



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, OCTOBER 15, 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 October 15, 2020, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the September 17, 2020, meeting of the Green Bay Housing Authority.

E. Regular Business.

- I. Consideration with possible action to apply for Low Income Housing Tax Credit (LIHTC) for Mason Manor.
2. Consideration with possible action to award Scattered Site's lawncare and snow removal contract to the lowest responsible and responsive bidder, Lizer of Wisconsin Inc.

F. Informational.

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

3. Langan Report.
4. Director's Report.
5. Occupancy report for the month of October.
6. Date of next meeting: November 19, 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 10/15/20

Zoom Meeting Information

Join Zoom Meeting

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

Meeting ID: 814 3499 9289

Passcode: 483400

One tap mobile

+1 301 715 8592,,81434999289# US (Germantown)

+1 312 626 6799,,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/81434999289?pwd=N0dIMGxWSS85SGswK2lZeGhZZUN0UT09>

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, 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

Members present: William VandeCastle, Terri Refsguard, Erin Edwards and Stephen Srubas.

Excused: Sandra Popp, Absent: No

C. APPROVAL OF THE AGENDA.

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

Moved by Erin Edwards and seconded by Terri Refsguard to approve of the agenda for the September 17, 2020 meeting of the Green Bay Housing Authority.

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

D. APPROVAL OF MINUTES.

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

Moved by William VandeCastle and seconded by Erin Edwards to approve of the minutes from the July 16, 2020 meeting of the Green Bay Housing Authority.

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

E. REGULAR BUSINESS.

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

Moved by Terri Refsguard and seconded by Erin Edwards to approve of the request of filling the upcoming Clerk III position with a Resident Services Coordinator.

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

F. INFORMATIONAL.

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

Moved by Terri Refsguard and seconded by William VandeCastle to open the floor for the public to speak.

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

Moved by William VandeCastle and seconded by Stephen Srubas to close the floor for the public to speak.

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

Moved Stephen Srubas and seconded by Erin Edwards to move forward with applying for the CHAP (Commitment of Housing Authority Payment) application.

I. GBHA Bills.

Stephanie Schmutzer reported the GBHA Bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer reported 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.

5. Occupancy report for the month of September.

Jayne Valentine presented the Occupancy report for the month of September. No action needed.

6. Date of next meeting: October 15, 2020.

G. ADJOURNMENT.

Moved by Terri Refsguard and seconded by William VandeCastle to adjourn the Green Bay Housing Authority meeting.

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



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

October 15, 2020

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # E.I

Consideration with possible action to apply for Low Income Housing Tax Credit (LIHTC) for Mason Manor.

BACKGROUND

The LIHTC application deadline of December 2020 is quickly approaching. It is imperative to make a decision at this meeting so staff and Baker Tilly have enough time to submit a competitive application. LIHTC through the Wisconsin Housing and Economic Development Authority (WEHDA) are awarded on a yearly basis. If the GBHA does not meet the deadline this year we would have to wait until next year to submit a new application.

Staff has been working with our consultants Baker Tilly to determine the course of action needed in order for us to rehabilitate Mason Manor. Staff has also been in conversation with the Green Bay Housing Authority's portfolio management specialist from the Department of Housing and Urban Development in regards to the best option for Mason Manor in redevelopment and repositioning.

After speaking with both Baker Tilly and HUD, there are certain steps that need to be taken before submitting a RAD application. In between the October and November GBHA meetings, staff will be holding required tenant public meetings. It is staff's goal to present the GBHA board a resolution during the November 2020 meeting to proceed with Option #2, a closeout blend RAD application.

A LIHTC application is submitted to WEHDA. A RAD application is submitted to HUD. These applications do not need to be submitted at the same time.

The GBHA has invited Baker Tilly and HUD representatives to this meeting to discuss and answer any questions the board may have.

RECOMMENDATION

Staff is recommending to proceed with an application for Low Income Housing Tax Credit (LIHTC) for Mason Manor.

