



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, SEPTEMBER 17, 2020, 10:30 AM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

- I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Erin Edwards and Stephen Srubas

C. Approval of the Agenda.

- I. Approval of the agenda for the September 17, 2020, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the July 16, 2020, meeting of the Green Bay Housing Authority.

E. Regular Business.

- I. Consideration with possible action regarding the review of redevelopment options presented by representatives of Baker Tilly.
2. Consideration and possible action regarding a request for approval to fill the upcoming Clerk III position with a Resident Services Coordinator.

F. Informational.

- I. GBHA Bills.
2. GBHA Financial Report.

3. Langan Report.
4. Director's Report.
5. Occupancy report for the month of September.
6. Date of next meeting: October 15, 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 09/17/2020

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/81434999289?pwd=N0dIMGxWSS85SGswK2lZeGhZZUN0UT09>

Meeting ID: 814 3499 9289

Passcode: 483400

One tap mobile

+13017158592,,81434999289# US (Germantown)

+13126266799,,81434999289# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 814 3499 9289

Find your local number: <https://us02web.zoom.us/j/koUDU8TSd>

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, JULY 16, 2020, 10:30 AM

Telephonic Meeting

Public may also view at

www.youtube.com/CityOfGreenBay

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. ROLL CALL.

I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Erin Edwards and Stephen Srubas

Members present: William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards,

Excused: Stephen Srubas, Absent: None

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the July 16, 2020, meeting of the Green Bay Housing Authority.

Moved by Erin Edwards and seconded by Terri Refsguard to approve of the agenda for the July 16, 2020 meeting of the Green Bay Housing Authority.

Motion carried. Yes-William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards, No:None, Abstain: No

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the May 21, 2020, meeting of the Green Bay Housing Authority.

Moved by Sandra Popp and seconded by Terri Refsguard to approve of the minutes from the May 21, 2020 meeting of the Green Bay Housing Authority.

Motion carried. Yes-William VandeCastle, Erin Edwards, Terri Refsguard, Sandra Popp, No:None, Abstain: No

E. REGULAR BUSINESS.

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

Moved by Sandra Popp and seconded by Erin Edwards to approve of opening the floor for the public to speak.

Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Sandra Popp, No:None, Abstain: No

Moved by Sandra Popp and seconded by William VandeCastle to approve of closing the floor for the public to speak.

Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Sandra Popp, No:None, Abstain: No

Moved by William VandeCastle and seconded by Sandra Popp to approve of the creation of a separate entity as Housing Development Authority of the City of Green Bay LLC as required for the Section 18 application.

Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Sandra Popp, No:None, Abstain: No

2. Consideration with possible action on writing off delinquent tenant accounts effective June 30, 2020.

Moved by Sandra Popp and seconded by Terri Refsguard to approve writing off delinquent tenant accounts effective June 30, 2020.

Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Sandra Popp, 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's 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.

5. Occupancy Report for the month of July.

Jayne Valentine reported the Occupancy report for the month of July. No action needed.

6. Date of next meeting: August 20, 2020.

G. ADJOURNMENT.

Moved by Sandra Popp and seconded by Erin Edwards to adjourn the Green Bay Housing Authority meeting.

Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Sandra Popp, No:None, Abstain: No



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

September 17, 2020

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.I

Consideration with possible action regarding the review of redevelopment options presented by representatives of Baker Tilly.

BACKGROUND

Staff has been working with our consultants at Baker Tilly to determine the course of action needed in order for us to rehabilitate Mason Manor.

Baker Tilly representatives will be at the meeting to present our options and answer questions.

RECOMMENDATION

Staff is recommending the Authority to receive information from Baker Tilly and refer to staff for action at a future board meeting.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

September 17, 2020

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # E.2

Consideration and possible action regarding a request for approval to fill the upcoming Clerk III position with a Resident Services Coordinator.

BACKGROUND

Karen Krautkramer, current Clerk III for the City of Green Bay Housing Authority, has submitted her official retirement letter effective January 8, 2021.

Upon reviewing the position staff realized it would be a better benefit to our residents if we upgraded this position from a Clerk III to a Resident Services Coordinator. Ka Vang currently holds our current Resident Services Coordinator position. Staff would also like to over hire this position for one month to provide the opportunity to train the new person before Karen's retirement in January.

The Green Bay Housing Authority's needs are ever changing; elderly and disabled tenants are requiring additional time and assistance, we have a higher amount of lease ups and have additional inspections to maintain safe, affordable, and decent housing. The future of the Green Bay Housing Authority also includes transitioning our Scatter Site properties over through the Section 18 process and Mason Manor taking on a major rehabilitation through a RAD/Mixed Finance combination. This will require a higher skill set from the current Clerk III position.

Ideally, the "new" Resident Services Coordinator will assist with managing the waitlist, background checks, lease ups, larger projects like Davis Bacon paperwork, updating and maintaining the Admissions and Continued Occupancy Plan.

Together two Resident Services Coordinators will enter work orders, enter rent payments and assist with tenant gatherings and newsletters updates. All essential functions that the Clerk III position held will be covered by the Resident Services Coordinators as well as the ability for staff to do more hands on work educating tenants and connecting residents to services.

Since the Green Bay Housing Authority's budget started on July 1, 2020, and we are half way through the year, there will be an additional expense for the over hire and the additional time until July of 2021, of between six and eight thousand dollars total. The request for these additional funds could be supplemented by the unrestricted account for the budget covering July 1, 2020 through June 30, 2021.

Going forward with the start of the 2021 budget, the additional funds to maintain the Resident Services Coordinator position would be funded by the higher rent amounts generated by the Scattered Site Section 18 conversion.

Currently, the Green Bay Housing Authority can establish rent amounts at 80 percent of the Fair Market Rents for Brown County. When the Scattered Sites are transitioned to the Section 18 program, the Green

Bay Housing Authority can establish rents between 100 percent - 110 percent of the fair market rents for Brown County. This will provide the GBHA with approximately \$13,000 of additional funding per year.

RECOMMENDATION

Approval of the request to fill the upcoming vacant Clerk III position with a Resident Services Coordinator.

FISCAL IMPACT

ATTACHMENTS

1. Clerk III (Housing) - Karen
2. Resident Services Coord - Ka

JOB DESCRIPTION

City of Green Bay

Position Title:	CLERK III
Department:	Department of Community and Economic Development/Housing Division
Reports To:	Senior Property Manager
Position Status:	Non-Exempt
Salary Range:	\$17.45/hour
Supervises:	None
Job Summary:	Under general supervision of the Senior Property Manager, performs work of routine difficulty related to the City of Green Bay and Brown County housing programs. Performs assigned duties related to the day-to-day operations of Mason Manor and Scattered Site.
Essential Functions:	1) Establishes and maintains resident files and records, lease agreements, confidential resident income files, notices and general information. 2) Organizes and administers resident initiatives, including Resident Advisory Board (RAB), floor leader meetings, volunteer appreciation dinner, ice cream social, and annual holiday party. Generates and distributes resident newsletters and communication to active Mason Manor and scattered sites residents. 3) Provides administrative support to the Housing Administrator and Resident Services Coordinator. Answers phone calls, responds to inquiries and request, receives applications for housing, enters and monitors work orders for all rental facilities. 4) Assists residents with minor needs including scheduling of hair appointments, nurse care, rental unit repairs, package pick up, etc. 5) Communicates and coordinates efforts with family, community health and human services agencies necessary to maintain resident health and safety. 6) Furnishes information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. 7) Collects rent and other charges from residents. Enter payments. Maintains account files. 8) Prioritizes and processes related work to meet deadlines. 9) Makes copies and prepares mailings. Performs other general office work as required. 10) Maintains all files. 11) Performs other related work as required.
Knowledge, Skills And Abilities	▪ Good knowledge of basic office procedures. Working knowledge of business English, spelling, punctuation and grammar; business letter forms and general filing procedures. Knowledge of US Department of Housing and Urban Development (HUD) housing choice voucher and public housing regulation and procedures. ▪ Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines.

