



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, APRIL 15, 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 April 15, 2021, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

1. Approval of the minutes from the March 10, 2021, meeting of the Green Bay Housing Authority.

E. Regular Business.

1. Consideration with possible action to approve Resolution 2021-03 authorizing submission of HUD RAD/Section 18 blend program application.
2. Consideration with possible action to send out a Request For Proposal (RFP) seeking a developer for the redevelopment of Mason Manor.

F. Informational.

1. GBHA Bills.
2. GBHA Financial Report.

3. Langan Report.
4. Director's Report.
5. Occupancy report.
6. Date of next meeting: May 20, 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

+13017158592,,81434999289# US (Germantown)

+13126266799,,81434999289# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 814 3499 9289

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

Additional Information

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

Calling into the Zoom meeting using a smartphone

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



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



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





MINUTES OF THE GREEN BAY HOUSING AUTHORITY

**WEDNESDAY, MARCH 10, 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, Terri Refsguard, Erin Edwards, Excused: Sandra Popp, Absent: None

C. APPROVAL OF THE AGENDA.

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

Moved by Erin Edwards and seconded by Stephen Srubas to approve of the agenda for the March 10, 2021 meeting of the Green Bay Housing Authority.

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

D. APPROVAL OF MINUTES.

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

Moved by Stephen Srubas and seconded by Erin Edwards to approve of minutes from the January 21, 2021 meeting of the Green Bay Housing Authority.

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

E. REGULAR BUSINESS.

1. Election of Officers Chair, Vice Chair

Moved by Stephen Srubas and seconded by Terri Refsguard to approve of electing William VandeCastle as Chairman of the Green Bay Housing Authority Commissioners.

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

Moved by Stephen Srubas and seconded by Erin Edwards to approve of electing Terri Refsguard as Vice Chairman of the Green Bay Housing Authority Commissioners.

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

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

Moved by Erin Edwards and seconded by Terri Refsguard to open the floor for the public to speak.

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

Moved by Terri Refsguard and seconded by Erin Edwards to close the floor for the public to speak.

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

Moved by Stephen Srubas and seconded by Terri Refsguard to approve of option one in regards to the financing plan for the redevelopment of Mason Manor.

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

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

Moved by William VandeCastle and seconded by Stephen Srubas to approve of the Annual Civil Rights Certification resolution 2021-01.

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

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.

Moved by William VandeCastle and seconded by Erin Edwards to approve of the submittal of the inventory removal application HUD 52860 and HUD 52860-A for the Green Bay Housing Authority's Scattered Sites program.

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

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.

Moved by William VandeCastle and seconded by Erin Edwards to award the Mason Manor annual window cleaning contract to Jack's Maintenance Services Inc.

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

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

Moved by Terri Refsguard and seconded by Stephen Srubas to approve of reclassifying one Casual Worker position into a Cleaner position.

Motion carried. Yes- William VandeCastle, Stephen Srubas, Erin Edwards, 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 March. No action needed.

6. Date of next meeting: April 15, 2021.

G. ADJOURNMENT.

Moved by Terri Refsguard and seconded by Erin Edwards to adjourn the March 10, 2021 meeting of the Green Bay Housing Authority.

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



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

April 15, 2021

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.1

Consideration with possible action to approve Resolution 2021-03 authorizing submission of HUD RAD/Section 18 blend program application.

BACKGROUND

At the March 2020, GBHA meeting, the Board voted in favor of proceeding with the application to HUD for the Rental Assistance Demonstration (RAD)/Section 18 program. One of the requirements is that the GBHA Board pass a resolution authorizing this action.

RECOMMENDATION

To approve Resolution 2021-03 authorizing submission of HUD RAD/Section 18 blend program application.

