



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

WEDNESDAY, MARCH 10, 2021, 10:30 AM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

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

B. Roll Call.

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

C. Approval of the Agenda.

1. Approval of the agenda for the March 10, 2021, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

1. Approval of the minutes from the January 21, 2021, meeting of the Green Bay Housing Authority.

E. Regular Business.

1. Election of Officers Chair, Vice Chair
2. Consideration with possible action on proposal to move forward with a financing plan for the redevelopment of Mason Manor.
3. Consideration with possible action on approval of the Annual Civil Rights Certification, resolution 2021-01.
4. Consideration with possible action to approve Resolution 2021-02 approving the submittal of the inventory removal application HUD 52860 and HUD 52860-A for the Green Bay Housing Authority Scattered Sites Program.

5. Consideration with possible action to award the Mason Manor annual window cleaning contract to Jack's Maintenance Services Inc, the lowest and responsible and responsive bidder.
6. Consideration with possible action to reclassify one (1) Casual Worker to a Cleaner position.

F. Informational.

1. GBHA Bills.
2. GBHA Financial Report.
3. Langan Report.
4. Director's Report.
5. Occupancy report.
6. Date of next meeting: April 15, 2021.

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



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, JANUARY 21, 2021, 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, Stephen Srubas, Erin Edwards, Sandra Popp, Terri Refsguard, Excused: None, Absent: None

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the January 21, 2021, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas and seconded by William VandeCastle to approve of the agenda for the January 21, 2021 meeting of the Green Bay Housing Authority.

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

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the November 19, 2020, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas and seconded by William VandeCastle to approve of minutes from the November 19, 2020 meeting of the Green Bay Housing Authority.

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

E. REGULAR BUSINESS.

I. Consideration with possible action on approval of the June 30, 2020, Audit Report.

Moved by Sandra Popp and seconded by William VandeCastle to approve of the June 30, 2020, Audit Report.

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

3. Consideration with possible action on writing off delinquent tenant accounts effective February 1, 2021.

Moved by Sandra Popp and seconded by Erin Edwards to approve writing off delinquent tenant accounts effective February 1, 2021.

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

2. Consideration with possible action on approval of the Housing Study.

Moved by Sandra Popp and seconded by Erin Edwards to approve of the Housing Study.

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

F. INFORMATIONAL.

I. GBHA Bills.

Stephanie Schmutzer reported the GBHA Bills. No action needed.

2. GBHA Financial Report.

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

3. Langan Report.

Jayne Valentine presented the Langan Report. No action needed.

4. Director's Report.

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

5. Occupancy report.

Jayne Valentine presented the Occupancy report for the month of December.

6. Date of next meeting: February 18, 2021.

G. ADJOURNMENT.

Moved by Sandra Popp and seconded by William VandeCastle to adjourn the Green Bay Housing Authority meeting.

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



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 10, 2021

PREPARED BY

AGENDA ITEM # E.I

Election of Officers Chair, Vice Chair

BACKGROUND

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

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 10, 2021

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.2

Consideration with possible action on proposal to move forward with a financing plan for the redevelopment of Mason Manor.

BACKGROUND

In 2020, the GBHA considered the option of applying for Low Income Housing Tax Credits through WHEDA. This option would have presented a plan that would allocate approximately \$70,000 per unit for remodel. The complete request is \$92,000 per unit and would have us competing with larger housing authorities with more point allocation options and would cost the GBHA approximately \$30,000 to apply at the time.

Since that time there have been options that opened up for a non-competitive 4 percent option that would allow the GBHA to apply for funding that would allocate the full \$92,000 per unit for our complete request. Moving forward will require a RAD application be submitted to HUD.

Staff met with Baker Tilly to discuss the options. Baker Tilly will present these options during the meeting. Staff is recommending moving forward with Option I.

RECOMMENDATION

To move forward with an application for Low Income Housing Tax Credits and a RAD application to HUD for the redevelopment of Mason Manor.

FISCAL IMPACT

ATTACHMENTS

- I. Mason Manor Financial Option Summary_Pro Pros Cons

SUMMARY

HOUSING AUTHORITY OF THE CITY OF GREEN BAY MASON MANOR

4% LIHTC (Non Competitive)

OPTION 1 WISH LIST REHAB WITH BLEND

Sources	
LIHTC Equity (Federal)	\$ 12,840,312
LIHTC Equity (State)	\$ -
Perm Loan	\$ 8,356,305
Seller Loan	\$ 8,561,643
Seller Loan - Accrued Interest	\$ 139,127
Existing GHPHA Reserves	\$ 500,000
GP Equity	\$ 200
FHLBC AHP	\$ 750,000
Deferred Developer Fee	\$ 772,557
GAP	\$ -
Total Sources	\$ 31,920,144

Uses	
Acquisition & Site Costs	\$ 8,561,643
Rehab Costs	\$ 17,465,400
Financing Charges	\$ 866,023
Other Soft Costs	\$ 1,076,502
Reserves	\$ 588,459
Developer Fee	\$ 3,362,117
Total Uses	\$ 31,920,144

Developer Fee	
Earned Developer Fee	\$ 3,362,117
Deferred Developer Fee	\$ 772,557
Total Paid Fee	\$ 2,589,560
Year DDF Paid Off (Stabilized)	10

Rehab Costs	
Amount of Rehab per Unit	\$ 92,055

PROS

•	No Competition for Tax Credits
•	Accomplishes Full Wish List
•	Can start process immediately
•	Green Bay PHA retains management

CONS

•	Competition for AHP Funds; either due June 1st (Des Moines) or June 15 (Chicago); if unsuccessful have to defer more developer fee
•	Have to partner with another agency to manage vouchers

4% LIHTC + State (Competitive)

OPTION 2 WISH LIST REHAB WITH BLEND

Sources	
LIHTC Equity (Federal)	\$ 12,864,998
LIHTC Equity (State)	\$ 2,175,835
Perm Loan	\$ 8,356,305
Seller Loan	\$ 8,561,643
Seller Loan - Accrued Interest	\$ 139,127
Existing GHPHA Reserves	\$ -
GP Equity	\$ 200
FHLBC AHP	\$ -
Deferred Developer Fee	\$ 1,932
GAP	\$ -
Total Sources	\$ 32,100,040

Uses	
Acquisition & Site Costs	\$ 8,561,643
Rehab Costs	\$ 17,465,400
Financing Charges	\$ 923,143
Other Soft Costs	\$ 1,174,465
Reserves	\$ 588,459
Developer Fee	\$ 3,386,930
Total Uses	\$ 32,100,040

Developer Fee	
Earned Developer Fee	\$ 3,386,930
Deferred Developer Fee	\$ 1,932
Total Paid Fee	\$ 3,384,998
Year DDF Paid Off (Stabilized)	1

Rehab Costs	
Amount of Rehab per Unit	\$ 92,055

PROS

•	No Competition for AHP
•	Accomplishes Full Wish List, could potentially increase rehab if add \$500,000 of reserves
•	Essentially eliminates the deferred developer fee
•	Green Bay PHA retains management

CONS

•	Competition for Tax Credits with other developers including for-profit, nonprofit, other PHA's; if unsuccessful have to reapply in
•	Have to partner with another agency to manage vouchers
•	Timing - LIHTC due date is mid-Dec 2021; could not close transaction until 4th Qtr 2022 or 1st Qtr 2023



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 10, 2021

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # E.3

Consideration with possible action on approval of the Annual Civil Rights Certification, resolution 2021-01.