FISCAL IMPACT

ATTACHMENTS

- I. Mason Manor Risk Reward Chart



MASON MANOR DEVELOPMENT OPTIONS

9/17/2020

Option #1 9% LIHTC Wish List Rehab Close out Blend	Item	Risk	Item	Reward
	Competition	Competition for 9% credits; might not receive award & have to reapply next year	Fee & Cash Flow	Share Majority Developer Fee and Cash Flow with developer partner
	Ownership	Potentially share in GP ownership entity with development partner	Rehab Level	\$92,055 per unit in rehab; over PCNA amount
	RAD	Have to partner with another agency to manage voucher units		
	Feasibility	Project is currently not feasible; have a \$3MM + gap		
Option #2 9% LIHTC Reduced Rehab Close out Blend	Item	Risk	Item	Reward
	Competition	Competition for 9% credits; might not receive award & have to reapply next year	Fee & Cash Flow	Share Majority Developer Fee and Cash Flow with developer partner
	Ownership	Potentially share in GP ownership entity with development partner	Rehab Level	\$65,776 per unit in rehab; under PCNA amount
	RAD	Have to partner with another agency to manage voucher units		
	Feasibility	Project is feasible, but level of rehab per unit is under PCNA amount		
Option #3 9% LIHTC Reduced Rehab RAD Units	Item	Risk	Item	Reward
	Competition	Competition for 9% credits; might not receive award & have to reapply next year	Fee & Cash Flow	Share Majority Developer Fee and Cash Flow with developer partner
	Ownership	Potentially share in GP ownership entity with development partner	Rehab Level	\$37,776 per unit in rehab; under PCNA amount
	RAD	Can manage all units as no vouchers		
	Feasibility	Project is feasible, but level of rehab per unit is under PCNA amount		
Option #4 4% LIHTC with state Wish List Rehab 65/35 SC18 Blend	Item	Risk	Item	Reward
	Competition	Competition for 4% credits (due to state); might not receive award & have to reapply	Fee & Cash Flow	Share Majority Developer Fee and Cash Flow with developer partner
	Ownership	Potentially share in GP ownership entity with development partner	Rehab Level	\$92,055 per unit in rehab; over PCNA amount
	RAD	Have to partner with another agency to manage voucher units		
	Feasibility	Project is currently not feasible; have a \$2MM + gap		
Option #5 4% LIHTC with state Reduced Rehab 65/35 SC18 Blend	Item	Risk	Item	Reward
	Competition	Competition for 4% credits (due to state); might not receive award & have to reapply	Fee & Cash Flow	Share Majority Developer Fee and Cash Flow with developer partner
	Ownership	Potentially share in GP ownership entity with development partner	Rehab Level	\$52,776 per unit in rehab; under PCNA amount
	RAD	Have to partner with another agency to manage voucher units		
	Feasibility	Project is feasible, but level of rehab per unit is under PCNA amount		
Option #6 4% LIHTC with state Reduced Rehab RAD Units	Item	Risk	Item	Reward
	Competition	Competition for 4% credits (due to state); might not receive award & have to reapply	Fee & Cash Flow	Share Majority Developer Fee and Cash Flow with developer partner
	Ownership	Potentially share in GP ownership entity with development partner	Rehab Level	\$25,776 per unit in rehab; under PCNA amount
	RAD	Can manage all units as no vouchers		
	Feasibility	Project is feasible, but level of rehab per unit is under PCNA amount		



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

October 15, 2020

PREPARED BY

Jayme Valentine, Staff

AGENDA ITEM # E.2

Consideration with possible action to award Scattered Site's lawncare and snow removal contract to the lowest responsible and responsive bidder, Lizer of Wisconsin Inc.

BACKGROUND

The current contract for lawncare and snow removal on an as needed basis expires Fall 2020. The proposed contract would be a one-year term with an additional five one-year agreements.

When there is a vacant Scattered Site unit or when a tenant fails to complete lawncare or snow removal, Lizer would be contacted to perform such service.

RECOMMENDATION

Staff is recommending approval of the Scattered Sites lawncare and snow removal contract to the lowest responsible and responsive bidder.