FISCAL IMPACT

ATTACHMENTS

- I. RAD Section 18 blend resolution 2021-03

RESOLUTION NO. 2021-03

RESOLUTION OF THE GREEN BAY HOUSING AUTHORITY (GBHA) AUTHORIZING SUBMISSION OF HUD
RENTAL ASSISTANCE DEMONSTRATION (RAD) SECTION 18 BLEND APPLICATION

BY THE GREEN BAY HOUSING AUTHORITY:

WHEREAS: Public housing funding continues to decline with insufficient capital funds to adequately meet the needs of Mason Manor, a 152 unit 8 story building in need of substantial capital improvements and;

WHEREAS: the Rental Assistance Demonstration (RAD) Program/Section 18 blend provisions allow Public Housing Authorities the ability to convert funding into a financial platform that will provide for redevelopment of the building and predictable annual subsidy's and;

WHEREAS: This process will also allow the GBHA to apply for Low Income Housing Tax Credits (LIHTC), public or private debt and grant funds for the rehabilitation of Mason Manor and;

WHEREAS: the GBHA Board of Commissioners find that it is in the best long term interest of the GBHA to make an application to HUD for a RAD/Section 18 blend to facilitate the rehabilitation of Mason Manor

THEREFOR BE IT RESOLVED: that the Green Bay Housing Authority authorizes submission of HUD Rental Assistance Demonstration (RAD) Section 18 blend application

By: _____

William Vande Castle
Chairman

APPROVED: April 15, 2021 _____

ATTEST: _____

Cheryl Renier-Wigg
Executive Director



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

April 15, 2021

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.2

Consideration with possible action to send out a Request For Proposal (RFP) seeking a developer for the redevelopment of Mason Manor.

BACKGROUND

At the March meeting, the GBHA Board approved moving forward with the applications for funding for Mason Manor. This includes application to HUD for Rad and Section 18 as well as Low Income Housing Tax Credit applications through WHEDA.

Baker Tilly has advised us that we are at the point to RFP for a developer for this project.

In April of 2020, we hired Baker Tilly and they worked with Gorman and Company as a consultant, with the knowledge that they would have the opportunity to submit a proposal for developer when the RFP went out.

Baker Tilly has supplied us with a few examples of RFP's we can use as a guide. We will work with the City of Green Bay Purchasing Department to send out the RFP's and bring back the successful developer for approval from the board at the May or June meeting.

RECOMMENDATION

To approve staff to work with the Purchasing Department to send out an RFP seeking a developer for the redevelopment of Mason Manor.

FISCAL IMPACT

ATTACHMENTS

None

11:38 AM

04/07/21

Green Bay Housing Authority

Check Detail

March 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6118	03/12/2021	AMA HEATING	1009 Croo...	1111.01 · Gene...	
Bill	S92424	03/04/2021		furnace pa...	4430.10 · Heati...	-525.77
TOTAL						-525.77
Bill Pmt -Check	6119	03/12/2021	AT&T	door syst...	1111.01 · Gene...	
Bill	1/23-2/22/21	02/22/2021		door system	4190.07 · Tele ...	-75.73
				door system	4190.07 · Tele ...	-75.73
TOTAL						-151.46
Bill Pmt -Check	6120	03/12/2021	Baker Tilly Vir...	consulting	1111.01 · Gene...	
Bill	BT1759875	02/25/2021		consulting	4190.10 · Miscel...	-7,500.00
TOTAL						-7,500.00
Bill Pmt -Check	6121	03/12/2021	BELSON CO	1424 Admi...	1111.01 · Gene...	
Bill	394168	02/19/2021		towels/clea...	4420.00 · Maint ...	-348.18
TOTAL						-348.18
Bill Pmt -Check	6122	03/12/2021	BENO PLUMBI...	1424 Admi...	1111.01 · Gene...	
Bill	60147	02/26/2021		replace drain	4420.00 · Maint ...	-430.92
TOTAL						-430.92
Bill Pmt -Check	6123	03/12/2021	CITY OF GREE...		1111.01 · Gene...	
Bill	140102	02/10/2021		equipment ...	4510.00 · Insura...	-7.45
Bill	970-12420	02/17/2021		court fees	4130.00 · Legal ...	-117.53
				faucet kit/s...	4420.00 · Maint ...	-399.75
Bill	970-12420	02/21/2021		waste man...	4430.19 · Garba...	-410.00
				HIBU	4190.08 · Marke...	-20.00
				Hose/cont...	4420.00 · Maint ...	-199.62
				paper/seal...	4190.03 · Paper...	-66.84
				paper/seal...	4190.03 · Paper...	-66.84
Bill	970-12420	03/01/2021		copies	4190.01 · Printing	-81.13