	▪ Ability to utilize a computer and the required software; provide excellent customer service; prioritize duties and multitask to meet deadlines as required; use independent judgment and work independently; communicate effectively, both orally and in writing; handle confidential information with discretion; establish and maintain effective working relationships with staff, residents, and the public; work the required hours of the position. Typing and other testing tools will be used to assess skills.
Minimum Education And Experience	▪ High school diploma or equivalent. ▪ Three or more years of full-time office and customer service experience which includes a substantial amount of work processing, computerized systems, software and money receipting. ▪ Valid driver's license and good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Lifting up to 10 – 20 pounds. ▪ Carrying up to 10 – 20 pounds. ▪ Frequent standing and sitting. ▪ Ability to focus on projects for long periods of time. ▪ Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (please print) _____ Date _____ Employee Signature	

JOB DESCRIPTION

City of Green Bay

Position Title	RESIDENT SERVICES COORDINATOR
Department	Community Services/Housing Division
Reports To	Senior Property Manager
Position Status	Non-Exempt
Salary Range	Grade 28
Job Summary	Under general supervision of the Senior Property Manager, performs work of routine difficulty related to the City of Green Bay and Brown County housing programs. Performs assigned duties related to the day-to-day operations of Mason Manor.
Essential Functions	1) Generates and updates Mason Manor and Scattered Sites resident handbooks. Updates policies in GBHA Admissions and Continued Occupancy Policy (ACOP) as necessary. Generates and updates GBHA policies and lease documents as necessary. Updates maintenance and office policies and schedules. 2) Provides administrative support to the Housing Administrator. Answers phone calls, responds to inquiries and requests, receives applications for housing, shows rental units for Mason Manor and the Scattered Sites; enters and monitors work orders for all rental units. 3) Communicates and coordinates efforts with family, community health and human services agencies necessary to maintain resident health and safety. 4) Encourages resident involvement in Mason Manor programs and events. Coordinates resident activities and events in cooperation with Clerk III. 5) Maintains Mason Manor and Scattered Sites waiting lists of potential occupants in accordance with federal standards. 6) Collects rent from residents. Enters payments. Maintains account files. 7) Conducts housekeeping inspections of public housing units. 8) Identifies and pursues new funding opportunities (i.e. HUD opportunities, grant applications, reporting requirements, etc). 9) Assists with writing and distributing tenant newsletters; preparing and updating written policies. 10) Assists with marketing activities and preparation of reports. Assists with the establishment of contracts for capital improvements. 11) Responds to landlord reference inquiries. 12) Researches regulations or other housing related information as directed. 13) Assists with special projects as needed such as writing requests for proposal and compiling information for the 5-year plan. 14) Performs Meeting Manager duties at monthly Green Bay Housing Authority meetings and prepares minutes. 15) Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Knowledge of U.S. Department of Housing and Urban Development Housing Choice Voucher and Public Housing regulations and procedures. ▪ Knowledge of spelling, punctuation, grammar, and letter writing practices.

	▪ Ability to work effectively with the disabled and the elderly. ▪ Ability to handle confidential information with discretion. Ability to work independently without specific instruction. Ability to communicate effectively both orally and in writing. Ability to follow oral and written instructions. Ability to proficiently utilize a computer and the required software. Ability to establish and maintain effective working relationships with staff, residents and the public. Ability to work the required hours of the position.
Minimum Education And Experience	▪ Associates Degree in Public Policy, Communications, Public Administration, Human Services or related field. ▪ One to three years related work experience. ▪ Ability to speak a foreign language such as Hmong or Spanish is desired. ▪ A combination of equivalent experience and/or education may be considered.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting up to 10-20 pounds. ○ Carrying up to 10-20 pounds. ○ Frequent standing and sitting. ○ Ability to focus for long period of time on projects. ○ Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.	
_____ Employee Name (please print) _____ Employee Signature _____ Date	

9:34 AM

09/10/20

Green Bay Housing Authority

Check Detail

July 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5768	07/15/2020	BELSON CO	1424 Admira...	1111.01 · General ...	
Bill	371308	06/30/2020		towels	4420.00 · Maint - S...	-328.04
TOTAL						-328.04
Bill Pmt -Check	5769	07/15/2020		SD refund	1111.01 · General ...	
Bill	Sd Refund	07/02/2020		Sd refund - C...	2114.00 · Tenant S...	-200.00
TOTAL						-200.00
Bill Pmt -Check	5770	07/15/2020	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	06/30/2020		Copeis	4190.01 · Printing	-81.61
				copies	4190.01 · Printing	-81.60
Bill	970-12420	06/30/2020		Grease/Flow...	4420.00 · Maint - S...	-53.61
				Primer/Flang...	4420.00 · Maint - S...	-27.34
Bill	970-12420	06/30/2020		Markers/mouse	4190.03 · Paper & ...	-34.83
				Markers/mouse	4190.03 · Paper & ...	-34.83
				Laundry supp...	4220.01 · Ten Ser -...	-571.13
Bill	970-12420	07/01/2020		Fridg Gasket/...	4420.00 · Maint - S...	-146.19
Bill	132452	07/08/2020		fuel charges	4430.03 · Maint - Tr...	-28.97
				fuel charges	4430.03 · Maint - Tr...	-28.98
TOTAL						-1,089.09
Bill Pmt -Check	5771	07/15/2020	Clean By Design L...	1424 Admira...	1111.01 · General ...	
Bill	1559	07/06/2020		Cleaing #319	4430.00 · Maint - C...	-250.00
				Cleaning # 704	4430.00 · Maint - C...	-360.00
				Cleaning # 407	4430.00 · Maint - C...	-250.00
				Cleaning #421	4430.00 · Maint - C...	-250.00
TOTAL						-1,110.00
Bill Pmt -Check	5772	07/15/2020	Davis & Kuelthau, ...	RAD conver...	1111.01 · General ...	
Bill	447876	07/10/2020		rad conversion	4130.00 · Legal Ex...	-135.00
TOTAL						-135.00
Bill Pmt -Check	5773	07/15/2020	Ellison Electric Su...		1111.01 · General ...	
Bill	1125143	06/25/2020		electrical	4420.00 · Maint - S...	-323.16
Bill	1125142	06/25/2020		electrical	4420.00 · Maint - S...	-238.50
Bill	1125508	07/01/2020		electrical	4420.00 · Maint - S...	-318.00
Bill	1125671	07/02/2020		electrical	4420.00 · Maint - S...	-46.71
Bill	1125669	07/02/2020		electrical	4420.00 · Maint - S...	-208.50
TOTAL						-1,134.87
Bill Pmt -Check	5774	07/15/2020		Sd refund	1111.01 · General ...	
Bill	Sd refund	07/02/2020		Sd refund - G...	2114.00 · Tenant S...	-200.00
				Key Dept Ref...	2114.02 · Security ...	-10.00
TOTAL						-210.00