BACKGROUND

The Green Bay Housing Authority is considered a qualified Public Housing Authority. Outside of the 5-year PHA Plan, that was approved April 11, 2019. The only form that is required to be submitted to the Department of Housing and Urban Development yearly is the attached 50077-CR, which is the Civil Rights Certification.

This certifies that the GBHA will carry out its programs in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

RECOMMENDATION

To approve Resolution 2021-01, Annual Civil Rights Certification.

FISCAL IMPACT

ATTACHMENTS

- I. 50077-CR Resolution 2021-01

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution #2021-01

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Green Bay Housing Authority
PHA Name

WI074
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:	William VandeCastle	Title:	Chairman
Signature		Date:	March 10, 2021



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 10, 2021

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # E.4

Consideration with possible action to approve Resolution 2021-02 approving the submittal of the inventory removal application HUD 52860 and HUD 52860-A for the Green Bay Housing Authority Scattered Sites Program.

BACKGROUND

This resolution is needed in order for the GBHA to make an application for the transfer of our scattered sites properties over to project based vouchers via the Section 18 disposition process. Staff has been working on this application since early 2020. This resolution was passed by the board in 2020. HUD is now actively working with staff on the completion and finalization of the Section 18 application and is requiring this resolution be approved in the year of submittal.

RECOMMENDATION

To approve the updated Resolution 2021-02 regarding the submittal of the inventory removal application HUD 52860 and HUD 52860-A for the Green Bay Housing Authority Scattered Sites Program.

FISCAL IMPACT

ATTACHMENTS

- I. Section 18 resolution 2021-02

RESOLUTION NO. 2021-02

RESOLUTION OF THE GREEN BAY HOUSING AUTHORITY APPROVING THE SUBMITAL OF THE INVENTORY
REMOVAL APPLICATION HUD-52860 & HUD-52860-A FOR THE GREEN BAY HOUSING AUTHORITY'S
SCATTERED SITE PROGRAM.

BY THE GREEN BAY HOUSING AUTHORITY:

WHEREAS: The capital improvement needs of the GBHA scattered site housing exceeds the resources available to maintain the properties for the long term, and:

WHEREAS: HUD has provided, under Section 18 of the Housing Act of 1937, the ability for Housing Authorities to dispose of unsustainable scattered site units on non-contiguous sites, (remove from Trust) and;

WHEREAS: This process will provide the GBHA with additional capital resources to maintain the scattered site properties while maintaining the units as affordable subsidized units,

THEREFOR BE IT RESOLVED: that the Green Bay Housing Authority approves the submittal of the Section 18 application to remove the Scattered Site Public Housing Units under PIH Notice 2018-04 and authorizes staff to proceed with this process.

By: _____

William Vande Castle
Chairman

APPROVED: March 10, 2020 _____

ATTEST: _____

Cheryl Renier-Wigg
Executive Director



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 10, 2021

PREPARED BY

Jayme Valentine, Staff

AGENDA ITEM # E.5

Consideration with possible action to award the Mason Manor annual window cleaning contract to Jack's Maintenance Services Inc, the lowest and responsible and responsive bidder.

BACKGROUND

The current annual window cleaning contract has expired. The proposed contract would be a 3-year term with additional two (2) 1-year agreements.

RECOMMENDATION

To approve the Mason Manor annual window cleaning contract to Jack's Maintenance Services, the lowest responsible and responsive bidder.

FISCAL IMPACT

ATTACHMENTS

- I. Jack's quote



PROPOSAL

☐ Janitorial☒ Specialty☐ Brite Way

DATE: February 26, 2021

This proposal is prepared for:

Diane Kruse
Mason Manor
100 N Jefferson St
Green Bay, WI 54301

For work to be performed at:

Mason Manor

1424 Admiral Ct
Green Bay, WI 54303

SALESPERSON	SERVICE TYPE	PAYMENT TERMS	PROPOSAL ID #
Casey Shusta	☒ Single Service ☐ Recurring Service	Upon receipt	506621

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Spring window cleaning 2021	\$10,240.00	\$10,240.00
1	Spring window cleaning option	\$640.00	\$640.00
1	Spring window cleaning 2022	\$10,547.20	\$10,547.20
1	Spring window cleaning option 2022	\$659.20	\$659.20
1	Spring window cleaning 2023	\$10,863.61	\$10,863.61
1	Spring window cleaning option 2023	\$678.98	\$678.98
1	Spring window cleaning 2024	\$11,189.52	\$11,189.52
1	Spring window cleaning option 2024	\$699.35	\$699.35
1	Spring window cleaning 2025	\$11,525.21	\$11,525.21
1	Spring window cleaning option 2025	\$720.33	\$720.33
		Total:	\$57,763.40

*Price does not include sales tax, if applicable.

OTHER SPECIFICS THAT RELATE TO THIS PROPOSAL:

This proposal is submitted subject to standard terms and conditions. We will gladly perform the work described above based on your purchase order, provided that all terms are mutually agreeable. Any changes from listed specifications involving extra costs will be executed only upon written agreement. All agreements are contingent upon delays beyond our control. May be subject to rescheduling fee if site is not work ready or access to site is impeded. Work requested and performed outside of scope of job will be negotiated and billed on a per occurrence basis.

Acceptance: This proposal is valid for 60 days. To ensure commencement or continuance of work, please sign and date where applicable. The signor warrants that they are an authorized agent of customer and is authorized to purchase on customer's behalf. Please check ONE and sign below.

- ☐ Proposal and its terms and conditions are accepted. Please proceed with work as specified.
- ☐ Proposal and associated pricing are acknowledged. A purchase order will be issued for work described.

Signed for Jack's Maintenance ServiceSigned for Mason Manor

February 26, 2021



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 10, 2021

PREPARED BY

Jayme Valentine, Staff

AGENDA ITEM # E.6

Consideration with possible action to reclassify one (1) Casual Worker to a Cleaner position.