FISCAL IMPACT

ATTACHMENTS

- I. #3278 Quote Summary

CITY OF GREEN BAY QUOTE SUMMARY - RFQ #3278 - GBHA SS**Vacant Properties Snow Plowing 11/1/20 - 4/30/21 & Lawn Mowing 5/1/21 - 10/31/21
plus renewal options for 2021 - 2026**

DEPT: GBHA	REQ #3278	VENDOR #1
Demandstar Planholders: 12	CC#968-988	LIZER OF WISCONSIN INC
ISSUED: 9/8/20	DUE: 9/28/20	Green Bay
DESCRIPTION		PRICE
<u>SNOW PLOWING</u>		
a) Flat rate price per property (man & equipment for an average 1-4" snowfall		\$ 40.00
b) Flat rate price per property (man & equipment) for an average 4-10" snowfall		\$ 50.00
c) Flat rate price per property (man & equipment) for an average 10"+ snowfall		\$ 60.00
<u>SALTING</u>		
a) Flat rate price per property/per time for salting service if done in conjunction with snow removal		\$ 17.00
b) Flat rate price per property/per time for salting service during freezing rain, drizzle or sleet		\$ 19.00
<u>MOWING & TRIMMING (including removal of debris & clippings:</u>		
a) Flat rate price per property for mowing and trimming including bagging all clippings and removing them		\$ 35.00
Max Increase from previous year's prices for the one-year renewal options:		2%

Recommendation:

11:25 AM

10/07/20

Green Bay Housing Authority

Check Detail

September 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5841	09/03/2020	PHILADELPHIA...	836 Cora	1111.01 · Gene...	
Bill	7/1/20-870448...	07/01/2020		836 Cora	4510.00 · Insura...	-842.00
TOTAL						-842.00
Bill Pmt -Check	5842	09/10/2020	ACE DRAIN & ...		1111.01 · Gene...	
Bill	15959	07/14/2020		cleaning m...	4430.16 · Plumb...	-165.00
Bill	16042	09/02/2020		clean main...	4430.16 · Plumb...	-220.00
TOTAL						-385.00
Bill Pmt -Check	5843	09/10/2020	AMA HEATING	1424 Admi...	1111.01 · Gene...	
Bill	S89240	07/01/2020		preventitiv...	4430.10 · Heati...	-350.78
TOTAL						-350.78
Bill Pmt -Check	5844	09/10/2020		SD refund	1111.01 · Gene...	
Bill	SD refund	09/01/2020		SD refund ...	2114.00 · Tenan...	-200.00
				Key Dept r...	2114.02 · Securi...	-65.00
TOTAL						-265.00
Bill Pmt -Check	5845	09/10/2020	AT&T	door syst...	1111.01 · Gene...	
Bill	7/23-8/22/20	08/22/2020		door system	4190.07 · Tele ...	-2.46
				door system	4190.07 · Tele ...	-2.46
TOTAL						-4.92
Bill Pmt -Check	5846	09/10/2020	BELSON CO	1424 Admi...	1111.01 · Gene...	
Bill	0000375745	08/17/2020		citrus Gel	4420.00 · Maint ...	-52.90
TOTAL						-52.90
Bill Pmt -Check	5847	09/10/2020	BENO PLUMBI...	1424 Admi...	1111.01 · Gene...	
Bill	58798	08/27/2020		repair drai...	4420.00 · Maint ...	-237.56
TOTAL						-237.56
Bill Pmt -Check	5848	09/10/2020		SD refund	1111.01 · Gene...	
Bill	SD refund	08/27/2020		sd refund -...	2114.00 · Tenan...	-97.87
				Key Dept r...	2114.02 · Securi...	-17.13
TOTAL						-115.00
Bill Pmt -Check	5849	09/10/2020	CELLCOM	cell bill	1111.01 · Gene...	
Bill	675200	08/15/2020		Cell Bill	4190.07 · Tele ...	-40.16
				Cell bill	4190.07 · Tele ...	-90.36
TOTAL						-130.52