9:34 AM

09/10/20

Green Bay Housing Authority

Check Detail

July 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5775	07/15/2020	GRAINGER		1111.01 · General ...	
Bill	9578510878	07/02/2020		impact tool	4420.00 · Maint - S...	-225.50
Bill	9578510886	07/02/2020		batteries	4420.00 · Maint - S...	-713.87
TOTAL						-939.37
Bill Pmt -Check	5776	07/15/2020	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	959601740	07/01/2020		monthly maint	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	5777	07/15/2020	LANGAN INVESTI...	professional...	1111.01 · General ...	
Bill	6/1-6/30/2020 mm	07/01/2020		professional ...	4130.01 · Investigat...	-434.00
TOTAL						-434.00
Bill Pmt -Check	5778	07/15/2020	LARSON PAINTING		1111.01 · General ...	
Bill	5399	06/30/2020		painting	4430.25 · Unit Repair	-1,704.28
Bill	5398	06/30/2020		painting	4430.25 · Unit Repair	-910.87
Bill	5397	06/30/2020		painting	4430.25 · Unit Repair	-1,417.95
Bill	5400	06/30/2020		painting	4430.00 · Maint - C...	-756.40
TOTAL						-4,789.50
Bill Pmt -Check	5779	07/15/2020	Lindeman's Cleani...		1111.01 · General ...	
Bill	135989	07/06/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
Bill	135988	07/06/2020		cleaning drap...	4430.01 · Maint - N...	-68.00
Bill	136310	07/10/2020		repairing dra...	4430.01 · Maint - N...	-30.00
TOTAL						-152.66
Bill Pmt -Check	5780	07/15/2020		Sd refund	1111.01 · General ...	
Bill	Sd refund	07/02/2020		Sd refund - L...	2114.00 · Tenant S...	-200.00
				Key Dept ref...	2114.02 · Security ...	-5.00
TOTAL						-205.00
Bill Pmt -Check	5781	07/15/2020		Sd refund	1111.01 · General ...	
Bill	Sd refund	07/02/2020		Sd refund - M...	2114.00 · Tenant S...	-200.00
				Pet Dept refu...	2114.02 · Security ...	-250.00
				Key Dept Ref...	2114.02 · Security ...	-30.00
TOTAL						-480.00
Bill Pmt -Check	5782	07/15/2020	Milbach Construct...	PO 1900126 ...	1111.01 · General ...	
Bill	Final	07/05/2020		Siding & roofi...	4430.25 · Unit Repair	-38,957.18
TOTAL						-38,957.18

9:34 AM

09/10/20

Green Bay Housing Authority

Check Detail

July 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5783	07/15/2020	NATIONAL ELEVA...	1424 Admial...	1111.01 · General ...	
Bill	391487	06/17/2020		inspections	4430.12 · Elevator ...	-210.00
TOTAL						-210.00
Bill Pmt -Check	5784	07/15/2020	One Service LLC	1424 Admira...	1111.01 · General ...	
Bill	123	07/06/2020		treat #506	4430.17 · Extermin...	-170.00
TOTAL						-170.00
Bill Pmt -Check	5785	07/15/2020	PAMPERIN CONS...	325 N Ashland	1111.01 · General ...	
Bill	6/20/20	06/20/2020		doors	4430.25 · Unit Repair	-1,974.00
TOTAL						-1,974.00
Bill Pmt -Check	5786	07/15/2020	PHILADELPHIA IN...		1111.01 · General ...	
Bill	8/19/20-8704481753	07/01/2020		flood ins	4510.00 · Insurance...	-971.00
Bill	8/19/20-8704481754	07/01/2020		flood ins	4510.00 · Insurance...	-934.00
Bill	8/19/20-8704481755	07/01/2020		flood ins	4510.00 · Insurance...	-842.00
Bill	8/19/20-8705417280	07/01/2020		flood ins	4510.00 · Insurance...	-712.00
TOTAL						-3,459.00
Bill Pmt -Check	5787	07/15/2020	Positive Electrics I...	snow equip...	1111.01 · General ...	
Bill	13312	06/25/2020		snow equipm...	4430.11 · Snow Re...	-3,540.00
TOTAL						-3,540.00
Bill Pmt -Check	5788	07/15/2020	Sandberg K9 Solu...	1424 Admira...	1111.01 · General ...	
Bill	1662	07/14/2020		quarterly insp...	4430.17 · Extermin...	-2,999.98
TOTAL						-2,999.98
Bill Pmt -Check	5789	07/15/2020	SHERWIN-WILLIA...	Paint	1111.01 · General ...	
Bill	4699-7	06/25/2020		paint	4430.25 · Unit Repair	-585.60
TOTAL						-585.60
Bill Pmt -Check	5790	07/15/2020	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	7/1-7/31/2020	07/02/2020		cable	4230.00 · Ten Ser...	-2,610.36
TOTAL						-2,610.36

9:34 AM

09/10/20

Green Bay Housing Authority

Check Detail

July 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5791	07/15/2020	WISCONSIN PUBL...	Utility Reim...	1111.01 · General ...	
Bill	7/2020 UR's	07/01/2020		835 Christian...	4320.01 · Utility Rei...	-86.00
				1014 Pine St ...	4320.01 · Utility Rei...	-86.00
				1410 Univers...	4320.01 · Utility Rei...	-86.00
				1404 Univers...	4320.01 · Utility Rei...	-24.00
				1420 universi...	4320.01 · Utility Rei...	-81.00
				886 Division -...	4320.01 · Utility Rei...	-86.00
				839 Christian...	4320.01 · Utility Rei...	-86.00
				509 S Maple ...	4320.01 · Utility Rei...	-19.00
TOTAL						-554.00
Bill Pmt -Check	5792	07/30/2020	AMA HEATING	1424 Admira...	1111.01 · General ...	
Bill	S90046	07/13/2020		fixed 8th floor...	4430.10 · Heating a...	-689.08
TOTAL						-689.08
Bill Pmt -Check	5793	07/30/2020	AT&T	1424 Admira...	1111.01 · General ...	
Bill	5/23-6/22/20	06/22/2020		door system	4190.07 · Tele Fax...	-43.44
				door system	4190.07 · Tele Fax...	-43.45
TOTAL						-86.89
Bill Pmt -Check	5794	07/30/2020	BELLIN HOME HE...	1424 Admirl...	1111.01 · General ...	
Bill	MB4779	07/15/2020		RN Communi...	4230.00 · Ten Ser...	-400.00
TOTAL						-400.00
Bill Pmt -Check	5795	07/30/2020	BELSON CO	1424 Admira...	1111.01 · General ...	
Bill	372359	07/16/2020		cleaning spray	4420.00 · Maint - S...	-112.74
TOTAL						-112.74
Bill Pmt -Check	5796	07/30/2020	CELLCOM	cell bill	1111.01 · General ...	
Bill	544818	07/15/2020		cell bill	4190.07 · Tele Fax...	-45.28
				cell bill	4190.07 · Tele Fax...	-95.08
TOTAL						-140.36
Bill Pmt -Check	5797	07/30/2020	CITY OF GREEN B...		1111.01 · General ...	
Bill	PILOT 2020 SS	06/30/2020		PILOT	4520.00 · PILOT	-34,934.87
Bill	PILOT 2020 MM	06/30/2020		PILOT	4520.00 · PILOT	-38,144.18
Bill	133457	06/30/2020		office suppl...	4190.03 · Paper & ...	-29.11
Bill	970-12420	07/03/2020		foam cooler	4420.00 · Maint - S...	-11.98
Bill	970-12420	07/06/2020		Lugs/couplin...	4420.00 · Maint - S...	-229.57
				tape/week kill...	4420.00 · Maint - S...	-140.09
Bill	970-12420	07/06/2020		background c...	4130.01 · Investigat...	-14.28
				background c...	4130.01 · Investigat...	-14.28
Bill	970-12420	07/15/2020		computer sof...	4430.25 · Unit Repair	-460.00
Bill	133161	07/15/2020		mailings	4190.02 · Postage	-38.94
TOTAL						-74,017.30