BACKGROUND

Currently the Green Bay Housing Authority has three casual workers who are tenants employed by the Green Bay Housing Authority. These employees are responsible for general cleaning of the Mason Manor building and removal of garbage.

Staff has been investigating the possibility of changing one of our casual workers in to a higher level position that would require taking on additional duties. Additional duties would include, but not be limited to, lawn care, snow removal, low level work orders and being a point of contact when situations arise. Specifically, someone who could live on site and handle limited tenant issues that arise on weekends including tenant lock-outs would be ideal.

Since November, of last year, when we lost two maintenance positions, a casual worker has taken on additional duties that are out of the casual worker job description. These duties include sidewalk snow and ice removal, tenant lock outs on weekends and light maintenance. Since we have an employee who meets the needs of this new position, we would like to to reclassify this Casual Worker into the new Cleaner position. The current employee continues to take on additional responsibilities and duties and is interested in maintaining this level of work after we hire new maintenance staff.

For budget purposes, if we combine this employees current 4 hours along with the vacant casual worker position we currently have at 10 hours a week as well as afterhours time, we can create a new Cleaner position with minimal change to our current budget.

RECOMMENDATION

To approve reclassifying one (1) casual Worker to a Cleaner position.

FISCAL IMPACT

ATTACHMENTS

1. Casual Worker Budget
2. Cleaner Job Description Mar 2021 Final

Casual Worker Positions

Filled	\$ 5,140.35	10 hours a week
Filled	\$ 3,671.68	10.5 hours a week
Vacant	\$ 4,895.57	7.5 hours a week
Vacant	\$ 2,447.79	5 hours a week
Vacant	\$ 4,895.57	10 hours a week
Filled	\$ 1,958.23	4 hours a week
After Hour Help	\$ 9,791.14	20 Hours a week
	<u>\$ 16,644.94</u>	
Cleaner	\$ 16,898.65	20 Hours a week

We will take the current highlighted positions of a filled position with 4 Hours a week, the vacant with 10 Hours a week, and the vacant after hours help that with 20 hours a week. We can combine these three positions into the new cleaner position with 20 hours a week and this is a minimal change to the current budget.

JOB DESCRIPTION

City of Green Bay

Position Title:	CLEANER
Department:	Community and Economic Development – Green Bay Housing Authority
Reports To:	Housing Administrator
Position Status:	Non-Exempt
Salary Range:	\$15.07 hourly
Job Summary:	Under general direction, keeps premises of Mason Manor in clean and orderly condition by performing routine light housekeeping maintenance and cleaning tasks. Also handles limited outdoor lawn maintenance and snow removal.
Essential Functions:	▪ Picks up and disposes of trash. Dusts woodwork, furniture, windowsills, room dividers, , counters, and other fixtures. Cleans glass doors, marble surfaces, light switches, and mirrors. Cleans elevators including washing walls and floors. ▪ Cleans and polishes furniture. Dry and wet mops office floors, stairs, landings, , and rest rooms. ▪ Vacuums carpeting and sweeps floors. Scrubs drinking fountains, sinks, toilets, and urinals. Washes walls, and waste containers. Washes rest room stalls and walls. ▪ Replenishes rest rooms supplies. Handles low level work orders which could include; light bulb changing, smoke detector battery, and minor plumbing. Reports high level needed repairs to Housing Administrator ▪ Handles calls on week-ends for tenant lock-outs ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Some knowledge of cleaning methods, material, equipment, and procedures required for the cleaning of buildings and facilities. Some knowledge of safety measures involved in handling and using hazardous materials used. ▪ Some skill in using a variety of cleaning tools, equipment, and materials. Some skill in performing routine manual cleaning tasks. ▪ Ability to follow oral and written instructions. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position. May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education And Experience	▪ High school diploma or equivalent. ▪ Previous experience cleaning office buildings preferred. A combination of equivalent experience and/or education may be considered.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 10-20 pounds. ○ Frequent standing, walking, bending, crawling and stooping. ○ Ability to reach and climb.

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	

7:49 AM

03/02/21

Green Bay Housing Authority

Check Detail

February 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6090	02/10/2021	AT&T	door system	1111.01 · General ...	
Bill	1/22/21	01/22/2021		Door system	4190.07 · Tele Fax ...	-39.27
				door system	4190.07 · Tele Fax ...	-39.01
TOTAL						-78.28
Bill Pmt -Check	6091	02/10/2021	Brown County Plu...		1111.01 · General ...	
Bill	6715	01/29/2021		reinstall toilet	4420.00 · Maint - S...	-322.50
Bill	6714	01/29/2021		water heater ...	4420.00 · Maint - S...	-75.00
TOTAL						-397.50
Bill Pmt -Check	6092	02/10/2021	CITY OF GREEN B...		1111.01 · General ...	
Bill	139744	12/31/2020		Health ins su...	4182.00 · Employee...	-277.71
				Health ins su...	4433.00 · Emp Ben ...	-370.26
				Health ins su...	4433.00 · Emp Ben ...	-185.14
				Health ins su...	4182.00 · Employee...	-277.71
				Health ins su...	4182.00 · Employee...	-185.14
Bill	139747	12/31/2020		workers comp	4433.00 · Emp Ben ...	-87.61
				workers comp	4433.00 · Emp Ben ...	-87.62
Bill	139762	12/31/2020		office supplies	4190.03 · Paper & ...	-22.37
				copies	4190.01 · Printing	-200.00
Bill	139928	12/31/2020		HR Services	4190.10 · Miscellan...	-3,576.17
Bill	139756	12/31/2020		admin services	4190.10 · Miscellan...	-2,031.00
				admin services	4190.10 · Miscellan...	-2,027.22
				admin services	4190.10 · Miscellan...	-2,027.22
Bill	139209	01/11/2021		sanitation viol...	4430.19 · Garbage ...	-54.00
Bill	139188	01/11/2021		sanitation viol...	4430.19 · Garbage ...	-80.00
Bill	139201	01/11/2021		sanitation viol...	4430.19 · Garbage ...	-80.00
Bill	970-12420	01/18/2021		1099 misc for...	4190.03 · Paper & ...	-29.49
Bill	970-12420	01/20/2021		stamps	4190.02 · Postage	-220.00
				stamps	4190.02 · Postage	-220.00
				mattress cov...	4420.00 · Maint - S...	-1,274.20
				blinds/griprs/t...	4420.00 · Maint - S...	-161.42
				cards	4220.01 · Ten Ser - ...	-75.95
Bill	139566	01/25/2021		sanitation viol...	4430.19 · Garbage ...	-108.00
Bill	970-12420	02/01/2021		copies	4190.01 · Printing	-81.13
				copeis	4190.01 · Printing	-81.13
TOTAL						-13,820.49