Green Bay Housing Authority

Check Detail

September 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5850	09/10/2020	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	08/19/2020		foam/burs...	4420.00 · Maint ...	-30.82
Bill	970-12420	08/20/2020		keys	4420.00 · Maint ...	-113.97
Bill	970-12420	08/23/2020		waste man...	4430.19 · Garba...	-410.00
				Hibu	4190.08 · Marke...	-20.00
Bill	970-12420	08/26/2020		handle kit	4420.00 · Maint ...	-38.29
Bill	970-12422	08/31/2020		Wages	4110.00 · Admin...	-8,835.96
				Benifits	4182.00 · Emplo...	-4,051.79
				Wages	4410.00 · Maint ...	-9,914.37
				Benifits	4433.00 · Emp ...	-3,632.68
				Wages	4110.00 · Admin...	-3,669.68
				Benifits	4182.00 · Emplo...	-1,375.08
				Wages	4410.00 · Maint ...	-3,572.32
				Benifits	4433.00 · Emp ...	-1,505.36
				Wages	4110.00 · Admin...	-4,444.60
				Benifits	4182.00 · Emplo...	-1,923.88
Bill	135321	09/03/2020		fuel	4430.03 · Maint ...	-39.44
				fuel	4430.03 · Maint ...	-39.44
TOTAL						-43,617.68
Bill Pmt -Check	5851	09/10/2020	FIRST SUPPLY...	1424 Admi...	1111.01 · Gene...	
Bill	12293173-01	08/18/2020		stopper	4420.00 · Maint ...	-20.80
TOTAL						-20.80
Bill Pmt -Check	5852	09/10/2020	GRAINGER		1111.01 · Gene...	
Bill	9619942627	08/13/2020		ceiling fan	4420.00 · Maint ...	-280.50
Bill	9619942635	08/13/2020		cartridges/...	4420.00 · Maint ...	-1,721.76
Bill	9619942643	08/13/2020		ceiling fan	4420.00 · Maint ...	-654.50
Bill	9619942650	08/13/2020		Masks	4420.00 · Maint ...	-16.54
				masks	4420.00 · Maint ...	-16.54
Bill	9619942668	08/13/2020		batteries	4420.00 · Maint ...	-23.79
				batteries	4420.00 · Maint ...	-23.79
TOTAL						-2,737.42
Bill Pmt -Check	5853	09/10/2020	GREEN BAY W...		1111.01 · Gene...	
Bill	8/17/20-33067-...	08/17/2020		1404 Univ...	4390.00 · Other ...	-59.37
				1404 Univ...	4310.00 · Water	-256.67
Bill	8/17/20-33069-...	08/17/2020		1424 Univ...	4390.00 · Other ...	-59.37
				1424 Univ...	4310.00 · Water	-261.86
Bill	8/17/20-10911-...	08/17/2020		1416 Univ...	4390.00 · Other ...	-59.37
				1416 Univ...	4310.00 · Water	-73.65
Bill	8/17/20-10909-...	08/17/2020		1408 Univ...	4390.00 · Other ...	-59.37
				1408 Univ...	4310.00 · Water	-304.00
Bill	8/17/20-33070-...	08/17/2020		1440 Univ...	4390.00 · Other ...	-59.37
				1440 Univ...	4310.00 · Water	-100.59
Bill	8/17/20-33068-...	08/17/2020		1410 Univ...	4390.00 · Other ...	-59.37
				1410 Univ...	4310.00 · Water	-118.83
Bill	8/17/20-10912-...	08/17/2020		1420 Univ...	4390.00 · Other ...	-59.37
				1420 Univ...	4310.00 · Water	-152.68
Bill	8/17/20-33071-...	08/17/2020		1444 Univ...	4390.00 · Other ...	-59.37
				1444 Univ...	4310.00 · Water	-55.16
Bill	8/17/20-10914-...	08/17/2020		1448 Univ...	4390.00 · Other ...	-59.37
				1448 Univ...	4310.00 · Water	-204.39
Bill	8/17/20-10910-...	08/17/2020		1412 Univ...	4390.00 · Other ...	-59.37
				1412 Univ...	4310.00 · Water	-75.14
Bill	8/17/20-32906-...	08/17/2020		1337 Univ...	4390.00 · Other ...	-59.37
				1337 Univ...	4310.00 · Water	-308.36
Bill	8/17/20-11009-...	08/17/2020		1333 Univ...	4390.00 · Other ...	-59.37

