-1,609.31	35.63%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	2,465.25	1,500.00	965.25	164.35%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,338.00	1,500.00	-162.00	89.2%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	6,700.60	11,000.00	-4,299.40	60.92%
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%	175.00	7,000.00	-6,825.00	2.5%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	2,910.00	1,500.00	1,410.00	194.0%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	128.70	1,000.00	-871.30	12.87%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	1,210.60	1,000.00	210.60	121.06%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	528,500.00	710,000.00	-181,500.00	74.44%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	17,911.97	16,000.00	1,911.97	111.95%
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%	40,483.80	40,000.00	483.80	101.21%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	2,628.00	3,600.00	-972.00	73.0%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	32,000.00	-32,000.00	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%
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	529,058.82	717,325.00	-188,266.18	73.75%	339,816.21	639,921.85	-300,105.64	53.1%
Net Income/(Loss)	-507,618.37	-692,370.00	184,751.63	73.32%	-45,416.34	-322,981.27	277,564.93	14.06%

Green Bay Housing Authority Budget vs. Actual Detail

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	305,615.50	304,081.00	1,534.50	1.01
3110.00 · Dwelling Rental	532,371.62	624,735.27	-92,363.65	0.85
3120.00 · Excess Utilities	3,697.00	4,620.00	-923.00	0.80
3510.00 · Management Fee Revenue	96,424.02	128,981.04	-32,557.02	0.75
3520.00 · Asset Management Rev	18,090.00	24,240.00	-6,150.00	0.75
3530.00 · BookKeeping Fee Rev	13,365.00	18,180.00	-4,815.00	0.74
3610.00 · Int Income	29,581.54	30,000.00	-418.46	0.99
3690.00 · Other Income - Tenants	5,720.00	8,000.00	-2,280.00	0.72
3690.01 · Other Income - Ins Dividends	4,142.44	2,125.00	2,017.44	1.95
3690.02 · Other Income	48,061.60	31,955.00	16,106.60	1.50
3690.03 · Cell Tower Rent	95,755.40	134,000.00	-38,244.60	0.71
9110.00 · Transfers In	0.00	25,000.00	-25,000.00	0.00
Total Income	1,152,824.12	1,335,917.31	-183,093.19	86.3%
Expense				
4110.00 · Admin Salaries	188,036.68	227,000.00	-38,963.32	82.84%
4120.00 · Compensated Absences	0.00	3,000.00	-3,000.00	0.0%
4130.00 · Legal Expense	2,860.56	4,350.00	-1,489.44	65.76%
4130.01 · Investigations Expense	4,603.59	6,100.00	-1,496.41	75.47%
4140.00 · Staff Training	2,345.01	15,000.00	-12,654.99	15.63%
4150.00 · Travel	624.90	1,450.00	-825.10	43.1%
4160.00 · Management Fee	96,424.02	128,981.04	-32,557.02	74.76%
4163.00 · BookKeeping Fee	13,365.00	18,180.00	-4,815.00	73.52%
4165.00 · Asset Management Fee	18,090.00	24,240.00	-6,150.00	74.63%
4171.00 · Auditing Fees	8,300.00	9,325.00	-1,025.00	89.01%
4182.00 · Employee Benefits - Admin	81,561.15	96,300.00	-14,738.85	84.7%
4190.01 · Printing	3,622.21	4,100.00	-477.79	88.35%
4190.02 · Postage	1,572.17	2,300.00	-727.83	68.36%
4190.03 · Paper & Office Supplies	1,727.34	3,800.00	-2,072.66	45.46%
4190.04 · Publications	218.58	300.00	-81.42	72.86%
4190.05 · Membership Dues & Fees	309.00	500.00	-191.00	61.8%
4190.06 · Computer Support	18,697.63	26,750.00	-8,052.37	69.9%
4190.07 · Tele Fax & Comm	2,359.18	2,700.00	-340.82	87.38%
4190.08 · Marketing	1,628.17	2,300.00	-671.83	70.79%
4190.10 · Miscellaneous	13,077.12	18,000.00	-4,922.88	72.65%
4210.00 · Ten Ser-Salary	0.00	5,000.00	-5,000.00	0.0%
4220.00 · Ten Ser-Recr Etc	70.34	1,500.00	-1,429.66	4.69%
4220.01 · Ten Ser - Resident Part	2,565.57	4,250.00	-1,684.43	60.37%
4230.00 · Ten Ser-Contrs	30,635.30	36,500.00	-5,864.70	83.93%
4310.00 · Water	59,192.17	68,000.00	-8,807.83	87.05%
4320.00 · Electricity	54,896.23	70,000.00	-15,103.77	78.42%
4320.01 · Utility Reimbursements	7,711.00	0.00	7,711.00	100.0%
4330.00 · Gas	29,541.02	32,500.00	-2,958.98	90.9%
4390.00 · Other Utilities	12,184.41	14,250.00	-2,065.59	85.51%
4410.00 · Maint - Labor	145,243.77	173,500.00	-28,256.23	83.71%
4420.00 · Maint - Supplies	75,698.20	106,100.00	-30,401.80	71.35%
4430.00 · Maint - Contracts	39,553.24	76,279.54	-36,726.30	51.85%
4430.01 · Maint - Non-Contract	6,420.29	43,786.00	-37,365.71	14.66%
4430.03 · Maint - Truck Maint	2,602.00	5,400.00	-2,798.00	48.19%
4430.09 · Fire Protection - Maint	1,473.63	9,000.00	-7,526.37	16.37%
4430.10 · Heating and Cooling	6,173.13	6,500.00	-326.87	94.97%
4430.11 · Snow Removal	13,556.80	14,000.00	-443.20	96.83%
4430.12 · Elevator Maintenance	8,097.32	10,500.00	-2,402.68	77.12%
4430.13 · Landscape and Grounds	8,974.07	19,000.00	-10,025.93	47.23%
4430.15 · Electrical	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	340.00	8,750.00	-8,410.00	3.89%
4430.17 · Extermination	20,433.12	24,500.00	-4,066.88	83.4%
4430.18 · Appliances	128.70	6,000.00	-5,871.30	2.15%
4430.19 · Garbage & Trash Removal	5,348.68	4,500.00	848.68	118.86%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	538,178.99	710,000.00	-171,821.01	75.8%
4433.00 · Emp Ben Contr-ord maint	58,071.76	63,000.00	-4,928.24	92.18%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	51,241.66	50,100.00	1,141.66	102.28%
4510.01 · Insurance Expenses - Liability	9,479.00	9,925.00	-446.00	95.51%
4520.00 · PILOT	0.00	65,750.00	-65,750.00	0.0%
4530.00 · Bank Fees	807.70	1,025.00	-217.30	78.8%
4572.00 · Bad Debt - Tenant Rents	0.00	25,000.00	-25,000.00	0.0%
4590.00 · Other General	7,930.00	20,000.00	-12,070.00	39.65%
4800.00 · Depreciation Expense	0.00	364,650.00	-364,650.00	0.0%
9120.00 · Transfers Out	0.00	25,000.00	-25,000.00	0.0%
Total Expense	1,656,101.21	2,669,941.58	-1,013,840.37	62.03%
Net Income/(Loss)	-503,277.09	-1,334,024.27	830,747.18	37.73%