Green Bay Housing Authority

Check Detail

March 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	140518	03/01/2021		copies dpw waste...	4190.01 · Printing 4430.19 · Garba...	-81.13 -80.00
TOTAL						-1,530.29
Bill Pmt -Check	6124	03/12/2021	Clean By Desig...	1424 Admi...	1111.01 · Gene...	
Bill	1584	02/25/2021		cleaning #...	4430.00 · Maint ...	-360.00
TOTAL						-360.00
Bill Pmt -Check	6125	03/12/2021	GRAINGER		1111.01 · Gene...	
Bill	9810406679	02/18/2021		batteries	4420.00 · Maint ...	-37.38
Bill	9810406687	02/18/2021		mops	4420.00 · Maint ...	-59.58
Bill	9820427129	03/01/2021		battieries	4420.00 · Maint ...	-52.60
TOTAL						-149.56
Bill Pmt -Check	6126	03/12/2021	GREEN BAY W...		1111.01 · Gene...	
Bill	2/22/21-13182-...	02/22/2021		1009 Crooks	4390.00 · Other ...	-60.70
				1009 Crooks	4310.00 · Water	-276.59
Bill	2/25/21-4665-01	02/25/2021		1424 Admi...	4390.00 · Other ...	-358.70
				1424 Admi...	4310.00 · Water	-3,585.82
TOTAL						-4,281.81
Bill Pmt -Check	6127	03/12/2021	Koehler Flooring	1337 Univ...	1111.01 · Gene...	
Bill	1127	03/01/2021		1337 Univ...	4430.25 · Unit R...	-1,115.00
TOTAL						-1,115.00
Bill Pmt -Check	6128	03/12/2021	KONE INC	1424 Admi...	1111.01 · Gene...	
Bill	959804636	03/01/2021		maint agre...	4430.12 · Elevat...	-910.00
TOTAL						-910.00

11:38 AM

04/07/21

Green Bay Housing Authority
Check Detail
 March 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6129	03/12/2021	LANGAN INVE...		1111.01 · Gene...	
Bill	2/1-2/28/21 ss	03/02/2021		profession...	4130.01 · Invest...	-414.25
Bill	2/1-2/28/21 mm	03/02/2021		profession...	4130.01 · Invest...	-588.00
TOTAL						-1,002.25
Bill Pmt -Check	6130	03/12/2021	LIZER LAWN C...		1111.01 · Gene...	
Bill	111814	02/24/2021		salting & pl...	4430.11 · Snow ...	-500.00
Bill	111906AD	03/04/2021		plowing & ...	4430.11 · Snow ...	-181.00
Bill	111907AD	03/04/2021		plowing & ...	4430.11 · Snow ...	-114.00
TOTAL						-795.00
Bill Pmt -Check	6131	03/12/2021	MARTIN SECU...	security	1111.01 · Gene...	
Bill	209795	02/14/2021		security ca...	4430.25 · Unit R...	-4,087.20
TOTAL						-4,087.20
Bill Pmt -Check	6132	03/12/2021	One Service LLC		1111.01 · Gene...	
Bill	235	02/28/2021		maint help	4430.01 · Maint ...	-540.00
				maint hlep	4430.01 · Maint ...	-613.20
Bill	236	03/07/2021		maint help	4430.01 · Maint ...	-460.00
				maint help	4430.01 · Maint ...	-667.00
Bill	237	03/07/2021		Treatment ...	4430.17 · Exter...	-170.00
TOTAL						-2,450.20
Bill Pmt -Check	6133	03/12/2021	Patrick A. Zelz...	Paper ser...	1111.01 · Gene...	
Bill	ZEL-2021000371	02/18/2021		paper servi...	4130.00 · Legal ...	-50.00
TOTAL						-50.00