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Green Bay Housing Authority

Check Detail

February 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6093	02/10/2021	Clean By Design L...	1341 Univer...	1111.01 · General ...	
Bill	1582	01/28/2021		cleaning 134...	4430.00 · Maint - C...	-850.80
TOTAL						-850.80
Bill Pmt -Check	6094	02/10/2021	GRAINGER	1424 Admita...	1111.01 · General ...	
Bill	9781604849	01/22/2021		cleaning towels	4420.00 · Maint - S...	-120.24
TOTAL						-120.24
Bill Pmt -Check	6095	02/10/2021	GREEN BAY WAT...		1111.01 · General ...	
Bill	1/25/21-4086-04	01/25/2021		839 Christiana	4390.00 · Other Utili...	-60.11
Bill	1/25/21-4089-05	01/25/2021		839 Christiana	4310.00 · Water	-136.01
Bill	1/25/21-4356-06	01/25/2021		835 Christiana	4390.00 · Other Utili...	-60.11
Bill	1/25/21-4356-06	01/25/2021		835 Christiana	4310.00 · Water	-453.42
Bill	25/21-5399-04	01/25/2021		896 school	4390.00 · Other Utili...	-60.11
Bill	1/25/21-5334-04	01/25/2021		896 school	4310.00 · Water	-132.88
Bill	1/27/21-5210-05	01/27/2021		323 N Ashland	4390.00 · Other Utili...	-117.30
Bill	1/27/21-5210-05	01/27/2021		323 N Ashland	4310.00 · Water	-179.10
Bill	1/27/21-5210-05	01/27/2021		516 N Ashland	4390.00 · Other Utili...	-60.11
Bill	1/27/21-5210-05	01/27/2021		516 N Ashland	4310.00 · Water	-488.77
Bill	1/27/21-33210-01	01/27/2021		836 Cora	4390.00 · Other Utili...	-60.11
Bill	1/27/21-33210-01	01/27/2021		836 Cora	4310.00 · Water	-94.20
Bill	1/27/21-5694-03	01/27/2021		510 N Chest...	4390.00 · Other Utili...	-60.11
Bill	1/27/21-5694-03	01/27/2021		510 N Chest...	4310.00 · Water	-184.94
Bill	1/27/21-5706-05	01/27/2021		715 N Chest...	4390.00 · Other Utili...	-60.11
Bill	1/27/21-5706-05	01/27/2021		715 N Chest...	4310.00 · Water	-111.43
Bill	1/27/21-5574-03	01/27/2021		913 N Chest...	4390.00 · Other Utili...	-60.11
Bill	1/27/21-5574-03	01/27/2021		913 N Chest...	4310.00 · Water	-115.22
Bill	1/27/21-5573-04	01/27/2021		409 N Maple	4390.00 · Other Utili...	-60.11
Bill	1/27/21-5573-04	01/27/2021		409 N Maple	4310.00 · Water	-180.80
Bill	1/27/21-5459-02	01/27/2021		415 N Maple	4390.00 · Other Utili...	-60.11
Bill	1/27/21-5459-02	01/27/2021		415 N Maple	4310.00 · Water	-43.74
Bill	1/27/21-5524-04	01/27/2021		509 S Maple	4390.00 · Other Utili...	-60.11
Bill	1/27/21-5524-04	01/27/2021		509 S Maple	4310.00 · Water	-156.55
Bill	1/27/21-33149-01	01/27/2021		522 N Maple	4390.00 · Other Utili...	-60.11
Bill	1/27/21-33149-01	01/27/2021		522 N Maple	4310.00 · Water	-231.25
Bill	1/29/21-4665-01	01/29/2021		816 N Maple	4390.00 · Other Utili...	-60.11
Bill	1/29/21-4665-01	01/29/2021		816 N Maple	4310.00 · Water	-150.66
Bill	1/29/21-4665-01	01/29/2021		1424 Admirla	4390.00 · Other Utili...	-352.89
Bill	1/29/21-4665-01	01/29/2021		1424 Admirla	4310.00 · Water	-3,560.43
TOTAL						-7,471.02

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February 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6096	02/10/2021	H.J. MARTIN & SO...	1424 Admira...	1111.01 · General ...	
Bill	HJ270824	12/31/2020		flooring #319	4430.00 · Maint - C...	-474.94
TOTAL						-474.94
Bill Pmt -Check	6097	02/10/2021	HAWKINS ASH BA...	6/30/2020 au...	1111.01 · General ...	
Bill	3124813	02/08/2021		6/30/2020 audit	4171.00 · Auditing ...	-3,382.00
				6/30/2020 audit	4171.00 · Auditing ...	-3,382.00
				6/30/2020 audit	4171.00 · Auditing ...	-1,691.00
				6/30/2020 audit	4171.00 · Auditing ...	-445.00
TOTAL						-8,900.00
Bill Pmt -Check	6098	02/10/2021	KONE INC	1424 Admirla	1111.01 · General ...	
Bill	959779352	02/01/2021		maint agree...	4430.12 · Elevator ...	-910.00
TOTAL						-910.00
Bill Pmt -Check	6099	02/10/2021	LANGAN INVESTI...		1111.01 · General ...	
Bill	1/1-1/31/21 MM	02/01/2021		professional ...	4130.01 · Investigat...	-136.00
Bill	1/1-1/31/2021 ss	02/01/2021		professional ...	4130.01 · Investigat...	-976.82
TOTAL						-1,112.82
Bill Pmt -Check	6100	02/10/2021	LARSON PAINTING		1111.01 · General ...	
Bill	5540	01/31/2021		paint	4430.25 · Unit Repair	-1,258.74
Bill	5541	01/31/2021		painting #507	4430.00 · Maint - C...	-239.40
				painting #605	4430.00 · Maint - C...	-239.40
				painting #306	4430.00 · Maint - C...	-302.40
TOTAL						-2,039.94

