



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, JUNE 17, 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 June 17, 2021, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

1. Approval of the minutes from the April 15, 2021, meeting of the Green Bay Housing Authority.

E. Public Hearing.

1. Public Hearing regarding the Annual Goals and Capital Funding Projects for the Green Bay Housing Authority.

F. Regular Business.

1. Consideration with possible action on approval of GBHA operating budget and Budget Resolution No. 2021-04, for Fiscal Year Beginning July 1, 2021.
2. Consideration with possible action on writing off delinquent tenant accounts effective June 30, 2021.
3. Consideration with possible action on Passbook Savings Rate.

4. Consideration with possible action on approval of replacing the two furnaces and air conditioning unit in the Mason Manor community room.

G. Informational.

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

H. 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/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



State of Wisconsin
Brown County

NOTICE TO THE PUBLIC

The Housing Authority of the City of Green Bay (WI074) will hold a Public Hearing on Thursday, June 17, 2021, at 10:30 a.m. to address the goals, objectives, and policies of the Authority. The meeting will be conducted virtually through Zoom. If you wish to participate in a Public Hearing, you may access the meeting by the internet or telephone, using the access code below. Information relevant to the hearing and any determination of the Authority regarding changes to the goals, objectives, and policies to be considered at the Public Hearing are available for inspection by the public at the Housing Authority Administrative Office, City Hall, 100 N. Jefferson Street, Room 608, Green Bay, WI, between the hours of 8:00 a.m. to 4:30 p.m., Monday through Thursday. Interested persons with questions or comments can contact Jayme Valentine, Housing Administrator, at (920) 492-3733 or jayme.valentine@greenbaywi.gov.

Join Zoom Meeting

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

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Find your local number: <https://us02web.zoom.us/j/krKI9HZQR>

Publication Date: April 28, 2021

Jayme Valentine
Housing Administrator

5 year Capital Funds Program Budget

2021

SS

Roofs / Gutters/ chimneys /vents	-
Siding	-
Cabinets/Counters/Vanities	-
Architecture & Engineering	-
Windows/Doors	-
Flooring	-
Garages/sheds/Fencing	-
Electrical rewiring /lighting	-
Concrete repair	-
stoops/stairs/decks/porches	-
water heaters	-
HVAC/furnaces	-
Plumbing work	-
Full unit rehab - interior	-
Full unit rehab - exterior	-

\$ -

MM

water heaters	1
Plumbing work	30,000
Concrete repair	10,000
Full Unit Rehab - Interior	3
Modernize/expand tub rooms	30,000
Roofing	50,000
Elevators replacement/upgrade	100,000
Refrigerators/Washers/Dryers	15,000
Remodel community room	1
Furnaces & HVAC	1
Drain work/resealing/Resurface/reline parking lots	10,000
Generator	1
Boilers	1
Electrical rewiring /lighting	20,000
Architecture & Engineering	5,000
Flooring	50,000
Windows/Doors	20,000
Smoke & CO Detectors	2,200

\$ 342,208

Admin

Admin	2,500
Tech Upgrades	1,000

\$ 3,500

\$ 345,708



Report to the
**Housing Authority
of the City of Green Bay**

MEETING DATE

June 17, 2021

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # F.1

Consideration with possible action on approval of GBHA operating budget and Budget Resolution No. 2021-04, for Fiscal Year Beginning July 1, 2021.

BACKGROUND

The GBHA annual operating budget runs July 1, 2021, through June 30, 2022. The majority of the budget is consistent with prior years, with increases for cost of living. Interest Income was decreased on average by 92% to reflect the current low interest rates. Major changes are listed below:

Central Office Cost Center (COCC) - Legal expenditures are predicted to increase by \$4,000 from the prior budget to cover the costs for help with the Scattered Site & Mason Manor conversations. \$3,000 was added to Marketing to create a logo and branding for the GBHA.

Mason Manor - Cell Tower Rents decreased by \$12,000 due to a contract renewal negotiation. Maintenance supplies were decreased by \$29,000; fewer items were purchased in the current year. Due to the insurance provider changing the way our premium is broken down, the insurance amount will increase \$23,000.