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5798	07/30/2020	Clean By Design L...	1424 Admirl...	1111.01 · General ...	
Bill	1560	07/20/2020		cleaning #818	4430.00 · Maint - C...	-340.00
TOTAL						-340.00
Bill Pmt -Check	5799	07/30/2020	FIRST SUPPLY G...		1111.01 · General ...	
Bill	12283363-02	07/16/2020		aquapiston	4420.00 · Maint - S...	-13.62
Bill	12283363-00	07/20/2020		seats	4420.00 · Maint - S...	-80.34
TOTAL						-93.96
Bill Pmt -Check	5800	07/30/2020	GRAINGER		1111.01 · General ...	
Bill	9596278060	07/21/2020		Masks	4420.00 · Maint - S...	-68.92
Bill	9596278078	07/21/2020		drain opener	4420.00 · Maint - S...	-227.00
TOTAL						-295.92
Bill Pmt -Check	5801	07/30/2020	GREEN BAY WAT...		1111.01 · General ...	
Bill	7/15/20-1033-02	07/15/2020		712 Bond	4390.00 · Other Util...	-58.67
Bill	7/15/20-514-06	07/15/2020		712 Bond	4310.00 · Water	-240.36
Bill	7/15/20-514-06	07/15/2020		967 Holzer	4390.00 · Other Util...	-58.67
Bill	7/20/20-2170-03	07/20/2020		967 Holzer	4310.00 · Water	-79.41
Bill	7/20/20-2170-03	07/20/2020		815 Dousman	4390.00 · Other Util...	-58.67
Bill	7/20/20-1882-05	07/20/2020		815 Dousman	4310.00 · Water	-177.86
Bill	7/20/20-1882-05	07/20/2020		886 Divison	4390.00 · Other Util...	-58.67
Bill	7/20/20-2375-04	07/20/2020		886 Divison	4310.00 · Water	-169.40
Bill	7/20/20-2375-04	07/20/2020		1428 Dousman	4390.00 · Other Util...	-58.67
Bill	7/22/20-4089-05	07/22/2020		1428 Dousman	4310.00 · Water	-92.67
Bill	7/22/20-4089-05	07/22/2020		835 Christiana	4390.00 · Other Util...	-58.79
Bill	7/22/20-4356-06	07/22/2020		835 Christiana	4310.00 · Water	-1,528.55
Bill	7/22/20-4356-06	07/22/2020		896 School	4390.00 · Other Util...	-58.79
Bill	7/22/20-4086-04	07/22/2020		896 School	4310.00 · Water	-132.86
Bill	7/22/20-4086-04	07/22/2020		839 Christiana	4390.00 · Other Util...	-58.79
Bill	7/22/20-4086-04	07/22/2020		839 Christiana	4310.00 · Water	-138.64
TOTAL						-3,029.47
Bill Pmt -Check	5802	07/30/2020	H.J. MARTIN & SO...	1424 Admira...	1111.01 · General ...	
Bill	HJ271170	07/13/2020		caprpet #407	4430.00 · Maint - C...	-474.94
TOTAL						-474.94
Bill Pmt -Check	5803	07/30/2020	HOUSING AUTHO...	liability ins	1111.01 · General ...	
Bill	HG00105522	07/28/2020		liability ins	4510.01 · Insurance...	-6,796.00
				liability ins	4510.01 · Insurance...	-2,841.00
				liability ins	4510.01 · Insurance...	-200.00
TOTAL						-9,837.00
Bill Pmt -Check	5804	07/30/2020	HOUSING INSURA...	Property ins	1111.01 · General ...	
Bill	247	07/21/2020		Property ins	4510.00 · Insurance...	-32,979.08
				Property ins	4510.00 · Insurance...	-19,234.92
TOTAL						-52,214.00

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5805	07/30/2020	LANGAN INVESTI...	professional...	1111.01 · General ...	
Bill	6/1-6/30/20 ss	07/01/2020		screenings &...	4130.01 · Investigat...	-1,755.35
TOTAL						-1,755.35
Bill Pmt -Check	5806	07/30/2020	LARSON PAINTING	1424 Admira...	1111.01 · General ...	
Bill	5416	07/23/2020		Painting # 704	4430.00 · Maint - C...	-292.80
				painting #407	4430.00 · Maint - C...	-231.80
				painting #421	4430.00 · Maint - C...	-231.80
TOTAL						-756.40
Bill Pmt -Check	5807	07/30/2020	Lindeman's Cleani...		1111.01 · General ...	
Bill	135995	07/06/2020		cleaning drap...	4430.01 · Maint - N...	-68.00
Bill	135994	07/06/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
Bill	136345	07/09/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
Bill	136346	07/09/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
Bill	136342	07/09/2020		cleaning drea...	4430.01 · Maint - N...	-59.10
Bill	136341	07/09/2020		cleaning drap...	4430.01 · Maint - N...	-50.21
Bill	136311	07/10/2020		reparing drap...	4430.01 · Maint - N...	-15.00
Bill	136309	07/10/2020		reparing dra...	4430.01 · Maint - N...	-15.00
Bill	136709	07/16/2020		reparing drap...	4430.01 · Maint - N...	-30.00
Bill	136825	07/17/2020		reparing drap...	4430.01 · Maint - N...	-15.00
Bill	137455	07/22/2020		cleaning drap...	4430.01 · Maint - N...	-68.00
Bill	137457	07/22/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
TOTAL						-538.95
Bill Pmt -Check	5808	07/30/2020	LIZER LAWN CARE		1111.01 · General ...	
Bill	105862AD	07/20/2020		June mowing	4430.13 · Landscap...	-23.90
Bill	105865AD	07/20/2020		June Mowing	4430.13 · Landscap...	-47.80
Bill	105864AD	07/20/2020		June mowing	4430.13 · Landscap...	-23.90
TOTAL						-95.60
Bill Pmt -Check	5809	07/30/2020	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	150841	06/30/2020		social worker	4210.00 · Ten Ser...	-5,557.00
TOTAL						-5,557.00
Bill Pmt -Check	5810	07/30/2020	MID-STATE SUPPLY	323 Ashalnd	1111.01 · General ...	
Bill	4365820	07/16/2020		drip tray	4420.00 · Maint - S...	-39.00
TOTAL						-39.00
Bill Pmt -Check	5811	07/30/2020	One Service LLC	1424 Admira...	1111.01 · General ...	
Bill	127	07/20/2020		treate units #...	4430.17 · Extermin...	-240.00
TOTAL						-240.00

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July 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5812	07/30/2020	TIME WARNER CA...		1111.01 · General ...	
Bill	6/192020	06/19/2020		wifi	4230.00 · Ten Ser-...	-89.99
Bill	7/18/20-8/18/20	07/18/2020		wifi	4230.00 · Ten Ser-...	-89.99
TOTAL						-179.98
Bill Pmt -Check	5813	07/30/2020	WISCONSIN PUBL...		1111.01 · General ...	
Bill	June 2020 UR's	06/01/2020		323 n Ashlan...	4320.01 · Utility Rei...	-86.00
				1014 Pine St ...	4320.01 · Utility Rei...	-86.00
				1410 Univers...	4320.01 · Utility Rei...	-86.00
				1404 Univers...	4320.01 · Utility Rei...	-24.00
				1420 Univeri...	4320.01 · Utility Rei...	-81.00
				886 Division -...	4320.01 · Utility Rei...	-86.00
				839 Christian...	4320.01 · Utility Rei...	-86.00
				509 S Maple ...	4320.01 · Utility Rei...	-19.00
Bill	8/2020 UR's	08/01/2020		835 Christian...	4320.01 · Utility Rei...	-86.00
				323 N Ashaln...	4320.01 · Utility Rei...	-67.00
				1410 Univers...	4320.01 · Utility Rei...	-86.00
				1404 Univers...	4320.01 · Utility Rei...	-24.00
				1420 Univers...	4320.01 · Utility Rei...	-81.00
				1440 Univers...	4320.01 · Utility Rei...	-172.00
				886 Divison -...	4320.01 · Utility Rei...	-86.00
				1416 Univers...	4320.01 · Utility Rei...	-110.00
				325 N Ashlan...	4320.01 · Utility Rei...	-9.00
				509 S. Maple...	4320.01 · Utility Rei...	-19.00
TOTAL						-1,294.00
Bill Pmt -Check	5814	07/30/2020	YP	1424 Admira...	1111.01 · General ...	
Bill	7/17/20	07/14/2020		ads	4190.08 · Marketing	-29.16
TOTAL						-29.16