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Check Detail

February 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6101	02/10/2021	Lindeman's Cleani...		1111.01 · General ...	
Bill	156897	01/21/2021		cleaning drap...	4430.01 · Maint - N...	-50.73
Bill	56897	01/28/2021		cleaning drap...	4430.01 · Maint - N...	-50.73
Bill	156896	01/28/2021		cleaning drea...	4430.01 · Maint - N...	-55.22
Bill	157300	02/03/2021		repair drapes...	4430.01 · Maint - N...	-15.90
TOTAL						-172.58
Bill Pmt -Check	6102	02/10/2021	One Service LLC		1111.01 · General ...	
Bill	223	01/28/2021		Maint Help	4430.01 · Maint - N...	-360.00
				maint Help	4430.01 · Maint - N...	-773.30
Bill	231	02/08/2021		maint help	4430.01 · Maint - N...	-420.00
				maint help	4430.01 · Maint - N...	-518.00
TOTAL						-2,071.30
Bill Pmt -Check	6103	02/10/2021	PAMPERIN CONS...		1111.01 · General ...	
Bill	1/15/2021	01/15/2021		knobs/registre...	4420.00 · Maint - S...	-973.00
Bill	1/15/21	01/15/2021		finish work	4420.00 · Maint - S...	-1,976.00
Bill	1/18/2021	01/18/2021		finish work	4420.00 · Maint - S...	-1,894.00
TOTAL						-4,843.00
Bill Pmt -Check	6104	02/10/2021	Sandberg K9 Solu...	professional...	1111.01 · General ...	
Bill	1739	01/26/2021		inspection	4430.17 · Extermin...	-50.00
				inspection	4430.17 · Extermin...	-50.00
TOTAL						-100.00
Bill Pmt -Check	6105	02/10/2021	WISCONSIN PUBL...		1111.01 · General ...	
Bill	1/20/21-2671-00213	01/20/2021		1016 Pine	4320.00 · Electricity	-30.83
				1016 Pine	4330.00 · Gas	-22.31
Bill	1/29/21-2671-00036	01/29/2021		1424 Admirla	4320.00 · Electricity	-1,130.90
Bill	1/29/21-2671-00002	01/29/2021		1424 Admirla	4320.00 · Electricity	-3,737.24
TOTAL						-4,921.28

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Check Detail

February 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6106	02/25/2021	CELLCOM	cell bill	1111.01 · General ...	
Bill	454875	02/15/2021		cell bill	4190.07 · Tele Fax ...	-43.85
				cell bill	4190.07 · Tele Fax ...	-95.38
TOTAL						-139.23
Bill Pmt -Check	6107	02/25/2021	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	01/24/2021		waste manag...	4430.19 · Garbage ...	-410.00
				HIBU	4190.08 · Marketing	-20.00
				blinds/sking p...	4420.00 · Maint - S...	-42.36
				letter opener/...	4190.03 · Paper & ...	-57.10
				letter opener/...	4190.03 · Paper & ...	-57.40
				crisper pans	4420.00 · Maint - S...	-173.18
				battery	4430.03 · Maint - Tr...	-124.68
Bill	140022	01/29/2021		fuel	4430.03 · Maint - Tr...	-9.16
				fuel	4430.03 · Maint - Tr...	-9.17
Bill	970-12422	01/31/2021		Wages	4110.00 · Admin Sa...	-11,951.86
				Benefits	4182.00 · Employee...	-5,140.66
				Wages	4410.00 · Maint - La...	-4,561.96
				Benefits	4433.00 · Emp Ben ...	-1,710.99
				Wages	4110.00 · Admin Sa...	-5,218.34
				Benefits	4182.00 · Employee...	-1,739.24
				Wages	4110.00 · Admin Sa...	-4,991.61
				Benefits	4182.00 · Employee...	-2,126.27
Bill	970-12420	02/03/2021		backgrounds	4130.01 · Investigat...	-6.27
				backgrounds	4130.01 · Investigat...	-6.28
				range hood/b...	4420.00 · Maint - S...	-865.05
				oil	4430.03 · Maint - Tr...	-15.73
Bill	140105	02/10/2021		Auto ins	4510.00 · Insurance...	-78.64
				Auto ins	4510.00 · Insurance...	-78.64
Bill	970-12420	02/10/2021		brushes/glue/...	4420.00 · Maint - S...	-38.21
				brushes/glue/...	4420.00 · Maint - S...	-48.78
Bill	140310	02/19/2021		mailings	4190.02 · Postage	-34.20
				applicaions	4190.01 · Printing	-270.00
				brochures	4190.01 · Printing	-270.00
Bill	140130	12/31/2021		it support	4190.06 · Computer...	-2,002.52
				it support	4190.06 · Computer...	-3,003.78
				it support & fi...	4190.06 · Computer...	-9,175.25
TOTAL						-54,237.33

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Check Detail

February 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6108	02/25/2021	Ellison Electric Su...	1424 Admiral	1111.01 · General ...	
Bill	1140430	02/09/2021		lights	4420.00 · Maint - S...	-434.50
TOTAL						-434.50
Bill Pmt -Check	6109	02/25/2021	GRAINGER	1424 Admiral	1111.01 · General ...	
Bill	9797113397	02/05/2021		masks	4420.00 · Maint - S...	-48.00
TOTAL						-48.00
Bill Pmt -Check	6110	02/25/2021	GREEN BAY WAT...		1111.01 · General ...	
Bill	2/8/21-10418-03	02/08/2021		1008 Pine	4390.00 · Other Utili...	-60.68
				1008 Pine	4310.00 · Water	-335.70
Bill	2/8/21-10413-04	02/08/2021		1100 Pine	4390.00 · Other Utili...	-60.68
				1100 Pine	4310.00 · Water	-267.68
Bill	2/8/21-11033-02	02/08/2021		1121 University	4390.00 · Other Utili...	-60.68
				1121 University	4310.00 · Water	-76.76
Bill	2/8/21-11032-04	02/08/2021		1125 University	4390.00 · Other Utili...	-60.68
				1125 Univer...	4310.00 · Water	-123.35
Bill	2/8/21-32906-02	02/08/2021		1337 University	4390.00 · Other Utili...	-60.68
				1337 University	4310.00 · Water	-212.74
Bill	2/8/21-11007-04	02/08/2021		1341 University	4390.00 · Other Utili...	-60.68
				1341 University	4310.00 · Water	-138.28
Bill	2/8/21-33068-01	02/08/2021		1410 University	4390.00 · Other Utili...	-60.68
				1410 University	4310.00 · Water	-111.70
Bill	2/8/21-10910-03	02/08/2021		1412 University	4390.00 · Other Utili...	-60.68
				1412 University	4310.00 · Water	-54.38
Bill	2/8/21-10912-03	02/08/2021		1420 University	4390.00 · Other Utili...	-60.68
				1420 University	4310.00 · Water	-142.27
Bill	2/8/21-33069-01	02/08/2021		1424 University	4390.00 · Other Utili...	-60.68
				1424 University	4310.00 · Water	-237.52
Bill	2/8/21-33067-01	02/08/2021		1404 University	4390.00 · Other Utili...	-60.68
				1404 University	4310.00 · Water	-245.59
Bill	2/8/21-33070-01	02/08/2021		1440 University	4390.00 · Other Utili...	-60.68
				1440 University	4310.00 · Water	-112.35
Bill	2/8/21-33071-01	02/08/2021		1444 University	4390.00 · Other Utili...	-60.68
				1444 University	4310.00 · Water	-75.55
TOTAL						-2,922.71