Scattered Sites - Non-contract maintenance increased by \$9,714 due to the need to use outside help to complete maintenance issues. This was offset by decreasing contract maintenance by \$9,500. Landscape and Grounds decreased by \$8,000; no tree trimming is planned. Plumbing was also decreased by \$9,000; no lateral work is scheduled. Due to the insurance provider changing the way our premium is broken down, the insurance amount will decrease \$16,500.

Revenue Bonds - Bond revenues decreased by \$3,240 due to the refinancing of the University Village Bonds. There was also \$3,000 added to marketing to try to increase the waiting list.

HUD requires a board resolution showing approval of the budget - Resolution #2021-03.

RECOMMENDATION

Approval of the GBHA operating budget and Budget Resolution No. 2021-03, for Fiscal Year Beginning July 1, 2021.

FISCAL IMPACT

ATTACHMENTS

1. 21-22 Budget
2. Training Needs - 21-22

3. NO 2021-03 Budget Resolution

COCC						
	PY	YTD 7/1-3/31	20-21 Budget	21-22 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	0.00	0.00	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	130,261.38	109,646.73	129,864.00	133,512.00	3,648.00	2.81%
3520.00 · Asset Management Rev	24,120.00	20,100.00	24,000.00	24,000.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	17,805.00	14,782.50	18,000.00	18,000.00	0.00	0.0%
3610.00 · Int Income	2,982.71	0.00	2,500.00	200.00	-2,300.00	-92.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	85.67	15.00	15.00	0.00	0.0%
3690.02 · Other Income	0.00	0.00	0.00	0.00	0.00	0.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.00	0.0%
3700.00 · HUD Cares grant	0.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	175,169.09	144,614.90	174,379.00	175,727.00	1,348.00	0.77%
Expense						
4110.00 · Admin Salaries	62,120.00	41,864.67	70,000.00	70,000.00	0.00	0.0%
4120.00 · Compensated Absences	4,154.48	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	1,320.24	5,328.50	2,000.00	6,000.00	4,000.00	200.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	2,345.01	0.00	7,000.00	7,000.00	0.00	0.0%
4150.00 · Travel	123.85	87.30	200.00	200.00	0.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	1,577.00	1,691.00	1,800.00	1,850.00	50.00	2.78%
4182.00 · Employee Benefits - Admin	27,555.09	19,038.04	30,000.00	30,000.00	0.00	0.0%
4190.01 · Printing	256.25	200.00	500.00	300.00	-200.00	-40.0%
4190.02 · Postage	236.60	172.57	300.00	300.00	0.00	0.0%
4190.03 · Paper & Office Supplies	288.85	676.67	500.00	900.00	400.00	80.0%
4190.04 · Publications	218.58	0.00	500.00	300.00	-200.00	-40.0%
4190.05 · Membership Dues & Fees	309.00	70.00	400.00	400.00	0.00	0.0%
4190.06 · Computer Support	3,033.01	610.40	7,000.00	7,000.00	0.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	3,000.00	3,000.00	100.0% ^{AAA}
4190.10 · Miscellaneous	9,202.33	28,752.20	15,000.00	15,000.00	0.00	0.0% ^A
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	0.00	0.00	0.00	0.00	0.00	0.0%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	100.00	100.00	0.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	0.44	0.00	100.00	100.00	0.00	0.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.00	0.00	0.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	0.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.25 · Unit Repair	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.00	0.00	0.0%
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	232.00	200.00	300.00	300.00	0.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	1,035.54	695.80	1,025.00	1,025.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.0%
4590.00 · Other General	7,930.00	0.00	12,000.00	12,000.00	0.00	0.0% ^{AA}
4700.00 · HUD Cares grant exp	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	601.24	0.00	650.00	650.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	122,539.51	99,387.15	149,375.00	156,425.00	7,050.00	4.72%
Net Income	52,629.58	45,227.75	25,004.00	19,302.00		