Green Bay Housing Authority
Capital Funds Program Report
April-20

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	
Mason Manor	0.00	0.00	35,884.00	56,789.27	248,287.60	340,960.87
Scattered Sites	0.00	0.00	16,923.81	173,276.38	24,508.95	214,709.14
	-	-	52,807.81	230,065.65	272,796.55	<u>555,670.01</u>

Obligation Date	4/12/2017	4/12/2018	8/15/2019	5/28/2020	4/15/2021
Grant End Date	4/12/2019	4/12/2020	8/15/2021	5/28/2022	4/15/2023

Grant Amount \$ 187,845 \$ 190,918 \$ 207,049 \$ 320,213 \$ 330,432

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Mason Manor					
Scattered Sites	-	-	-	-	-

Obligation Date 4/1/2022
Grant End Date 4/1/2024

Grant Amount \$ 325,000

GREEN BAY HOUSING AUTHORITY
(MAY 2020)

			MASON MANOR VACANCIES (0 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
			SCATTERED SITES VACANCIES (1 TOTAL)		
###	3/31/20	3	?	MOVED OUT WITH SIGNIFICANT OTHER	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (4 TOTAL)		MM APPLICANTS:		TOTAL
	UNIT	STATUS		1 bedroom (61-BC; 37-non BC)	98
	###	in house transfer		2 bedroom (1-BC; 1-non BC)	2
	###	in house transfer			
	###	in house transfer			
	###	move out to be w/family			
	SCATTERED S. (1 TOTAL)		SS APPLICANTS:		TOTAL
	UNIT	STATUS		2 bedroom (44-BC; 13-non BC)	57
	###	EVICTION		3 bedroom (2-BC; 2-non BC)	4
				4 bedroom (9-BC; 0 non BC)	9
	MOVE IN/OUT #'S		19 NEW MOVE INS		19 MOVE OUTS
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
May	98.03%	97.92%	97.97%	98.03%	97.92%
June	98.68%	97.92%	98.30%	98.68%	100.00%
July	98.68%	95.83%	97.26%	98.68%	97.92%
Aug	98.68%	93.75%	96.22%	98.68%	95.83%
Sept	99.34%	93.75%	96.55%	98.68%	95.83%
Oct	100.00%	95.83%	97.92%	100.00%	97.92%
Nov	99.34%	95.83%	97.59%	99.34%	95.83%
Dec	100.00%	97.92%	98.96%	100.00%	97.92%
Jan	99.34%	100.00%	99.67%	99.34%	100.00%
Feb	99.34%	100.00%	99.67%	99.34%	100.00%
March	98.03%	100.00%	99.01%	98.03%	100.00%
April	98.68%	100.00%	99.34%	98.68%	100.00%
TOTAL	99.01%	97.40%	98.20%	98.96%	98.26%