11:38 AM

04/07/21

Green Bay Housing Authority

Check Detail

March 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6134	03/12/2021		SD refund	1111.01 · Gene...	
Bill	SD refund	02/15/2021		SD refund ...	2114.00 · Tenan...	-171.66
				Key Dept r...	2114.02 · Securi...	-38.62
				credit on a...	3110.00 · Dwelli...	-1.72
TOTAL						-212.00
Bill Pmt -Check	6135	03/12/2021	TIME WARNER...	1424 Admi...	1111.01 · Gene...	
Bill	703250601021...	02/19/2021		wifi	4230.00 · Ten S...	-89.99
TOTAL						-89.99
Bill Pmt -Check	6136	03/12/2021	TRI CITY GLASS	1424 Admi...	1111.01 · Gene...	
Bill	I03076121	10/20/2020		windows/d...	4420.00 · Maint ...	-532.16
TOTAL						-532.16
Bill Pmt -Check	6137	03/12/2021	Twin Eagle Hol...	1424 Admi...	1111.01 · Gene...	
Bill	138662	02/19/2021		1424 admi...	4330.00 · Gas	-4,923.46
TOTAL						-4,923.46
Bill Pmt -Check	6138	03/12/2021	WISCONSIN P...		1111.01 · Gene...	
Bill	2/17/21-2671-0...	02/17/2021		1016 Pine	4320.00 · Electri...	-30.73
				1016 Pine	4330.00 · Gas	-19.21
Bill	2/19/21-2671-0...	02/19/2021		1577 Charl...	4320.00 · Electri...	-8.12
				1577 Charl...	4330.00 · Gas	-19.63
Bill	2/26/21-2671-0...	02/26/2021		1424 Admi...	4320.00 · Electri...	-1,296.96
Bill	2/26/21-2671-0...	02/26/2021		1424 Admi...	4320.00 · Electri...	-3,672.89
Bill	March 21 URs	03/01/2021		1410 Univ...	4320.01 · Utility ...	-62.00
				1420 Univ...	4320.01 · Utility ...	-66.00
				1440 Univ...	4320.01 · Utility ...	-10.00
				886 Divisio...	4320.01 · Utility ...	-9.00
				1121 unive...	4320.01 · Utility ...	-125.00
				715 N Che...	4320.01 · Utility ...	-120.00
				325 N Ashl...	4320.01 · Utility ...	-7.00
				415 N Map...	4320.01 · Utility ...	-40.00
				839 Christi...	4320.01 · Utility ...	-86.00
				967 Holzer...	4320.01 · Utility ...	-62.00

Green Bay Housing Authority

Check Detail

March 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
				1412 Univ...	4320.01 · Utility ...	-87.00
				509 S Map...	4320.01 · Utility ...	-19.00
TOTAL						-5,740.54
Bill Pmt -Check	6139	03/12/2021	YP	1424 Admi...	1111.01 · Gene...	
Bill	800557309-2/1...	02/17/2021		ads	4190.08 · Marke...	-29.00
TOTAL						-29.00
Bill Pmt -Check	6140	03/25/2021	ACE DRAIN & ...	1424 Admi...	1111.01 · Gene...	
Bill	16928	02/24/2021		auger darin	4430.16 · Plumb...	-170.50
TOTAL						-170.50
Bill Pmt -Check	6141	03/25/2021	AMA HEATING		1111.01 · Gene...	
Bill	S92548	03/04/2021		repair leak	4430.10 · Heati...	-229.46
Bill	S92456	03/05/2021		furnace re...	4430.10 · Heati...	-114.00
Bill	S92306	03/17/2021		furnace re...	4430.10 · Heati...	-184.05
TOTAL						-527.51
Bill Pmt -Check	6142	03/25/2021		cleaning s...	1111.01 · Gene...	
Bill	3/22/2021	03/22/2021		cleaning s...	4220.00 · Ten S...	-43.26
TOTAL						-43.26
Bill Pmt -Check	6143	03/25/2021	BELLIN HOME ...	RN comm...	1111.01 · Gene...	
Bill	MB5995	03/10/2021		RN comm...	4230.00 · Ten S...	-300.00
TOTAL						-300.00
Bill Pmt -Check	6144	03/25/2021	BELSON CO		1111.01 · Gene...	
Bill	395027	03/01/2021		mops	4420.00 · Maint ...	-81.54
Bill	395826	03/09/2021		cleaner/sa...	4420.00 · Maint ...	-204.28
TOTAL						-285.82