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Green Bay Housing Authority

Check Detail

February 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6111	02/25/2021	LIZER LAWN CARE		1111.01 · General ...	
Bill	111770AD	02/15/2021		Jan plowing ...	4430.11 · Snow Re...	-57.00
Bill	111769AD	02/15/2021		Jan plowing ...	4430.11 · Snow Re...	-57.00
Bill	111668	03/10/2021		Jan plowing ...	4430.11 · Snow Re...	-220.00
TOTAL						-334.00
Bill Pmt -Check	6112	02/25/2021	Lutheran Social S...	social servic...	1111.01 · General ...	
Bill	153799	01/31/2021		social worker...	4210.00 · Ten Ser-...	-5,557.00
TOTAL						-5,557.00
Bill Pmt -Check	6113	02/25/2021	One Service LLC		1111.01 · General ...	
Bill	232	02/14/2021		maint. help	4430.01 · Maint - N...	-300.00
				maint help	4430.01 · Maint - N...	-974.20
Bill	233	02/17/2021		pest treatme...	4430.17 · Extermin...	-120.00
				pest treatme...	4430.17 · Extermin...	-120.00
Bill	234	02/19/2021		maint help	4430.01 · Maint - N...	-140.00
				maint help	4430.01 · Maint - N...	-917.20
TOTAL						-2,571.40
Bill Pmt -Check	6114	02/25/2021	Sandberg K9 Solu...	1424 Admiral	1111.01 · General ...	
Bill	1749	02/13/2021		inspection	4430.17 · Extermin...	-2,999.98
TOTAL						-2,999.98
Bill Pmt -Check	6115	02/25/2021	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	2/1-2/28/21	02/02/2021		cable	4230.00 · Ten Ser-...	-2,790.07
TOTAL						-2,790.07
Bill Pmt -Check	6116	02/25/2021	WAHA	2021 Memeb...	1111.01 · General ...	
Bill	2021 dues	02/11/2021		2021 membe...	4190.05 · Members...	-70.00
TOTAL						-70.00

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Green Bay Housing Authority
Check Detail
 February 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6117	02/25/2021	WISCONSIN PUBL...		1111.01 · General ...	
Bill	2/9/21-2671-00199	02/09/2021		1341 University	4320.00 · Electricity	-0.70
				1341 University	4330.00 · Gas	-0.69
Bill	2/10/21-2671-00212	02/10/2021		1121 Univeristy	4320.00 · Electricity	-27.39
				1121 Univeristy	4330.00 · Gas	-37.96
Bill	2/10/21-2671-00009	02/10/2021		1125 Univeristy	4320.00 · Electricity	-36.53
				1125 Univeristy	4330.00 · Gas	-47.37
TOTAL						-150.64

Green Bay Housing Authority

Budget vs. Actual

Summary

Feb-21

Account
Number

Total Income
Total Expense

Net Income

COCC		Mason Manor		RevBonds		ScSite		TOTAL	
YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
130,042.03	173,926.04	553,718.18	815,873.41	18,500.00	24,955.00	243,405.54	333,415.74	945,665.75	1,348,170.19
77,524.18	149,375.00	524,637.86	1,099,670.84	702.58	1,725.00	242,438.05	618,483.36	845,302.67	1,869,254.20
52,517.85	24,551.04	29,080.32	-283,797.43	17,797.42	23,230.00	967.49	-285,067.62	100,363.08	-521,084.01

Reserve Spreadsheet

	MM	SS
Projected from 6/30/19	476,008	245,925
YTD Net Income/(loss) Without Depreciation	29,080	967
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	355,088	234,410
Transfer	-	-
Projected Reserve	355,088	234,410
6 Month Expenses	442,264	239,658
Excess/shortfall	(87,176)	(5,248)
	☹	☹

Green Bay Housing Authority

Budget vs. Actual Detail

COCC

Mason Manor

AQ66ANBly5AS

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%	119,398.00	165,931.80	-46,533.80	71.96%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	341,190.04	477,505.21	-136,315.17	71.45%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	3,004.00	4,436.40	-1,432.40	67.71%
3510.00 · Management Fee Revenue	98,576.36	128,981.04	129,864.00	76.43%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	18,090.00	24,240.00	24,000.00	74.63%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	13,290.00	18,180.00	18,000.00	73.1%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	2,500.00	2,500.00	0.0%	1,209.40	10,000.00	-8,790.60	12.09%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	3,730.00	7,500.00	-3,770.00	49.73%
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%	7,930.75	8,000.00	-69.25	99.13%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	74,685.71	142,000.00	-67,314.29	52.6%
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

	130,042.03	173,926.04	-43,884.01	74.77%	553,718.18	815,873.41	-262,155.23	67.87%
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Expense