^ACity fees for services

^{AA} 19-20 Capital needs Assesment/ Consultant

^{AAA} creating logo/branding

Mason Manor						
	PY	YTD 7/1-3/31	20-21 Budget	21-22 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	191,863.00	131,851.00	165,931.80	175,801.33	9,869.53	5.95%
3110.00 · Dwelling Rental	518,471.73	379,047.91	477,505.21	505,397.21	27,892.00	5.84%
3120.00 · Excess Utilities	5,617.00	3,448.00	4,436.40	4,597.33	160.93	3.63%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3610.00 · Int Income	10,274.65	1,328.56	10,000.00	750.00	-9,250.00	-92.5%
3690.00 · Other Income - Tenants	7,720.00	4,630.00	7,500.00	6,173.33	-1,326.67	-17.69%
3690.01 · Other Income - Ins Dividends	4,142.44	2,570.28	500.00	3,427.04	2,927.04	585.41%
3690.02 · Other Income	16,723.89	8,292.75	8,000.00	11,057.00	3,057.00	38.21%
3690.03 · Cell Tower Rent	142,809.21	80,307.87	142,000.00	130,000.00	-12,000.00	-8.45%
3700.00 · HUD Cares grant	29,001.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	926,622.92	611,476.37	815,873.41	837,203.25	21,329.84	2.61%
Expense						
4110.00 · Admin Salaries	102,167.48	77,719.60	98,000.00	108,500.00	10,500.00	10.71%
4120.00 · Compensated Absences	1,253.66	0.00	1,000.00	500.00	-500.00	-50.0%
4130.00 · Legal Expense	656.73	1,786.92	1,500.00	1,500.00	0.00	0.0%
4130.01 · Investigations Expense	1,810.19	2,376.57	2,600.00	2,600.00	0.00	0.0%
4140.00 · Staff Training	0.00	125.00	4,000.00	4,000.00	0.00	0.0%
4150.00 · Travel	169.55	35.75	250.00	250.00	0.00	0.0%
4160.00 · Management Fee	99,198.88	83,445.00	98,696.64	101,469.12	2,772.48	2.81%
4163.00 · BookKeeping Fee	13,560.00	11,250.00	13,680.00	13,680.00	0.00	0.0%
4165.00 · Asset Management Fee	18,360.00	15,300.00	18,240.00	18,240.00	0.00	0.0%
4171.00 · Auditing Fees	3,154.00	3,382.00	3,600.00	3,500.00	-100.00	-2.78%
4182.00 · Employee Benefits - Admin	45,934.68	34,986.94	40,000.00	43,500.00	3,500.00	8.75%
4190.01 · Printing	2,127.46	1,363.11	2,750.00	1,850.00	-900.00	-32.73%
4190.02 · Postage	962.50	742.50	1,000.00	990.00	-10.00	-1.0%
4190.03 · Paper & Office Supplies	843.98	771.48	1,500.00	1,000.00	-500.00	-33.33%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	50.00	50.00	0.00	0.0%
4190.06 · Computer Support	10,237.81	4,643.32	12,000.00	12,000.00	0.00	0.0%
4190.07 · Tele Fax & Comm	1,689.77	1,389.04	1,750.00	1,850.00	100.00	5.71%
4190.08 · Marketing	1,700.55	1,472.56	2,300.00	2,300.00	0.00	0.0%
4190.10 · Miscellaneous	10,090.40	2,047.72	2,000.00	2,000.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	70.34	128.44	1,500.00	200.00	-1,300.00	-86.67%
4220.01 · Ten Ser - Resident Part	3,162.12	2,185.49	3,000.00	2,900.00	-100.00	-3.33%
4230.00 · Ten Ser-Contrs	35,955.42	27,542.14	37,804.20	26,800.00	-11,004.20	-29.11%
4310.00 · Water	43,926.26	27,826.34	43,000.00	37,500.00	-5,500.00	-12.79%
4320.00 · Electricity	62,680.51	46,098.33	68,500.00	61,000.00	-7,500.00	-10.95%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	31,423.91	21,252.31	31,000.00	28,500.00	-2,500.00	-8.07%
4390.00 · Other Utilities	4,616.24	3,308.19	4,700.00	4,400.00	-300.00	-6.38%
4410.00 · Maint - Labor	98,760.74	69,099.88	139,000.00	144,500.00	5,500.00	3.96%
4420.00 · Maint - Supplies	51,618.80	28,492.52	67,000.00	38,000.00	-29,000.00	-43.28%
4430.00 · Maint - Contracts	41,486.42	31,033.91	45,000.00	41,378.55	-3,621.45	-8.05%
4430.01 · Maint - Non-Contract	4,180.98	9,810.73	5,500.00	5,500.00	0.00	0.0%
4430.03 · Maint - Truck Maint	2,346.14	419.02	2,500.00	500.00	-2,000.00	-80.0%
4430.09 · Fire Protection - Maint	4,186.01	2,104.83	5,000.00	2,800.00	-2,200.00	-44.0%
4430.10 · Heating and Cooling	3,707.88	5,439.07	5,000.00	6,000.00	1,000.00	20.0%
4430.11 · Snow Removal	8,563.80	2,707.52	2,500.00	2,500.00	0.00	0.0%
4430.12 · Elevator Maintenance	9,207.32	8,730.24	10,500.00	10,500.00	0.00	0.0%
4430.13 · Landscape and Grounds	1,800.21	11.73	5,000.00	1,000.00	-4,000.00	-80.0%
4430.14 · Unit Turnaround	130.80	0.00	500.00	0.00	-500.00	-100.0%
4430.15 · Electrical	0.00	0.00	1,000.00	0.00	-1,000.00	-100.0%
4430.16 · Plumbing	165.00	1,104.64	1,750.00	1,250.00	-500.00	-28.57%
4430.17 · Extermination	17,693.12	16,976.36	24,000.00	22,750.00	-1,250.00	-5.21%
4430.18 · Appliances	0.00	0.00	5,000.00	0.00	-5,000.00	-100.0% #
4430.19 · Garbage & Trash Removal	5,636.08	3,741.00	6,000.00	5,000.00	-1,000.00	-16.67%
4430.25 · Unit Repair	0.00	2,635.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.01	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	43,865.14	30,257.13	48,000.00	50,750.00	2,750.00	5.73%
4480.00 · Protect Service	0.00	620.24	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	10,757.86	33,065.17	11,000.00	34,000.00	23,000.00	209.09%
4510.01 · Insurance Expenses - Liability	6,619.00	6,796.00	7,000.00	7,000.00	0.00	0.0%
4520.00 · PILOT	38,144.18	0.00	34,000.00	39,000.00	5,000.00	14.71%
4530.00 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	999.00	0.00	5,000.00	5,000.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4700.00 · HUD Cares grant exp	29,001.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	115,035.10	0.00	175,000.00	175,000.00	0.00	0.0%
9120.00 · Transfers Out	25,000.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	1,014,657.03	624,223.74	1,099,670.84	1,073,507.67	-26,163.17	-2.38%
Net Income	-88,034.11	-12,747.37	-283,797.43	-236,304.41		