11:38 AM

04/07/21

Green Bay Housing Authority

Check Detail

March 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6145	03/25/2021	BENO PLUMBI...	1424 Admi...	1111.01 · Gene...	
Bill	60243	03/15/2021		repair leaki...	4430.16 · Plumb...	-752.14
TOTAL						-752.14
Bill Pmt -Check	6146	03/25/2021	Brown County ...	1337 Univ...	1111.01 · Gene...	
Bill	6744	03/06/2021		install toilet	4430.01 · Maint ...	-123.80
TOTAL						-123.80
Bill Pmt -Check	6147	03/25/2021	CELLCOM	cell bill	1111.01 · Gene...	
Bill	583319	03/15/2021		cell bill	4190.07 · Tele ...	-43.58
				cell bill	4190.07 · Tele ...	-95.12
TOTAL						-138.70
Bill Pmt -Check	6148	03/25/2021	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	07/31/2020		copies	4190.01 · Printing	-81.13
				copies	4190.01 · Printing	-81.13
Bill	970-12420	08/31/2020		copies	4190.01 · Printing	-81.11
				copies	4190.01 · Printing	-81.10
Bill	970-12420	09/30/2020		copies	4190.01 · Printing	-81.13
				copies	4190.01 · Printing	-81.13
Bill	970-12420	11/02/2020		copies	4190.01 · Printing	-81.10
				copies	4190.01 · Printing	-81.11
Bill	970-12420	12/31/2020		computers	4430.25 · Unit R...	-3,180.25
Bill	970-12420	12/31/2020		computer ...	4430.25 · Unit R...	-100.00
Bill	970-12422	02/28/2021		Wages	4110.00 · Admin...	-8,958.83
				Benefits	4182.00 · Emplo...	-2,928.25
				Wages	4410.00 · Maint ...	-4,699.79
				Benefits	4433.00 · Emp ...	-1,728.32
				Wages	4110.00 · Admin...	-7,618.07
				Benefits	4182.00 · Emplo...	-2,422.73
				Wages	4110.00 · Admin...	-4,928.62
				Benefits	4182.00 · Emplo...	-2,024.79
Bill	970-12420	03/04/2021		towl bar/sa...	4420.00 · Maint ...	-58.71
				keys/sprin...	4420.00 · Maint ...	-34.46
TOTAL						-39,331.76

Green Bay Housing Authority

Check Detail

March 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6149	03/25/2021	Clean By Desig...	323 Ashla...	1111.01 · Gene...	
Bill	1585	03/11/2021		cleaning 3...	4430.00 · Maint ...	-800.00
TOTAL						-800.00
Bill Pmt -Check	6150	03/25/2021	GRAINGER		1111.01 · Gene...	
Bill	9331337957	03/01/2021	GRAINGER		20000 · Account...	0.00
Bill	9779056457	03/01/2021	GRAINGER		20000 · Account...	0.00
Bill	9799746905	03/01/2021		mechanica...	4420.00 · Maint ...	-197.32
TOTAL						-197.32
Bill Pmt -Check	6151	03/25/2021	GREEN BAY W...		1111.01 · Gene...	
Bill	3/15/21-20454-...	03/15/2021		1577 Charl...	4390.00 · Other ...	-61.32
				1577 Charl...	4310.00 · Water	-69.79
Bill	3/15/21-20802-...	03/15/2021		912 S Oakl...	4390.00 · Other ...	-61.32
				912 S Oakl...	4310.00 · Water	-156.69
TOTAL						-349.12
Bill Pmt -Check	6152	03/25/2021	Koehler Flooring	1424 Admi...	1111.01 · Gene...	
Bill	1133	03/09/2021		flooring #713	4430.00 · Maint ...	-867.00
TOTAL						-867.00
Bill Pmt -Check	6153	03/25/2021	Lindeman's Cl...		1111.01 · Gene...	
Bill	158973	02/22/2021		cleaning dr...	4430.01 · Maint ...	-68.68
Bill	158974	02/22/2021		cleaning dr...	4430.01 · Maint ...	-50.73
Bill	159335	02/25/2021		repairing d...	4430.01 · Maint ...	-15.90
TOTAL						-135.31
Bill Pmt -Check	6154	03/25/2021	Lutheran Socia...	Social wo...	1111.01 · Gene...	
Bill	154181	02/28/2021		social work...	4210.00 · Ten S...	-5,557.00
TOTAL						-5,557.00