4110.00 · Admin Salaries	31,796.45	70,000.00	-38,203.55	45.42%	61,157.25	98,000.00	-36,842.75	62.41%
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	5,328.50	2,000.00	3,328.50	266.43%	1,530.25	1,500.00	30.25	102.02%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,770.80	2,600.00	-829.20	68.11%
4140.00 · Staff Training	0.00	7,000.00	-7,000.00	0.0%	125.00	4,000.00	-3,875.00	3.13%
4150.00 · Travel	44.85	200.00	-155.15	22.43%	35.75	250.00	-214.25	14.3%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	74,989.24	98,696.64	-23,707.40	75.98%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	10,110.00	13,680.00	-3,570.00	73.9%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	13,770.00	18,240.00	-4,470.00	75.49%
4171.00 · Auditing Fees	1,691.00	1,800.00	-109.00	93.94%	3,382.00	3,600.00	-218.00	93.94%
4182.00 · Employee Benefits - Admin	14,883.80	30,000.00	-15,116.20	49.61%	29,122.52	40,000.00	-10,877.48	72.81%
4190.01 · Printing	200.00	500.00	-300.00	40.0%	957.50	2,750.00	-1,792.50	34.82%
4190.02 · Postage	161.56	300.00	-138.44	53.85%	632.50	1,000.00	-367.50	63.25%
4190.03 · Paper & Office Supplies	676.67	500.00	176.67	135.33%	483.85	1,500.00	-1,016.15	32.26%
4190.04 · Publications	0.00	500.00	-500.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	70.00	400.00	-330.00	17.5%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	610.40	7,000.00	-6,389.60	8.72%	4,643.32	12,000.00	-7,356.68	38.69%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,143.72	1,750.00	-606.28	65.36%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	1,374.16	2,300.00	-925.84	59.75%
4190.10 · Miscellaneous	21,252.20	15,000.00	6,252.20	141.68%	2,047.72	2,000.00	47.72	102.39%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	85.18	1,500.00	-1,414.82	5.68%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	2,185.49	3,000.00	-814.51	72.85%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	24,275.63	37,804.20	-13,528.57	64.21%
4310.00 · Water	0.00	0.00	0.00	0.0%	20,854.88	43,000.00	-22,145.12	48.5%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	36,945.84	68,500.00	-31,554.16	53.94%
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%	11,449.53	31,000.00	-19,550.47	36.93%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	2,449.49	4,700.00	-2,250.51	52.12%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	59,920.83	139,000.00	-79,079.17	43.11%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	26,060.38	67,000.00	-40,939.62	38.9%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	18,687.51	45,000.00	-26,312.49	41.53%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	7,371.44	5,500.00	1,871.44	134.03%
4430.03 · Maint - Truck Maint	0.00	100.00	-100.00	0.0%	419.02	2,500.00	-2,080.98	16.76%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	2,104.83	5,000.00	-2,895.17	42.1%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	5,209.61	5,000.00	209.61	104.19%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,867.52	2,500.00	-632.48	74.7%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	7,820.24	10,500.00	-2,679.76	74.48%
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%	182.00	1,750.00	-1,568.00	10.4%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	16,636.36	24,000.00	-7,363.64	69.32%
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%	2,921.00	6,000.00	-3,079.00	48.68%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	2,635.00	0.00	2,635.00	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	26,794.81	48,000.00	-21,205.19	55.82%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%	620.24	0.00	620.24	100.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%	33,057.72	11,000.00	22,057.72	300.53%
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	608.75	1,025.00	-416.25	59.39%	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%
77,524.18	149,375.00	-71,850.82	51.9%	524,637.86	1,099,670.84	-575,032.98	47.71%
52,517.85	24,551.04	27,966.81	213.91%	29,080.32	-283,797.43	312,877.75	-10.25%

AGGREGATE

4800.00 · Depreciation Expense

9120.00 · Transfers Out

Total Expense

Net Income/(Loss)

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%	104,505.00	155,191.20	-50,686.20	67.34%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	127,465.17	160,424.54	-32,959.37	79.46%
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	18,500.00	14,955.00	3,545.00	123.7%	5,473.73	9,000.00	-3,526.27	60.82%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	50.00	0.00	50.00	100.0%
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	18,500.00	24,955.00	-6,455.00	74.13%	243,405.54	333,415.74	-90,010.20	73.0%
Expense								
4110.00 · Admin Salaries	46.26	500.00	-453.74	9.25%	31,851.24	68,000.00	-36,148.76	46.84%
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%	768.09	1,500.00	-731.91	51.21%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	8,570.56	3,500.00	5,070.56	244.87%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	125.00	4,000.00	-3,875.00	3.13%
4150.00 · Travel	0.00	0.00	0.00	0.0%	213.52	500.00	-286.48	42.7%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	23,587.12	31,167.36	-7,580.24	75.68%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	3,180.00	4,320.00	-1,140.00	73.61%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	4,320.00	5,760.00	-1,440.00	75.0%
4171.00 · Auditing Fees	445.00	525.00	-80.00	84.76%	3,382.00	3,400.00	-18.00	99.47%
4182.00 · Employee Benefits - Admin	11.32	200.00	-188.68	5.66%	13,114.41	27,000.00	-13,885.59	48.57%
4190.01 · Printing	0.00	0.00	0.00	0.0%	619.72	2,000.00	-1,380.28	30.99%
4190.02 · Postage	0.00	0.00	0.00	0.0%	632.50	1,000.00	-367.50	63.25%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	256.19	1,000.00	-743.81	25.62%
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%	4,643.31	6,750.00	-2,106.69	68.79%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	730.92	1,200.00	-469.08	60.91%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	200.00	500.00	-300.00	40.0%	2,047.72	2,000.00	47.72	102.39%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	1,200.00	1,250.00	-50.00	96.0%
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%	25,472.81	27,000.00	-1,527.19	94.34%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	1,204.82	3,500.00	-2,295.18	34.42%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	4,700.00	0.00	4,700.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	886.04	2,500.00	-1,613.96	35.44%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	7,333.21	10,000.00	-2,666.79	73.33%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	15,869.58	44,000.00	-28,130.42	36.07%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	20,398.11	40,000.00	-19,601.89	51.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	14,572.18	40,000.00	-25,427.82	36.43%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	8,999.40	5,286.00	3,713.40	170.25%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	278.66	1,500.00	-1,221.34	18.58%
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%	114.00	3,300.00	-3,186.00	3.46%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	315.00	2,000.00	-1,685.00	15.75%
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%	2,202.60	11,000.00	-8,797.40	20.02%
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%	660.00	10,000.00	-9,340.00	6.6%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	1,330.78	4,000.00	-2,669.22	33.27%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	1,885.49	1,000.00	885.49	188.55%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	936.03	2,000.00	-1,063.97	46.8%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	-0.39	0.00	-0.39	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	9,581.87	16,000.00	-6,418.13	59.89%
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%	23,614.56	41,000.00	-17,385.44	57.6%
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	702.58	1,725.00	-1,022.42	40.73%	242,438.05	618,483.36	-376,045.31	39.2%
Net Income/(Loss)	17,797.42	23,230.00	-5,432.58	76.61%	967.49	-285,067.62	286,035.11	-0.34%

Green Bay Housing Authority

Budget vs. Actual Detail

TOTAL

AGGREGATED

Income

2802.00 · Hud Contributions	223,903.00	321,123.00	-97,220.00	0.70
3110.00 · Dwelling Rental	468,655.21	637,929.75	-169,274.54	0.73
3120.00 · Excess Utilities	3,004.00	4,436.40	-1,432.40	0.68
3510.00 · Management Fee Revenue	98,576.36	128,981.04	-30,404.68	0.76
3520.00 · Asset Management Rev	18,090.00	24,240.00	-6,150.00	0.75
3530.00 · BookKeeping Fee Rev	13,290.00	18,180.00	-4,890.00	0.73
3610.00 · Int Income	1,209.40	30,000.00	-28,790.60	0.04
3690.00 · Other Income - Tenants	3,730.00	7,500.00	-3,770.00	0.50
3690.01 · Other Income - Ins Dividends	8,567.59	1,825.00	6,742.59	4.69
3690.02 · Other Income	31,904.48	31,955.00	-50.52	1.00
3690.03 · Cell Tower Rent	74,735.71	142,000.00	-67,264.29	0.53
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 945,665.75 1,348,170.19 -402,504.44 70.14%