11:25 AM

10/07/20

Green Bay Housing Authority

Check Detail

September 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	8/17/20-11008-...	08/17/2020		1333 Univ...	4310.00 · Water	-193.25
				1339 Univ...	4390.00 · Other ...	-59.37
Bill	8/17/20-11007-...	08/17/2020		1339 Univ...	4310.00 · Water	-340.11
				1341 Univ...	4390.00 · Other ...	-59.37
Bill	8/17/20-11032-...	08/17/2020		1341 Univ...	4310.00 · Water	-184.75
				1125 Univ...	4390.00 · Other ...	-59.37
Bill	8/17/20-11033-...	08/17/2020		1125 Univ...	4310.00 · Water	-151.45
				1121 Univ...	4390.00 · Other ...	-59.37
Bill	8/17/20-10417-...	08/17/2020		1121 Univ...	4310.00 · Water	-117.18
				1014 Pine	4390.00 · Other ...	-59.37
Bill	8/17/20-10418-...	08/17/2020		1014 Pine	4310.00 · Water	-221.10
				1008 Pine	4390.00 · Other ...	-59.37
Bill	8/17/20-10413-...	08/17/2020		1008 Pine	4310.00 · Water	-346.13
				1100 Pine	4390.00 · Other ...	-59.37
Bill	8/24/20-13182-...	08/24/2020		1100 Pine	4310.00 · Water	-294.10
				1009 Crooks	4390.00 · Other ...	-59.41
Bill	8/28/20-4665-01	08/28/2020		1009 Crooks	4310.00 · Water	-265.73
				1424 Admi...	4390.00 · Other ...	-347.80
				1424 Admi...	4310.00 · Water	-3,773.88
TOTAL						-9,334.25
Bill Pmt -Check	5854	09/10/2020	Koehler Flooring		1111.01 · Gene...	
Bill	911	09/01/2020		flooring #818	4430.25 · Unit R...	-963.00
Bill	913	09/01/2020		flooring #315	4430.25 · Unit R...	-836.00
Bill	912	09/01/2020		flooring #303	4430.25 · Unit R...	-836.00
TOTAL						-2,635.00
Bill Pmt -Check	5855	09/10/2020	KONE INC	1424 Admi...	1111.01 · Gene...	
Bill	959651167	09/01/2020		maint agre...	4430.12 · Elevat...	-450.00
TOTAL						-450.00
Bill Pmt -Check	5856	09/10/2020	LANGAN INVE...		1111.01 · Gene...	
Bill	8/1-8/31/120 SS	09/02/2020		profession...	4130.01 · Invest...	-1,348.58
Bill	8/1-8/31/20 MM	09/02/2020		profession...	4130.01 · Invest...	-139.52
TOTAL						-1,488.10
Bill Pmt -Check	5857	09/10/2020	LARSON PAIN...	1424 Admi...	1111.01 · Gene...	
Bill	5444	08/26/2020		paint #303	4420.00 · Maint ...	-231.80
				Paint #315	4420.00 · Maint ...	-231.80
TOTAL						-463.60
Bill Pmt -Check	5858	09/10/2020	One Service LLC		1111.01 · Gene...	
Bill	149	08/28/2020		wasp/horn...	4430.17 · Exter...	-85.00
Bill	151	09/01/2020		wasp/hornet	4430.17 · Exter...	-90.00
Bill	152	09/02/2020		treatment ...	4430.17 · Exter...	-170.00
TOTAL						-345.00
Bill Pmt -Check	5859	09/10/2020	ORKIN	1424 Admi...	1111.01 · Gene...	
Bill	37992	08/26/2020		pest control	4430.17 · Exter...	-47.44
TOTAL						-47.44