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August 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5815	08/13/2020	AT&T	door syst...	1111.01 · Gene...	
Bill	6/23-7/22/20	07/22/2020		Door System	4190.07 · Tele ...	-88.23
				Door System	4190.07 · Tele ...	-88.24
TOTAL						-176.47
Bill Pmt -Check	5816	08/13/2020	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	07/13/2020		washers/le...	4420.00 · Maint ...	-31.89
Bill	133238	07/20/2020		bulk waste	4430.19 · Garba...	-80.00
Bill	970-12420	07/21/2020		waste man...	4430.19 · Garba...	-410.00
				Yellowboo...	4190.08 · Marke...	-20.00
Bill	970-12420	07/21/2020		lawn equip...	4430.13 · Lands...	-11.73
Bill	970-12420	07/22/2020		stop/Knob/...	4420.00 · Maint ...	-106.19
				screens/dr...	4420.00 · Maint ...	-37.42
Bill	970-12420	07/23/2020		trim nails	4420.00 · Maint ...	-9.38
				trim/ sandi...	4420.00 · Maint ...	-63.09
Bill	970-12422	07/31/2020		Wages	4110.00 · Admin...	-8,741.07
				Benifits	4182.00 · Emplo...	-4,037.06
				Wages	4410.00 · Maint ...	-10,200.17
				Benifits	4433.00 · Emp ...	-3,707.84
				Wages	4110.00 · Admin...	-3,764.54
				Benifits	4182.00 · Emplo...	-1,389.79
				Wages	4410.00 · Maint ...	-3,344.73
				Benifits	4433.00 · Emp ...	-1,446.08
				Wages	4110.00 · Admin...	-4,463.37
				Benifits	4182.00 · Emplo...	-1,935.08
Bill	133984	07/31/2020		fuel	4430.03 · Maint ...	-35.62
				fuel	4430.03 · Maint ...	-35.63
Bill	133668	08/03/2020		Workers C...	4433.00 · Emp ...	-1,654.49
				workers co...	4433.00 · Emp ...	-1,654.48
Bill	970-12420	08/05/2020		sawhorses...	4420.00 · Maint ...	-151.54
				recycler fee	4430.19 · Garba...	-51.00
				recycler fee	4430.19 · Garba...	-51.00
Bill	970-12420	08/06/2020		stamps	4190.02 · Postage	-137.50
				stamps	4190.02 · Postage	-137.50
Bill	134007	08/10/2020		workers co...	4433.00 · Emp ...	-6.22
				workers co...	4433.00 · Emp ...	-6.21
TOTAL						-47,720.62
Bill Pmt -Check	5817	08/13/2020	Clean By Desig...		1111.01 · Gene...	
Bill	1561	07/30/2020		cleaning # ...	4430.00 · Maint ...	-250.00
Bill	1563	08/10/2020		cleaning # ...	4430.00 · Maint ...	-250.00
TOTAL						-500.00
Bill Pmt -Check	5818	08/13/2020	FIRST SUPPLY...		1111.01 · Gene...	
Bill	12283363-03	07/21/2020		seats	4420.00 · Maint ...	-215.52
Bill	12283363-01	07/21/2020		seats	4420.00 · Maint ...	-143.68
Bill	12293173-00	07/30/2020		stoppers	4420.00 · Maint ...	-18.90
TOTAL						-378.10

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August 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5819	08/13/2020	GREEN BAY W...		1111.01 · Gene...	
Bill	7/29/20-5210-05	07/29/2020		836 Cora St	4390.00 · Other ...	-58.79
				836 Cora St	4310.00 · Water	-66.99
Bill	7/29/20-5694-03	07/29/2020		715 N Che...	4390.00 · Other ...	-58.79
				715 N Che...	4310.00 · Water	-115.92
Bill	7/29/20-5399-04	07/29/2020		323 N Ashl...	4390.00 · Other ...	-115.33
				323 N Ashl...	4310.00 · Water	-40.69
Bill	7/29/20-5524-04	07/29/2020		522 N Maple	4390.00 · Other ...	-58.29
				522 N Maple	4310.00 · Water	-257.56
Bill	7/29/20-5574-03	07/29/2020		409 N Maple	4390.00 · Other ...	-58.29
				409 N Maple	4310.00 · Water	-186.63
Bill	7/29/20-5334-04	07/29/2020		516 N Ashl...	4390.00 · Other ...	-58.29
				516 N Ashl...	4310.00 · Water	-405.28
Bill	7/29/20-5459-02	07/29/2020		509 S Maple	4390.00 · Other ...	-58.79
				509 S Maple	4310.00 · Water	-164.99
Bill	7/29/20-5706-05	07/29/2020		913 N Che...	4390.00 · Other ...	-58.79
				913 N Che...	4310.00 · Water	-101.43
Bill	7/29/20-5573-04	07/29/2020		415 N Maple	4390.00 · Other ...	-58.79
				415 N Maple	4310.00 · Water	-38.97
Bill	7/29/20-33149-...	07/29/2020		816 n Maple	4390.00 · Other ...	-58.79
				816 n Maple	4310.00 · Water	-143.91
Bill	7/29/20-3321-01	07/29/2020		510 N Che...	4390.00 · Other ...	-58.79
				510 N Che...	4310.00 · Water	-281.24
Bill	7/30/20-4665-01	07/30/2020		1424 Admi...	4390.00 · Other ...	-347.80
				1424 Admi...	4310.00 · Water	-4,074.84
TOTAL						-6,927.98
Bill Pmt -Check	5820	08/13/2020	KONE INC	1424 Admi...	1111.01 · Gene...	
Bill	959626400	08/01/2020		elevator m...	4430.12 · Elevat...	-450.00
TOTAL						-450.00
Bill Pmt -Check	5821	08/13/2020	LANGAN INVE...		1111.01 · Gene...	
Bill	7/1-7/31/20 SS	08/02/2020		screenings	4130.01 · Invest...	-28.00
Bill	7/1-7/31/20 MM	08/02/2020		screenings	4130.01 · Invest...	-182.00
TOTAL						-210.00
Bill Pmt -Check	5822	08/13/2020	Lindeman's Cl...		1111.01 · Gene...	
Bill	137949	07/28/2020		cleaning dr...	4430.01 · Maint ...	-68.00
Bill	137950	07/28/2020		cleaning dr...	4430.01 · Maint ...	-54.66
TOTAL						-122.66
Bill Pmt -Check	5823	08/13/2020	One Service LLC	1424 Admi...	1111.01 · Gene...	
Bill	137	08/05/2020		treatment ...	4430.17 · Exter...	-120.00
TOTAL						-120.00
Bill Pmt -Check	5824	08/13/2020	STATE OF WIS...	1424 Admi...	1111.01 · Gene...	
Bill	522643	07/29/2020		elevator op...	4430.12 · Elevat...	-100.00
TOTAL						-100.00