Appliances purchased w/ CFP

(61,304.41) P/(I) without Depreciation

RevBonds					
PY	YTD 7/1-3/31	20-21 Budget	21-22 Budget	\$ Budget changed	% of Budget changed
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
14,582.80	0.00	10,000.00	750.00	-9,250.00	-92.5%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
21,440.45	18,500.00	14,955.00	11,715.00	-3,240.00	-21.67%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
36,023.25	18,500.00	24,955.00	12,465.00	-12,490.00	-50.05%
30.24	46.26	500.00	500.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
100.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
415.00	445.00	525.00	400.00	-125.00	-23.81%
13.58	11.32	200.00	200.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
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0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0				

ScSite						
	PY	YTD 7/1-3/31	20-21 Budget	21-22 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 - Hud Contributions	181,521.50	118,528.00	155,191.20	158,037.33	2,846.13	1.83%
3110.00 - Dwelling Rental	167,116.63	143,825.30	160,424.54	176,342.53	15,917.99	9.92%
3120.00 - Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 - Management Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
3520.00 - Asset Management Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3530.00 - BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3610.00 - Int Income	4,494.09	0.00	7,500.00	500.00	-7,000.00	-93.33%
3690.00 - Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 - Other Income - Ins Dividends	0.00	5,911.64	1,300.00	1,300.00	0.00	0.0%
3690.02 - Other Income	13,089.61	6,526.57	9,000.00	8,700.00	-300.00	-3.33%
3690.03 - Cell Tower Rent	0.00	50.00	0.00	0.00	0.00	0.0%
3700.00 - HUD Cares grant	26,056.00	0.00	0.00	0.00	0.00	0.0%
9110.00 - Transfers In	25,000.00	0.00	0.00	0.00	0.00	0.0%
Total Income	417,277.83	274,841.51	333,415.74	344,879.86	11,464.12	3.44%
Expense						
4110.00 - Admin Salaries	47,808.86	45,417.59	68,000.00	74,500.00	6,500.00	9.56%
4120.00 - Compensated Absences	1,253.66	0.00	2,000.00	500.00	-1,500.00	-75.0%
4130.00 - Legal Expense	783.59	768.09	1,500.00	1,024.12	-475.88	-31.73%
4130.01 - Investigations Expense	2,985.60	9,002.59	3,500.00	5,000.00	1,500.00	42.86%
4140.00 - Staff Training	0.00	125.00	4,000.00	4,000.00	0.00	0.0%
4150.00 - Travel	422.35	213.52	500.00	300.00	-200.00	-40.0%
4160.00 - Management Fee	31,062.50	26,201.73	31,167.36	32,042.88	875.52	2.81%
4163.00 - BookKeeping Fee	4,245.00	3,532.50	4,320.00	4,320.00	0.00	0.0%
4165.00 - Asset Management Fee	5,760.00	4,800.00	5,760.00	5,760.00	0.00	0.0%
4171.00 - Auditing Fees	3,154.00	3,382.00	3,400.00	3,500.00	100.00	2.94%
4182.00 - Employee Benefits - Admin	20,332.23	17,906.11	27,000.00	29,000.00	2,000.00	7.41%
4190.01 - Printing	1,564.92	1,025.31	2,000.00	1,367.08	-632.92	-31.65%
4190.02 - Postage	962.50	742.50	1,000.00	1,000.00	0.00	0.0%
4190.03 - Paper & Office Supplies	843.96	543.82	1,000.00	725.00	-275.00	-27.5%
4190.04 - Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 - Membership Dues & Fees	0.00	0.00	50.00	50.00	0.00	0.0%