Green Bay Housing Authority

Check Detail

September 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5860	09/10/2020	TIME WARNER...		1111.01 · Gene...	
Bill	703250601081...	08/19/2020		internet	4230.00 · Ten S...	-91.34
Bill	9/1-9/30/20	09/02/2020		cable	4230.00 · Ten S...	-2,633.52
TOTAL						-2,724.86
Bill Pmt -Check	5861	09/10/2020	Twin Eagle Hol...	1424 Admi...	1111.01 · Gene...	
Bill	133559	09/01/2020		1424 Admi...	4330.00 · Gas	-1,040.73
TOTAL						-1,040.73
Bill Pmt -Check	5862	09/10/2020	WISCONSIN P...		1111.01 · Gene...	
Bill	8/27/20-2671-0...	08/27/2020		1424 Admi...	4320.00 · Electri...	-6,230.33
Bill	8/27/20-2671-0...	08/27/2020		1424 Admi...	4320.00 · Electri...	-180.34
Bill	Sept 20 UR's	09/01/2020		835 Christi...	4320.01 · Utility ...	-86.00
				323 N Ashl...	4320.01 · Utility ...	-67.00
				1410 Univ...	4320.01 · Utility ...	-86.00
				1404 Univ...	4320.01 · Utility ...	-24.00
				1440 Univ...	4320.01 · Utility ...	-86.00
				1577 Charl...	4320.01 · Utility ...	-86.00
				1416 Univ...	4320.01 · Utility ...	-110.00
				325 N Ashl...	4320.01 · Utility ...	-7.00
Bill	9/1/20-2671-00...	09/01/2020		1125 Univ...	4320.00 · Electri...	-33.36
				1125 Univ...	4330.00 · Gas	-17.88
TOTAL						-7,013.91
Bill Pmt -Check	5863	09/10/2020	YP	ad	1111.01 · Gene...	
Bill	8/17/20	08/17/2020		Ad	4190.08 · Marke...	-29.00
TOTAL						-29.00
Bill Pmt -Check	5864	09/24/2020	BELLIN HOME ...	1424 Admi...	1111.01 · Gene...	
Bill	MB5076	09/14/2020		RN Comm...	4230.00 · Ten S...	-350.00
TOTAL						-350.00
Bill Pmt -Check	5865	09/24/2020	BELSON CO	1424 Admi...	1111.01 · Gene...	
Bill	378406	09/09/2020		bags/pape...	4420.00 · Maint ...	-477.75
TOTAL						-477.75
Bill Pmt -Check	5866	09/24/2020	CELLCOM	cell bill	1111.01 · Gene...	
Bill	800174	09/15/2020		cell bill	4190.07 · Tele ...	-43.33
				cell bill	4190.07 · Tele ...	-95.61
TOTAL						-138.94