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August 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5825	08/13/2020	VAN'S FIRE & ...		1111.01 · Gene...	
Bill	4137225	07/13/2020		sprinkler in...	4430.09 · Fire P...	-907.50
Bill	4137231	07/14/2020		fire protecti...	4430.09 · Fire P...	-182.58
TOTAL						-1,090.08
Bill Pmt -Check	5826	08/13/2020	WISCONSIN P...		1111.01 · Gene...	
Bill	7/24/20-2671-0...	07/24/2020		325 N Ashl...	4320.00 · Electri...	-28.61
				325 N Ashl...	4330.00 · Gas	-18.98
Bill	7/29/20-2671-0...	07/29/2020		1424 Admi...	4320.00 · Electri...	-7,107.12
Bill	7/29/20-2671-0...	07/29/2020		1424 Admi...	4320.00 · Electri...	-186.34
Bill	7/30/20-2671-0...	07/30/2020		1125 Univ...	4320.00 · Electri...	-30.88
				1125 Univ...	4330.00 · Gas	-16.21
TOTAL						-7,388.14
Bill Pmt -Check	5827	08/28/2020	AMA HEATING	1424 Admi...	1111.01 · Gene...	
Bill	S90361	08/13/2020		filters & m...	4430.10 · Heati...	-281.53
TOTAL						-281.53
Bill Pmt -Check	5828	08/28/2020	BELLIN HOME ...	1424 Admi...	1111.01 · Gene...	
Bill	MB4956	08/14/2020		RN comm...	4230.00 · Ten S...	-300.00
TOTAL						-300.00
Bill Pmt -Check	5829	08/28/2020	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	08/06/2020		backgroun...	4130.01 · Invest...	-14.28
				backgroun...	4130.01 · Invest...	-14.28
				gift cards	4220.01 · Ten S...	-120.00
				wipes	4420.00 · Maint ...	-6.94
Bill	970-12420	08/12/2020		hardware/fi...	4420.00 · Maint ...	-198.36
Bill	970-12420	08/13/2020		skid steer ...	4430.03 · Maint ...	-56.83
				skid steer ...	4430.03 · Maint ...	-56.83
				stove	4430.18 · Applia...	-599.99
Bill	134421	08/19/2020		mailings	4190.02 · Postage	-20.54
TOTAL						-1,088.05
Bill Pmt -Check	5830	08/28/2020	D & D Glass Co...	SS	1111.01 · Gene...	
Bill	76248	07/14/2020		screen rep...	4420.00 · Maint ...	-127.90
TOTAL						-127.90
Bill Pmt -Check	5831	08/28/2020	Ellison Electric...		1111.01 · Gene...	
Bill	1128164	08/13/2020		sensor	4420.00 · Maint ...	-7.92
Bill	1128329	08/13/2020		Smoke ala...	4430.25 · Unit R...	-255.96
Bill	1128330	08/13/2020		batteries	4420.00 · Maint ...	-254.64
TOTAL						-518.52

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August 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5832	08/28/2020	Lindeman's Cl...		1111.01 · Gene...	
Bill	139051	08/10/2020		cleaning dr...	4430.01 · Maint ...	-72.45
Bill	139050	08/10/2020		cleaning dr...	4430.01 · Maint ...	-63.55
TOTAL						-136.00
Bill Pmt -Check	5833	08/28/2020	Lutheran Socia...	social wor...	1111.01 · Gene...	
Bill	151344	07/31/2020		social work...	4210.00 · Ten S...	-5,557.00
TOTAL						-5,557.00
Bill Pmt -Check	5834	08/28/2020	One Service LLC	1424 Admi...	1111.01 · Gene...	
Bill	142	08/19/2020		treatment ...	4430.17 · Exter...	-300.00
TOTAL						-300.00
Bill Pmt -Check	5835	08/28/2020	STATE OF WIS...	elevator p...	1111.01 · Gene...	
Bill	522642	07/29/2020		permit	4430.12 · Elevat...	-50.00
TOTAL						-50.00
Bill Pmt -Check	5836	08/28/2020	TIME WARNER...	1424 Admi...	1111.01 · Gene...	
Bill	8/1-8/31/20	08/04/2020		1424 Admi...	4230.00 · Ten S...	-2,610.36
TOTAL						-2,610.36
Bill Pmt -Check	5837	08/28/2020	TRI CITY GLASS	1424 Admi...	1111.01 · Gene...	
Bill	I03073929 BG	07/31/2020		Door repair	4420.00 · Maint ...	-170.00
TOTAL						-170.00
Bill Pmt -Check	5838	08/28/2020	Twin Eagle Hol...	1424 Admi...	1111.01 · Gene...	
Bill	132584	07/13/2020		1424 Admi...	4330.00 · Gas	-1,963.36
TOTAL						-1,963.36
Bill Pmt -Check	5839	08/28/2020	WISCONSIN P...		1111.01 · Gene...	
Bill	7/10/20-2671-0...	07/10/2020		1341 Univ...	4320.00 · Electri...	-58.84
				1341 Univ...	4330.00 · Gas	-16.77
Bill	8-11-20-2671-0...	08/11/2020		1341 Univ...	4320.00 · Electri...	-86.57
				1341 Univ...	4330.00 · Gas	-17.33
TOTAL						-179.51

Green Bay Housing Authority

Budget vs. Actual

Summary

Aug-20

Account # 525

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	28,852.63	173,926.04	123,453.46	815,873.41	0.00	24,955.00	60,638.54	333,415.74	212,944.63	1,348,170.19
Total Expense	10,323.00	149,375.00	153,454.12	1,099,670.84	0.00	1,725.00	72,845.79	618,483.36	236,622.91	1,869,254.20
Net Income	18,529.63	24,551.04	-30,000.66	-283,797.43	0.00	23,230.00	-12,207.25	-285,067.62	-23,678.28	-521,084.01

Reserve Spreadsheet

	MM	SS
Projected from 6/30/19	476,008	245,925
YTD Net Income/(loss)	(30,001)	(12,207)
Without Depreciation		
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	296,007	221,236
Transfer	-	-
Projected Reserve	296,007	221,236
6 Month Expenses	442,264	239,658
Excess/shortfall	(146,257)	(18,422)
	☹	☹

Green Bay Housing Authority

Budget vs. Actual Detail

COCC

Mason Manor

AQUA by BAS

Income

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	26,140.00	165,931.80	-139,791.80	15.75%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	83,462.04	477,505.21	-394,043.17	17.48%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	860.00	4,436.40	-3,576.40	19.39%
3510.00 · Management Fee Revenue	21,806.96	128,981.04	129,864.00	16.91%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	4,020.00	24,240.00	24,000.00	16.58%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	2,940.00	18,180.00	18,000.00	16.17%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	2,500.00	2,500.00	0.0%	0.00	10,000.00	-10,000.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	1,001.00	7,500.00	-6,499.00	13.35%
3690.01 · Other Income - Ins Dividends	85.67	25.00	15.00	342.68%	2,570.28	500.00	-2,070.28	514.06%
3690.02 · Other Income	0.00	0.00	0.00	0.0%	955.45	8,000.00	-7,044.55	11.94%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	8,464.69	142,000.00	-133,535.31	5.96%
3700.00 · HUD Cares grant	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	0.00	0.00	0.0%
Total Income	28,852.63	173,926.04	-145,073.41	16.59%	123,453.46	815,873.41	-692,419.95	15.13%