4190.06 - Computer Support	5,426.81	4,643.31	6,750.00	6,750.00	0.00	0.0%
4190.07 - Tele Fax & Comm	1,129.06	924.71	1,200.00	1,200.00	0.00	0.0%
4190.08 - Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 - Miscellaneous	1,937.39	2,047.72	2,000.00	2,000.00	0.00	0.0%
4220.00 - Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 - Ten Ser - Resident Part	34.58	1,200.00	1,250.00	1,200.00	-50.00	-4.0%
4230.00 - Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 - Water	26,975.09	27,073.94	27,000.00	27,000.00	0.00	0.0%
4320.00 - Electricity	2,590.14	1,344.78	3,500.00	3,500.00	0.00	0.0%
4320.01 - Utility Reimbursements	0.00	5,393.00	0.00	0.00	0.00	0.0%
4330.00 - Gas	1,946.28	1,027.76	2,500.00	2,500.00	0.00	0.0%
4390.00 - Other Utilities	9,667.48	7,880.63	10,000.00	10,000.00	0.00	0.0%
4410.00 - Maint - Labor	45,755.18	15,869.58	44,000.00	46,500.00	2,500.00	5.68%
4420.00 - Maint - Supplies	33,466.96	21,740.89	40,000.00	30,000.00	-10,000.00	-25.0%
4430.00 - Maint - Contracts	20,258.97	15,372.18	40,000.00	30,500.00	-9,500.00	-23.75%
4430.01 - Maint - Non-Contract	3,475.00	12,133.12	5,286.00	15,000.00	9,714.00	183.77%
4430.03 - Maint - Truck Maint	1,015.55	278.66	1,500.00	500.00	-1,000.00	-66.67%
4430.09 - Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 - Heating and Cooling	2,999.66	937.82	3,300.00	1,000.00	-2,300.00	-69.7%
4430.11 - Snow Removal	1,338.00	667.00	2,000.00	1,000.00	-1,000.00	-50.0%
4430.12 - Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 - Landscape and Grounds	6,700.60	2,202.60	11,000.00	3,000.00	-8,000.00	-72.73%
4430.14 - Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 - Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 - Plumbing	1,201.97	660.00	10,000.00	1,000.00	-9,000.00	-90.0%
4430.17 - Extermination	3,020.00	1,330.78	4,000.00	3,000.00	-1,000.00	-25.0%
4430.18 - Appliances	128.70	1,885.49	1,000.00	2,000.00	1,000.00	100.0%
4430.19 - Garbage & Trash Removal	1,663.65	1,016.03	2,000.00	2,000.00	0.00	0.0%
4430.25 - Unit Repair	0.00	-0.39	0.00	0.00	0.00	0.0%
4432.00 - Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 - Emp Ben Contr-ord maint	17,732.95	9,581.87	16,000.00	16,500.00	500.00	3.13%
4480.00 - Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 - Insurance Expense - Property	40,483.80	23,614.56	41,000.00	24,500.00	-16,500.00	-40.24%
4510.01 - Insurance Expenses - Liability	2,628.00	2,841.00	3,000.00	3,000.00	0.00	0.0%
4520.00 - PILOT	34,934.87	0.00	35,000.00	35,000.00	0.00	0.0%
4530.00 - Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 - Bad Debt - Tenant Rents	3,161.00	0.00	15,000.00	10,000.00	-5,000.00	-33.33%
4590.00 - Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4700.00 - HUD Cares grant exp	26,056.00	0.00	0.00	0.00	0.00	0.0%
4800.00 - Depreciation Expense	129,811.67	0.00	135,000.00	135,000.00	0.00	0.0%
9120.00 - Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	546,718.53	275,327.80	618,483.36	576,739.08	-41,744.28	-6.75%
Net Income	-129,440.70	-486.29	-285,067.62	-231,859.22		