Green Bay Housing Authority

Check Detail

March 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6155	03/25/2021	MID-STATE SU...	1337 Univ...	1111.01 · Gene...	
Bill	4416660	03/18/2021		cabinet/co...	4430.25 · Unit R...	-1,444.35
TOTAL						-1,444.35
Bill Pmt -Check	6156	03/25/2021	One Service LLC		1111.01 · Gene...	
Bill	239	03/14/2021		maint help	4430.01 · Maint ...	-578.12
				mant help	4430.01 · Maint ...	-623.98
Bill	242	03/17/2021		maint help	4430.01 · Maint ...	-456.00
				maint help	4430.01 · Maint ...	-500.00
Bill	241	03/17/2021		bed bug tr...	4430.17 · Exter...	-170.00
TOTAL						-2,328.10
Bill Pmt -Check	6157	03/25/2021	TIME WARNER...	1424 Admi...	1111.01 · Gene...	
Bill	3/1-3/31/21	03/01/2021		cable	4230.00 · Ten S...	-2,777.53
TOTAL						-2,777.53
Bill Pmt -Check	6158	03/25/2021	WISCONSIN P...		1111.01 · Gene...	
Bill	3/10/21-2671-0...	03/10/2021		1125 Univ...	4320.00 · Electri...	-34.86
				1125 Univ...	4330.00 · Gas	-45.92
Bill	3/15/21-2671-0...	03/15/2021		1121 Univ...	4320.00 · Electri...	-7.65
				1121 Univ...	4330.00 · Gas	-11.92
Bill	3/17/21-2671-0...	03/17/2021		1016 Pine	4320.00 · Electri...	-30.86
				1016 Pine	4330.00 · Gas	-18.06
TOTAL						-149.27

Green Bay Housing Authority

Budget vs. Actual

Summary

Mar-21

Account by 525

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	130,042.03	173,926.04	568,600.28	815,873.41	18,500.00	24,955.00	258,489.51	333,415.74	975,631.82	1,348,170.19
Total Expense	92,064.64	149,375.00	570,642.50	1,099,670.84	702.58	1,725.00	260,580.00	618,483.36	923,989.72	1,869,254.20
Net Income	37,977.39	24,551.04	-2,042.22	-283,797.43	17,797.42	23,230.00	-2,090.49	-285,067.62	51,642.10	-521,084.01

Reserve Spreadsheet

	MM	SS
Projected from 6/30/19	476,008	245,925
YTD Net Income/(loss) Without Depreciation	(2,042)	(2,090)
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	323,966	231,353
Transfer	-	-
Projected Reserve	323,966	231,353
6 Month Expenses	442,264	239,658
Excess/shortfall	(118,298)	(8,305)
	☹	☹

Green Bay Housing Authority

Budget vs. Actual Detail

COCC

Mason Manor

AQCAPB525
AA7AATAAA7

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%	131,851.00	165,931.80	-34,080.80	79.46%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	336,794.91	477,505.21	-140,710.30	70.53%
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%	1,326.47	10,000.00	-8,673.53	13.27%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	4,630.00	7,500.00	-2,870.00	61.73%
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%	8,115.75	8,000.00	115.75	101.45%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	80,307.87	142,000.00	-61,692.13	56.56%
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%	568,600.28	815,873.41	-247,273.13	69.69%

Expense

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	36,725.07	70,000.00	-33,274.93	52.46%	70,116.08	98,000.00	-27,883.92	71.55%
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%	1,697.78	1,500.00	197.78	113.19%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	2,376.57	2,600.00	-223.43	91.41%
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	16,908.59	30,000.00	-13,091.41	56.36%	32,050.77	40,000.00	-7,949.23	80.13%
4190.01 · Printing	200.00	500.00	-300.00	40.0%	1,363.11	2,750.00	-1,386.89	49.57%
4190.02 · Postage	161.56	300.00	-138.44	53.85%	742.50	1,000.00	-257.50	74.25%
4190.03 · Paper & Office Supplies	676.67	500.00	176.67	135.33%	550.69	1,500.00	-949.31	36.71%
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%	1,314.57	1,750.00	-435.43	75.12%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	1,423.16	2,300.00	-876.84	61.88%
4190.10 · Miscellaneous	28,752.20	15,000.00	13,752.20	191.68%	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%	128.44	1,500.00	-1,371.56	8.56%
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%	27,443.15	37,804.20	-10,361.05	72.59%
4310.00 · Water	0.00	0.00	0.00	0.0%	24,440.70	43,000.00	-18,559.30	56.84%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	41,915.69	68,500.00	-26,584.31	61.19%
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%	16,372.99	31,000.00	-14,627.01	52.82%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	2,808.19	4,700.00	-1,891.81	59.75%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	64,620.62	139,000.00	-74,379.38	46.49%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	28,099.78	67,000.00	-38,900.22	41.94%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	19,914.51	45,000.00	-25,085.49	44.25%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	9,630.73	5,500.00	4,130.73	175.1%
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%	5,439.07	5,000.00	439.07	108.78%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	2,587.52	2,500.00	87.52	103.5%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	8,730.24	10,500.00	-1,769.76	83.15%
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%	1,104.64	1,750.00	-645.36	63.12%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	16,976.36	24,000.00	-7,023.64	70.74%
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%	3,331.00	6,000.00	-2,669.00	55.52%
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%	28,523.13	48,000.00	-19,476.87	59.42%
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%	33,065.17	11,000.00	22,065.17	300.59%
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	695.80	1,025.00	-329.20	67.88%	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%
92,064.64	149,375.00	-57,310.36	61.63%	570,642.50	1,099,670.84	-529,028.34	51.89%
37,977.39	24,551.04	13,426.35	154.69%	-2,042.22	-283,797.43	281,755.21	0.72%