Expense

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	6,069.56	70,000.00	-63,930.44	8.67%	13,399.49	98,000.00	-84,600.51	13.67%
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	135.00	2,000.00	-1,865.00	6.75%	0.00	1,500.00	-1,500.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	686.56	2,600.00	-1,913.44	26.41%
4140.00 · Staff Training	0.00	7,000.00	-7,000.00	0.0%	0.00	4,000.00	-4,000.00	0.0%
4150.00 · Travel	0.00	200.00	-200.00	0.0%	0.00	250.00	-250.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	16,466.48	98,696.64	-82,230.16	16.68%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	2,220.00	13,680.00	-11,460.00	16.23%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	3,060.00	18,240.00	-15,180.00	16.78%
4171.00 · Auditing Fees	0.00	1,800.00	-1,800.00	0.0%	0.00	3,600.00	-3,600.00	0.0%
4182.00 · Employee Benefits - Admin	3,858.96	30,000.00	-26,141.04	12.86%	8,088.85	40,000.00	-31,911.15	20.22%
4190.01 · Printing	0.00	500.00	-500.00	0.0%	0.00	2,750.00	-2,750.00	0.0%
4190.02 · Postage	59.48	300.00	-240.52	19.83%	137.50	1,000.00	-862.50	13.75%
4190.03 · Paper & Office Supplies	0.00	500.00	-500.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
4190.04 · Publications	0.00	500.00	-500.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	400.00	-400.00	0.0%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	0.00	7,000.00	-7,000.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	276.14	1,750.00	-1,473.86	15.78%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	98.16	2,300.00	-2,201.84	4.27%
4190.10 · Miscellaneous	0.00	15,000.00	-15,000.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	120.00	3,000.00	-2,880.00	4.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	6,102.05	37,804.20	-31,702.15	16.14%
4310.00 · Water	0.00	0.00	0.00	0.0%	4,074.84	43,000.00	-38,925.16	9.48%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	13,704.13	68,500.00	-54,795.87	20.01%
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%	1,963.36	31,000.00	-29,036.64	6.33%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	347.80	4,700.00	-4,352.20	7.4%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	15,243.19	139,000.00	-123,756.81	10.97%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	6,214.61	67,000.00	-60,785.39	9.28%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	3,181.34	45,000.00	-41,818.66	7.07%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	950.27	5,500.00	-4,549.73	17.28%
4430.03 · Maint - Truck Maint	0.00	100.00	-100.00	0.0%	121.42	2,500.00	-2,378.58	4.86%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	1,090.08	5,000.00	-3,909.92	21.8%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	1,321.39	5,000.00	-3,678.61	26.43%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	0.00	2,500.00	-2,500.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	1,050.00	10,500.00	-9,450.00	10.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	11.73	5,000.00	-4,988.27	0.24%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	0.00	1,750.00	-1,750.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	3,877.42	24,000.00	-20,122.58	16.16%
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%	871.00	6,000.00	-5,129.00	14.52%
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%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	9,001.23	48,000.00	-38,998.77	18.75%
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%	32,979.08	11,000.00	21,979.08	299.81%
4510.01 · Insurance Expenses - Liability	200.00	300.00	-100.00	66.67%	6,796.00	7,000.00	-204.00	97.09%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	34,000.00	-34,000.00	0.0%
4530.00 · Bank Fees	0.00	1,025.00	-1,025.00	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	5,000.00	-5,000.00	0.0%
4590.00 · Other General	0.00	12,000.00	-12,000.00	0.0%	0.00	0.00	0.00	0.0%
4700.00 · HUD Cares grant exp	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

AGGREGATE

4800.00 · Depreciation Expense
 9120.00 · Transfers Out
 Total Expense
 Net Income/(Loss)

YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
0.00	650.00	-650.00	0.0%	0.00	175,000.00	-175,000.00	0.0%
0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
10,323.00	149,375.00	-139,052.00	6.91%	153,454.12	1,099,670.84	-946,216.72	13.96%
18,529.63	24,551.04	-6,021.41	75.47%	-30,000.66	-283,797.43	253,796.77	10.57%

Green Bay Housing Authority

Budget vs. Actual Detail

AGGREGATED

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	23,496.00	155,191.20	-131,695.20	15.14%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	30,215.00	160,424.54	-130,209.54	18.83%
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%	5,911.64	1,300.00	4,611.64	454.74%
3690.02 · Other Income	0.00	14,955.00	-14,955.00	0.0%	1,015.90	9,000.00	-7,984.10	11.29%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3700.00 · HUD Cares grant	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	0.00	0.00	0.0%
Total Income	0.00	24,955.00	-24,955.00	0.0%	60,638.54	333,415.74	-272,777.20	18.19%
Expense								
4110.00 · Admin Salaries	0.00	500.00	-500.00	0.0%	5,964.09	68,000.00	-62,035.91	8.77%
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	0.00	0.00	0.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,811.91	3,500.00	-1,688.09	51.77%
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%	0.00	500.00	-500.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	5,340.48	31,167.36	-25,826.88	17.14%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	720.00	4,320.00	-3,600.00	16.67%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	960.00	5,760.00	-4,800.00	16.67%
4171.00 · Auditing Fees	0.00	525.00	-525.00	0.0%	0.00	3,400.00	-3,400.00	0.0%
4182.00 · Employee Benefits - Admin	0.00	200.00	-200.00	0.0%	2,764.87	27,000.00	-24,235.13	10.24%
4190.01 · Printing	0.00	0.00	0.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
4190.02 · Postage	0.00	0.00	0.00	0.0%	137.50	1,000.00	-862.50	13.75%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
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%	0.00	6,750.00	-6,750.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	176.13	1,200.00	-1,023.87	14.68%
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%	0.00	2,000.00	-2,000.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	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%	12,162.37	27,000.00	-14,837.63	45.05%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	204.90	3,500.00	-3,295.10	5.85%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	1,294.00	0.00	1,294.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	69.29	2,500.00	-2,430.71	2.77%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	2,706.69	10,000.00	-7,293.31	27.07%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	5,313.54	44,000.00	-38,686.46	12.08%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	1,032.94	40,000.00	-38,967.06	2.58%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	0.00	40,000.00	-40,000.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	0.00	5,286.00	-5,286.00	0.0%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	121.44	1,500.00	-1,378.56	8.1%
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%	0.00	3,300.00	-3,300.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
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%	95.60	11,000.00	-10,904.40	0.87%
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%	165.00	10,000.00	-9,835.00	1.65%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	85.00	4,000.00	-3,915.00	2.13%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	599.99	1,000.00	-400.01	60.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	131.00	2,000.00	-1,869.00	6.55%
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%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	4,612.13	16,000.00	-11,387.87	28.83%
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%	23,535.92	41,000.00	-17,464.08	57.41%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	2,841.00	3,000.00	-159.00	94.7%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	35,000.00	-35,000.00	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	15,000.00	-15,000.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4700.00 · HUD Cares grant exp	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	135,000.00	-135,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	0.00	1,725.00	-1,725.00	0.0%	72,845.79	618,483.36	-545,637.57	11.78%
Net Income/(Loss)	0.00	23,230.00	-23,230.00	0.0%	-12,207.25	-285,067.62	272,860.37	4.28%