(96,859.22) P/(I) without Depreciation

* Tree Trimming

TRAINING NEEDS -FYE 2021-2022

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals Subtotal</u>	<u>Registration</u>	<u>Travel</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
Casterline Location: TBD - Out of State, Dates: TBD												
	Stephanie	\$175	\$65	1	2	\$350	\$130	\$650	\$875			\$2,005
Happy Training - Location: TBD - out of state, Dates: TBD												
	Sr Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$1,000			\$2,575
Nan Mckay - HQS training - Location: TBD - out of state, Dates: TBD												
	Staff	\$125	\$74	1	3	\$375	\$222	\$750	\$400			\$1,747

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals</u>	<u>Registration</u>	<u>Travel Sub</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
WAHA "Fall" Conference - Location: Oshkosh, Dates: Sept 2021												
	Cheryl	\$115	\$55	1	3	\$345	\$165	\$325	\$146	1	260	\$981
	Jayme/Ka/Kaycee	\$115	\$55	1	3	\$345	\$165	\$325	\$0	0	260	\$835
	Stephanie	\$115	\$55	1	3	\$345	\$165	\$325	\$146	1	260	\$981
	Maintenance	\$115	\$55	1	3	\$345	\$165	\$325	\$0	0	260	\$835
GBHA	Commissioner	\$115	\$55	1	3	\$345	\$165	\$325	\$146	1	260	\$981
GBHA	Commissioner	\$115	\$55	1	3	\$345	\$165	\$325	\$0	0	260	\$835