Expense

4110.00 · Admin Salaries	124,851.20	236,500.00	-111,648.80	52.79%
4120.00 · Compensated Absences	0.00	3,000.00	-3,000.00	0.0%
4130.00 · Legal Expense	7,626.84	5,000.00	2,626.84	152.54%
4130.01 · Investigations Expense	10,341.36	6,100.00	4,241.36	169.53%
4140.00 · Staff Training	250.00	15,000.00	-14,750.00	1.67%
4150.00 · Travel	294.12	950.00	-655.88	30.96%
4160.00 · Management Fee	98,576.36	129,864.00	-31,287.64	75.91%
4163.00 · BookKeeping Fee	13,290.00	18,000.00	-4,710.00	73.83%
4165.00 · Asset Management Fee	18,090.00	24,000.00	-5,910.00	75.38%
4171.00 · Auditing Fees	8,900.00	9,325.00	-425.00	95.44%
4182.00 · Employee Benefits - Admin	57,132.05	97,200.00	-40,067.95	58.78%
4190.01 · Printing	1,777.22	5,250.00	-3,472.78	33.85%
4190.02 · Postage	1,426.56	2,300.00	-873.44	62.02%
4190.03 · Paper & Office Supplies	1,416.71	3,000.00	-1,583.29	47.22%
4190.04 · Publications	0.00	500.00	-500.00	0.0%
4190.05 · Membership Dues & Fees	70.00	500.00	-430.00	14.0%
4190.06 · Computer Support	9,897.03	25,750.00	-15,852.97	38.44%
4190.07 · Tele Fax & Comm	1,874.64	2,950.00	-1,075.36	63.55%
4190.08 · Marketing	1,374.16	2,300.00	-925.84	59.75%
4190.10 · Miscellaneous	25,547.64	19,500.00	6,047.64	131.01%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	85.18	1,500.00	-1,414.82	5.68%
4220.01 · Ten Ser - Resident Part	3,385.49	4,250.00	-864.51	79.66%
4230.00 · Ten Ser-Contrs	24,275.63	37,804.20	-13,528.57	64.21%
4310.00 · Water	46,327.69	70,000.00	-23,672.31	66.18%
4320.00 · Electricity	38,150.66	72,000.00	-33,849.34	52.99%
4320.01 · Utility Reimbursements	4,700.00	0.00	4,700.00	100.0%
4330.00 · Gas	12,335.57	33,500.00	-21,164.43	36.82%
4390.00 · Other Utilities	9,782.70	14,700.00	-4,917.30	66.55%
4410.00 · Maint - Labor	75,790.41	183,000.00	-107,209.59	41.42%
4420.00 · Maint - Supplies	46,458.49	107,100.00	-60,641.51	43.38%
4430.00 · Maint - Contracts	33,259.69	85,000.00	-51,740.31	39.13%
4430.01 · Maint - Non-Contract	16,370.84	10,786.00	5,584.84	151.78%
4430.03 · Maint - Truck Maint	697.68	4,100.00	-3,402.32	17.02%
4430.09 · Fire Protection - Maint	2,104.83	5,000.00	-2,895.17	42.1%
4430.10 · Heating and Cooling	5,323.61	8,300.00	-2,976.39	64.14%
4430.11 · Snow Removal	2,182.52	4,500.00	-2,317.48	48.5%
4430.12 · Elevator Maintenance	7,820.24	10,500.00	-2,679.76	74.48%
4430.13 · Landscape and Grounds	2,214.33	16,000.00	-13,785.67	13.84%
4430.15 · Electrical	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	842.00	11,750.00	-10,908.00	7.17%
4430.17 · Extermination	17,967.14	28,000.00	-10,032.86	64.17%
4430.18 · Appliances	1,885.49	6,000.00	-4,114.51	31.43%
4430.19 · Garbage & Trash Removal	3,857.03	8,000.00	-4,142.97	48.21%
4430.25 · Unit Repair	2,634.61	0.00	2,634.61	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	36,376.68	64,000.00	-27,623.32	56.84%
4480.00 · Protect Service	620.24	0.00	620.24	100.0%
4510.00 · Insurance Expense - Property	56,672.28	52,000.00	4,672.28	108.99%
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	608.75	1,025.00	-416.25	59.39%
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%
845,302.67	1,869,254.20	-1,023,951.53	45.22%
100,363.08	-521,084.01	621,447.09	-19.26%



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February 2, 2021

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

Re: Monthly Report:

Ms. Valentine,

For the month of January 2021 there were **14** Green Bay Housing applications reviewed by Langan and Associates. They were:

- 9** Applications for Mason Manor.
- 5** 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.

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February 26, 2021

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 February 2021 there were **35** Green Bay Housing applications reviewed by Langan and Associates. They were:

28 Applications for Mason Manor.

7 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
(MARCH 2021)

			MASON MANOR VACANCIES (1 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	?	1	?	EVICTON- SMOKING POLICY VIOLATION	OFFERED WAITING FOR SD\$
			SCATTERED SITES VACANCIES (2 TOTAL)		
###	1/31/21	3	?	MOVED OUT OF GB	UNIT TURNOVER
###	1/31/21	2	?	EVICTON-UNREPORTED HHM	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (1 TOTAL)			MM APPLICANTS:	TOTAL
	UNIT	STATUS		1 bedroom (33-BC; 32-non BC)	65
	###	EVICTON		2 bedroom (1-BC; 1-non BC)	2
	SCATTERED S. (1 TOTAL)			SS APPLICANTS:	TOTAL
	UNIT	STATUS		2 bedroom (49-BC; 15-non BC)	64
	###	EVICTON		3 bedroom (7-BC; 5-non BC)	12
				4 bedroom (12-BC; 2-non BC)	14
	MOVE IN/OUT #'S			7 NEW MOVE INS	5 MOVE OUTS
OCCUPANY RATES				HUD	
	MM	SS	GBHA	MM	SS
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%
Aug	98.68%	100.00%	99.34%	98.68%	100.00%
Sept	98.03%	97.92%	97.97%	98.03%	97.92%
Oct	100.00%	95.83%	97.92%	100.00%	95.83%
Nov	99.34%	93.75%	96.55%	99.34%	97.92%
Dec	98.68%	100.00%	99.34%	98.68%	100.00%
Jan	98.68%	100.00%	99.34%	98.68%	100.00%
TOTAL	98.52%	98.79%	98.65%	98.52%	99.13%