Green Bay Housing Authority

Check Detail

September 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5867	09/24/2020	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	09/02/2020		batteries/b...	4420.00 · Maint ...	-202.78
				boots/tools...	4420.00 · Maint ...	-298.17
				pesticides	4430.17 · Exter...	-90.00
				pesticides	4430.17 · Exter...	-345.78
Bill	970-12420	09/02/2020		pens/noteb...	4190.03 · Paper...	-44.48
				pens/noteb...	4190.03 · Paper...	-44.49
Bill	970-12420	09/03/2020		snow bursh	4430.11 · Snow ...	-384.80
Bill	135766	09/14/2020		HR Services	4190.10 · Miscel...	-2,985.03
Bill	970-12420	09/16/2020		vent hood/...	4420.00 · Maint ...	-157.59
Bill	970-12420	09/17/2020		fridge door...	4420.00 · Maint ...	-100.19
Bill	135961	09/18/2020		lot cleanin...	4430.19 · Garba...	-98.98
TOTAL						-4,752.29
Bill Pmt -Check	5868	09/24/2020	Ellison Electric...		1111.01 · Gene...	
Bill	1130117	09/10/2020		lights	4420.00 · Maint ...	-62.79
Bill	1130113	09/10/2020		fluoresent l...	4420.00 · Maint ...	-14.73
Bill	1130047	09/10/2020		lights	4420.00 · Maint ...	-125.58
Bill	1130584	09/16/2020		lights	4420.00 · Maint ...	-275.12
TOTAL						-478.22
Bill Pmt -Check	5869	09/24/2020	FIRST SUPPLY...	1424 Admi...	1111.01 · Gene...	
Bill	12376392-00	09/18/2020		lever	4420.00 · Maint ...	-27.75
TOTAL						-27.75
Bill Pmt -Check	5870	09/24/2020	GREEN BAY W...		1111.01 · Gene...	
Bill	9/16/20-20802-...	09/16/2020		912 S Oakl...	4390.00 · Other ...	-60.05
				912 S Oakl...	4310.00 · Water	-190.61
Bill	9/16/20-20454-...	09/16/2020		1577 Charl...	4390.00 · Other ...	-60.05
				1577 Charl...	4310.00 · Water	-269.92
TOTAL						-580.63
Bill Pmt -Check	5871	09/24/2020	Koehler Flooring		1111.01 · Gene...	
Bill	916	09/14/2020		flooring #511	4430.25 · Unit R...	-836.00
Bill	917	09/14/2020		flooring #506	4430.25 · Unit R...	-963.00
TOTAL						-1,799.00
Bill Pmt -Check	5872	09/24/2020	Lindeman's Cl...		1111.01 · Gene...	
Bill	141174	09/01/2020		cleaning dr...	4430.01 · Maint ...	-54.66
Bill	141175	09/01/2020		cleaning dr...	4430.01 · Maint ...	-68.00
Bill	141440	09/03/2020		cleaning dr...	4430.01 · Maint ...	-54.66
Bill	141441	09/03/2020		cleaning dr...	4430.01 · Maint ...	-54.66
Bill	141697	09/08/2020		repair drap...	4430.01 · Maint ...	-30.00
Bill	141696	09/08/2020		repair drap...	4430.01 · Maint ...	-15.00
TOTAL						-276.98

Green Bay Housing Authority

Check Detail

September 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5873	09/24/2020	LIZER LAWN C...	323/325 N ...	1111.01 · Gene...	
Bill	108397AD	09/14/2020		July Mowing	4430.13 · Lands...	-23.90
TOTAL						-23.90
Bill Pmt -Check	5874	09/24/2020	Lutheran Socia...	social wor...	1111.01 · Gene...	
Bill	151654	08/31/2020		social work...	4210.00 · Ten S...	-5,557.00
TOTAL						-5,557.00
Bill Pmt -Check	5875	09/24/2020	MID-STATE SU...		1111.01 · Gene...	
Bill	4377212	09/09/2020		cabinets/c...	4420.00 · Maint ...	-587.30
Bill	4378973	09/17/2020		spray	4420.00 · Maint ...	-65.19
TOTAL						-652.49
Bill Pmt -Check	5876	09/24/2020	One Service LLC		1111.01 · Gene...	
Bill	164	09/09/2020		bed bug tr...	4430.17 · Exter...	-120.00
Bill	170	09/16/2020		treatment ...	4430.17 · Exter...	-120.00
TOTAL						-240.00
Bill Pmt -Check	5877	09/24/2020	PAMPERIN CO...	325 N Ash...	1111.01 · Gene...	
Bill	9/1/20	09/01/2020		cabinets	4430.25 · Unit R...	-1,783.00
TOTAL						-1,783.00
Bill Pmt -Check	5878	09/24/2020	Robert Salesky	1424 Admi...	1111.01 · Gene...	
Bill	9/21/20	09/21/2020		Keys	4420.00 · Maint ...	-45.50
TOTAL						-45.50
Bill Pmt -Check	5879	09/24/2020	Sandberg K9 S...	1424 Admi...	1111.01 · Gene...	
Bill	1685	09/16/2020		Quarterly i...	4430.17 · Exter...	-2,999.98
TOTAL						-2,999.98
Bill Pmt -Check	5880	09/24/2020	SCOTT WARN...	VOID:	1111.01 · Gene...	
TOTAL						0.00
Bill Pmt -Check	5881	09/24/2020	Stephanie Sch...	mileage	1111.01 · Gene...	
Bill	7/1-9/22/20	09/22/2020		mileage	4150.00 · Travel	-27.60
TOTAL						-27.60