4800.00 · Depreciation Expense
9120.00 · Transfers Out

Total Expense

Net Income/(Loss)

Green Bay Housing Authority

Budget vs. Actual Detail

RevBonds

ScSite

AQ6APB5B3
AA7AATAATA

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%	118,528.00	155,191.20	-36,663.20	76.38%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	127,617.30	160,424.54	-32,807.24	79.55%
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%	6,382.57	9,000.00	-2,617.43	70.92%
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%	258,489.51	333,415.74	-74,926.23	77.53%

Expense

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	46.26	500.00	-453.74	9.25%	39,469.31	68,000.00	-28,530.69	58.04%
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%	9,002.59	3,500.00	5,502.59	257.22%
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%	15,537.14	27,000.00	-11,462.86	57.55%
4190.01 · Printing	0.00	0.00	0.00	0.0%	1,025.31	2,000.00	-974.69	51.27%
4190.02 · Postage	0.00	0.00	0.00	0.0%	742.50	1,000.00	-257.50	74.25%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	323.03	1,000.00	-676.97	32.3%
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%	850.23	1,200.00	-349.77	70.85%
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%	25,975.88	27,000.00	-1,024.12	96.21%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	1,317.04	3,500.00	-2,182.96	37.63%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	5,393.00	0.00	5,393.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	1,000.78	2,500.00	-1,499.22	40.03%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	7,516.55	10,000.00	-2,483.45	75.17%
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%	21,322.18	40,000.00	-18,677.82	53.31%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	15,372.18	40,000.00	-24,627.82	38.43%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	11,437.52	5,286.00	6,151.52	216.37%
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%	937.82	3,300.00	-2,362.18	28.42%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	610.00	2,000.00	-1,390.00	30.5%
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%	1,016.03	2,000.00	-983.97	50.8%
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%	260,580.00	618,483.36	-357,903.36	42.13%
Net Income/(Loss)	17,797.42	23,230.00	-5,432.58	76.61%	-2,090.49	-285,067.62	282,977.13	0.73%

Green Bay Housing Authority

Budget vs. Actual Detail

TOTAL

ACCOUNTS
RECEIVABLE

Income

	YTD	Budget	\$ Over Budget	% of Budget
2802.00 · Hud Contributions	250,379.00	321,123.00	-70,744.00	0.78
3110.00 · Dwelling Rental	464,412.21	637,929.75	-173,517.54	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	1,326.47	30,000.00	-28,673.53	0.04
3690.00 · Other Income - Tenants	4,630.00	7,500.00	-2,870.00	0.62
3690.01 · Other Income - Ins Dividends	8,567.59	1,825.00	6,742.59	4.69
3690.02 · Other Income	32,998.32	31,955.00	1,043.32	1.03
3690.03 · Cell Tower Rent	80,357.87	142,000.00	-61,642.13	0.57
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