Green Bay Housing Authority

Budget vs. Actual Detail

TOTAL

AGGREGATED

Income

	YTD	Budget	\$ Over Budget	% of Budget
2802.00 · Hud Contributions	49,636.00	321,123.00	-271,487.00	0.15
3110.00 · Dwelling Rental	113,677.04	637,929.75	-524,252.71	0.18
3120.00 · Excess Utilities	860.00	4,436.40	-3,576.40	0.19
3510.00 · Management Fee Revenue	21,806.96	128,981.04	-107,174.08	0.17
3520.00 · Asset Management Rev	4,020.00	24,240.00	-20,220.00	0.17
3530.00 · BookKeeping Fee Rev	2,940.00	18,180.00	-15,240.00	0.16
3610.00 · Int Income	0.00	30,000.00	-30,000.00	0.00
3690.00 · Other Income - Tenants	1,001.00	7,500.00	-6,499.00	0.13
3690.01 · Other Income - Ins Dividends	8,567.59	1,825.00	6,742.59	4.69
3690.02 · Other Income	1,971.35	31,955.00	-29,983.65	0.06
3690.03 · Cell Tower Rent	8,464.69	142,000.00	-133,535.31	0.06
3700.00 · HUD Cares grant	0.00	0.00	0.00	0.00
9110.00 · Transfers In	0.00	0.00	0.00	0.00

Total Income 212,944.63 1,348,170.19 -1,135,225.56 15.8%

Expense

4110.00 · Admin Salaries	25,433.14	236,500.00	-211,066.86	10.75%
4120.00 · Compensated Absences	0.00	3,000.00	-3,000.00	0.0%
4130.00 · Legal Expense	135.00	5,000.00	-4,865.00	2.7%
4130.01 · Investigations Expense	2,498.47	6,100.00	-3,601.53	40.96%
4140.00 · Staff Training	0.00	15,000.00	-15,000.00	0.0%
4150.00 · Travel	0.00	950.00	-950.00	0.0%
4160.00 · Management Fee	21,806.96	129,864.00	-108,057.04	16.79%
4163.00 · BookKeeping Fee	2,940.00	18,000.00	-15,060.00	16.33%
4165.00 · Asset Management Fee	4,020.00	24,000.00	-19,980.00	16.75%
4171.00 · Auditing Fees	0.00	9,325.00	-9,325.00	0.0%
4182.00 · Employee Benefits - Admin	14,712.68	97,200.00	-82,487.32	15.14%
4190.01 · Printing	0.00	5,250.00	-5,250.00	0.0%
4190.02 · Postage	334.48	2,300.00	-1,965.52	14.54%
4190.03 · Paper & Office Supplies	0.00	3,000.00	-3,000.00	0.0%
4190.04 · Publications	0.00	500.00	-500.00	0.0%
4190.05 · Membership Dues & Fees	0.00	500.00	-500.00	0.0%
4190.06 · Computer Support	0.00	25,750.00	-25,750.00	0.0%
4190.07 · Tele Fax & Comm	452.27	2,950.00	-2,497.73	15.33%
4190.08 · Marketing	98.16	2,300.00	-2,201.84	4.27%
4190.10 · Miscellaneous	0.00	19,500.00	-19,500.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	1,500.00	-1,500.00	0.0%
4220.01 · Ten Ser - Resident Part	120.00	4,250.00	-4,130.00	2.82%
4230.00 · Ten Ser-Contrs	6,102.05	37,804.20	-31,702.15	16.14%
4310.00 · Water	16,237.21	70,000.00	-53,762.79	23.2%
4320.00 · Electricity	13,909.03	72,000.00	-58,090.97	19.32%
4320.01 · Utility Reimbursements	1,294.00	0.00	1,294.00	100.0%
4330.00 · Gas	2,032.65	33,500.00	-31,467.35	6.07%
4390.00 · Other Utilities	3,054.49	14,700.00	-11,645.51	20.78%
4410.00 · Maint - Labor	20,556.73	183,000.00	-162,443.27	11.23%
4420.00 · Maint - Supplies	7,247.55	107,100.00	-99,852.45	6.77%
4430.00 · Maint - Contracts	3,181.34	85,000.00	-81,818.66	3.74%
4430.01 · Maint - Non-Contract	950.27	10,786.00	-9,835.73	8.81%
4430.03 · Maint - Truck Maint	242.86	4,100.00	-3,857.14	5.92%
4430.09 · Fire Protection - Maint	1,090.08	5,000.00	-3,909.92	21.8%
4430.10 · Heating and Cooling	1,321.39	8,300.00	-6,978.61	15.92%
4430.11 · Snow Removal	0.00	4,500.00	-4,500.00	0.0%
4430.12 · Elevator Maintenance	1,050.00	10,500.00	-9,450.00	10.0%
4430.13 · Landscape and Grounds	107.33	16,000.00	-15,892.67	0.67%
4430.15 · Electrical	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	165.00	11,750.00	-11,585.00	1.4%
4430.17 · Extermination	3,962.42	28,000.00	-24,037.58	14.15%
4430.18 · Appliances	599.99	6,000.00	-5,400.01	10.0%
4430.19 · Garbage & Trash Removal	1,002.00	8,000.00	-6,998.00	12.53%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	13,613.36	64,000.00	-50,386.64	21.27%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	56,515.00	52,000.00	4,515.00	108.68%
4510.01 · Insurance Expenses - Liability	9,837.00	10,300.00	-463.00	95.51%
4520.00 · PILOT	0.00	69,000.00	-69,000.00	0.0%
4530.00 · Bank Fees	0.00	1,025.00	-1,025.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	20,000.00	-20,000.00	0.0%
4590.00 · Other General	0.00	12,000.00	-12,000.00	0.0%
4700.00 · HUD Cares grant exp	0.00	0.00	0.00	0.0%

Green Bay Housing Authority

Budget vs. Actual Detail

TOTAL

4800.00 · Depreciation Expense
 9120.00 · Transfers Out
 Total Expense
 Net Income/(Loss)

YTD	Budget	\$ Over Budget	% of Budget
0.00	310,650.00	-310,650.00	0.0%
0.00	0.00	0.00	0.0%
236,622.91	1,869,254.20	-1,632,631.29	12.66%
-23,678.28	-521,084.01	497,405.73	4.54%



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

September 1, 2020

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 August 2020 there was **1** Green Bay Housing applications reviewed by Langan and Associates. It was:

- 1** Applications for Mason Manor.
- 0** Applications for Scattered Sites.

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
(SEPTEMBER 2020)

			MASON MANOR VACANCIES (3 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	08/01/2020	LG1	?	VIOLATE SMOKING POLICY	UNIT TURNOVER
###	09/01/2020	1	?	MOVED OUT TO LIVE WITH FAMILY	UNIT TURNOVER
###	09/01/2020	LG1	?	MOVED TO ASSISTED LIVING	UNIT TURNOVER
			SCATTERED SITES VACANCIES (1 TOTAL)		
###	9/15/20	2	?	MOVED OUT WITH SIGNIFICANT OTHER	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (1 TOTAL)			MM APPLICANTS:	TOTAL
	UNIT	STATUS		1 bedroom (40-BC; 48-non BC)	88
	###	eviction lease violation		2 bedroom (1-BC; 1-non BC)	2
	SCATTERED S. (1 TOTAL)			SS APPLICANTS:	TOTAL
	UNIT	STATUS		2 bedroom (47-BC; 14-non BC)	61
	###	EVICTION		3 bedroom (10-BC; 3-non BC)	13
				4 bedroom (11-BC; 0 non BC)	11
	MOVE IN/OUT #'S			32 NEW MOVE INS	32 MOVE OUTS
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
Sept	99.34%	93.75%	96.55%	100.00%	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%
May	98.68%	97.92%	98.30%	98.68%	97.92%
June	98.03%	100.00%	99.01%	98.03%	100.00%
July	96.05%	100.00%	98.03%	96.05%	100.00%
August	98.68%	100.00%	99.34%	98.68%	100.00%
TOTAL	98.79%	98.44%	98.62%	98.85%	98.78%