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10/07/20

Green Bay Housing Authority
Check Detail
September 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5882	09/24/2020	WISCONSIN P...		1111.01 · Gene...	
Bill	9/10/20-2671-0...	09/10/2020		1341 Univ...	4320.00 · Electri...	-77.99
				1341 Univ...	4330.00 · Gas	-16.77
Bill	9/10/20-2671-0...	09/10/2020		1125 Univ...	4320.00 · Electri...	-31.06
				1125 Univ...	4330.00 · Gas	-16.21
TOTAL						-142.03

Green Bay Housing Authority
Capital Funds Program Report
October-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	29,204.93	243,031.64	308,120.57
Scattered Sites	0.00	0.00	15,788.94	110,744.45	25,574.40	152,107.79
	-	-	51,672.94	139,949.38	268,606.04	<u>460,228.36</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	325,009.00	0.00	0.00	0.00	0.00
Scattered Sites	0.00	0.00	0.00	0.00	0.00
	<u>325,009.00</u>	-	-	-	-

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

Grant Amount \$ 325,000

Aug-20

Net Income

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

AQCAPB525
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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

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%

4800.00 · Depreciation Expense
9120.00 · Transfers Out

Total Expense
Net Income/(Loss)

Green Bay Housing Authority

Budget vs. Actual Detail

RevBonds

ScSite

AQCAPR1525
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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%	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

ACCOUNTS RECEIVABLE
ΔΔΔΔΔΔΔΔΔΔ

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

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%

4800.00 · Depreciation Expense

9120.00 · Transfers Out

Total Expense

Net Income/(Loss)



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

October 2, 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 September 2020 there were **40** Green Bay Housing applications reviewed by Langan and Associates. They were:

39 Applications for Mason Manor.

1 Application 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
(OCTOBER 2020)

			MASON MANOR VACANCIES (1 TOTAL)		
UNIT	MOVEOUT	BDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	9/1/20	LG1	?	MOVED TO ASSISTED LIVING	WAITING FOR PAPERWORK & SD\$
			SCATTERED SITES VACANCIES (3 TOTAL)		
###	9/15/20	2	?	MOVED OUT WITH SIGNIFICANT OTHER	UNIT TURNOVER
###	10/1/20	3	?	EVICITION	UNIT TURNOVER
###	10/1/20	3	?	EVICITION	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (6 TOTAL)		MM APPLICANTS:		TOTAL
	UNIT	STATUS		1 bedroom (38-BC; 35-non BC)	73
	###	abandoned unit		2 bedroom (1-BC; 1-non BC)	2
	###	moving to assisted living			
	###	moving in with family			
	###	nonpay of rent evict.			
	###	moving out of GB			
	###	eviction lease violation			
	SCATTERED S. (2 TOTAL)		SS APPLICANTS:		TOTAL
	UNIT	STATUS		2 bedroom (48-BC; 14-non BC)	62
	###	EVICITION		3 bedroom (10-BC; 4-non BC)	14
	###	EVICITION		4 bedroom (10-BC; 2-non BC)	12
	MOVE IN/OUT #'S		35 NEW MOVE INS		35 MOVE OUTS
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
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%
Mav	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%
Aug	98.68%	100.00%	99.34%	98.68%	100.00%
Sept	98.03%	97.92%	97.97%	98.03%	97.92%
TOTAL	98.68%	98.78%	98.73%	98.68%	98.96%