Expense

	975,631.82	1,348,170.19	-372,538.37	72.37%
4110.00 · Admin Salaries	146,356.72	236,500.00	-90,143.28	61.88%
4120.00 · Compensated Absences	0.00	3,000.00	-3,000.00	0.0%
4130.00 · Legal Expense	7,794.37	5,000.00	2,794.37	155.89%
4130.01 · Investigations Expense	11,379.16	6,100.00	5,279.16	186.54%
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	64,507.82	97,200.00	-32,692.18	66.37%
4190.01 · Printing	2,588.42	5,250.00	-2,661.58	49.3%
4190.02 · Postage	1,646.56	2,300.00	-653.44	71.59%
4190.03 · Paper & Office Supplies	1,550.39	3,000.00	-1,449.61	51.68%
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	2,164.80	2,950.00	-785.20	73.38%
4190.08 · Marketing	1,423.16	2,300.00	-876.84	61.88%
4190.10 · Miscellaneous	33,047.64	19,500.00	13,547.64	169.48%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	128.44	1,500.00	-1,371.56	8.56%
4220.01 · Ten Ser - Resident Part	3,385.49	4,250.00	-864.51	79.66%
4230.00 · Ten Ser-Contrs	27,443.15	37,804.20	-10,361.05	72.59%
4310.00 · Water	50,416.58	70,000.00	-19,583.42	72.02%
4320.00 · Electricity	43,232.73	72,000.00	-28,767.27	60.05%
4320.01 · Utility Reimbursements	5,393.00	0.00	5,393.00	100.0%
4330.00 · Gas	17,373.77	33,500.00	-16,126.23	51.86%
4390.00 · Other Utilities	10,324.74	14,700.00	-4,375.26	70.24%
4410.00 · Maint - Labor	80,490.20	183,000.00	-102,509.80	43.98%
4420.00 · Maint - Supplies	49,421.96	107,100.00	-57,678.04	46.15%
4430.00 · Maint - Contracts	35,286.69	85,000.00	-49,713.31	41.51%
4430.01 · Maint - Non-Contract	21,068.25	10,786.00	10,282.25	195.33%
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	6,376.89	8,300.00	-1,923.11	76.83%
4430.11 · Snow Removal	3,197.52	4,500.00	-1,302.48	71.06%
4430.12 · Elevator Maintenance	8,730.24	10,500.00	-1,769.76	83.15%
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	1,764.64	11,750.00	-9,985.36	15.02%
4430.17 · Extermination	18,307.14	28,000.00	-9,692.86	65.38%
4430.18 · Appliances	1,885.49	6,000.00	-4,114.51	31.43%
4430.19 · Garbage & Trash Removal	4,347.03	8,000.00	-3,652.97	54.34%
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	38,105.00	64,000.00	-25,895.00	59.54%
4480.00 · Protect Service	620.24	0.00	620.24	100.0%
4510.00 · Insurance Expense - Property	56,679.73	52,000.00	4,679.73	109.0%
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	695.80	1,025.00	-329.20	67.88%
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%
923,989.72	1,869,254.20	-945,264.48	49.43%
51,642.10	-521,084.01	572,726.11	-9.91%



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

April 1, 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 March 2021 there were **42** Green Bay Housing applications reviewed by Langan and Associates. They were:

- 21** Applications for Mason Manor.
- 21** 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
(APRIL 2021)

			MASON MANOR VACANCIES (3 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	4/1/21	1	?	TO LIVE WITH FAMILY	UNIT TURNOVER
###	4/1/21	1	?	MOVED TO DIFFERENT APARTMENT	UNIT TURNOVER
###	4/1/21	1	?	EVICITION	UNIT TURNOVER
			SCATTERED SITES VACANCIES (1 TOTAL)		
###	3/1/21	2	?	EVICITION-UNREPORTED HHM	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (3 TOTAL)			MM APPLICANTS:	TOTAL
	UNIT	STATUS		1 bedroom (18-BC; 11-non BC)	29
	###	EVICITION			
	###	MOVE TO LIVE W/FAMILY			
	###	DECEASED			
	SCATTERED S. (1 TOTAL)			SS APPLICANTS:	TOTAL
	UNIT	STATUS		2 bedroom (17-BC; 6-non BC)	23
	###	MOVE OUT OF GB		3 bedroom (9-BC; 5-non BC)	14
				4 bedroom (15-BC; 3-non BC)	18
	MOVE IN/OUT #'S			12 NEW MOVE INS	9 MOVE OUTS
OCCUPANY RATES			HUD		
	MM	SS	GBHA	MM	SS
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%
Feb	98.68%	95.83%	97.26%	98.68%	95.83%
March	100.00%	97.92%	98.96%	100.00%	97.92%
TOTAL	98.63%	98.26%	98.45%	98.63%	98.61%