WAHA "Spring" Conferences - Location:TBD Date: April 2023												
	Cheryl	\$115	\$50	1	1	\$115	\$50	\$100	\$102	1	188	\$367
	Stephanie	\$115	\$50	1	1	\$115	\$50	\$100	\$102	1	188	\$367
	Jayme/Ka	\$115	\$50	1	1	\$115	\$50	\$100	\$0	0	188	\$265

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals</u>	<u>Registration</u>	<u>Travel Sub</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
DISK- Coustomer service												
	Stephaie							\$120				\$120
	Jayme							\$120				\$120
	Ka							\$120				\$120
	Kaycee							\$120				\$120
	Tom							\$120				\$120
	Maint							\$120				\$120
	Maint							\$120				\$120

\$13,613.72

MM 3,548.50
SS 3,428.50
COCC 6,636.72
13,613.72

PHA Board Resolution

Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:

PHA Code:

PHA Fiscal Year Beginning:

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 17, 2021

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # F.2

Consideration with possible action on writing off delinquent tenant accounts effective June 30, 2021.

BACKGROUND

Seeking approval to write off delinquent inactive tenant accounts. Although the GBHA will continue to pursue collection of these accounts, writing them off will reduce the amount of accounts receivable that we carry on our general ledger. These accounts will be entered into the Tax Refund Interception Program (TRIP) with the State for collections unless a repayment agreement is made.

RECOMMENDATION

Staff is recommending approval to write off tenant balances of \$8,689.95 for Scattered Sites and \$7,813.38 for Mason Manor effective June 30, 2021.

FISCAL IMPACT**ATTACHMENTS**

- I. Tenant write-offs

Green Bay Housing Authority
Tenant Write-offs

Scattered Sites	Address	DR	Other	Amount	Move Out Date	Approved
		\$ 2,624.00	\$ 2,601.77	\$ 5,225.77	10/28/2020	
		\$ -	\$ 391.15	\$ 391.15	1/11/2021	
		\$ 288.00	\$ 2,025.03	\$ 2,313.03	1/16/2021	
		\$ -	\$ 760.00	\$ 760.00	3/9/2021	
				\$ -		
		\$ 2,912.00	\$ 5,777.95	\$ 8,689.95		
Mason Manor	Address			Amount	Move Out Date	Approved
		\$ 1,528.00	\$ 2,061.59	\$ 3,589.59	10/28/2020	
		\$ -	\$ 70.00	\$ 70.00	1/8/2021	
				\$ -	4/5/2021	
		\$ -	\$ 548.00	\$ 548.00	4/7/2021	
		\$ 531.00	\$ 2,466.79	\$ 2,997.79	4/12/2021	
			\$ 449.00	\$ 449.00	4/14/2021	
		\$ 59.00	\$ 100.00	\$ 159.00	4/22/2021	
				\$ -		
		\$ 2,118.00	\$ 5,695.38	\$ 7,813.38		



Report to the
**Housing Authority
of the City of Green Bay**

MEETING DATE

June 17, 2021

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # F.3

Consideration with possible action on Passbook Savings Rate.

BACKGROUND

Federal regulations require that when determining annual income for families in public housing, the PHA includes in annual income greater of either 1) actual income resulting from all family assets; or 2) a percentage of the value of such assets based upon the current passbook savings rate when the family has assets in excess of \$5,000.

HUD requires PHAs to review the passbook savings rate annually and adjust as necessary. PHAs may establish a passbook savings rate within 75 basis points of the Savings National Rate in effect at the time the PHA establishes the passbook rate. The passbook savings rate may not be less than zero percent. As of May 17, 2021, the Savings National Rate is 0.06 percent; therefore, the GBHA may set its passbook savings rate between zero and 0.81 percent. The GBHA has set its passbook savings rate at zero percent for the past several years.

RECOMMENDATION

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

FISCAL IMPACT**ATTACHMENTS**

- I. Passbook savings rate

National Rates and Rate Caps - Monthly Update

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On December 15, 2020, the FDIC Board of Directors approved a [Final Rule](#) making certain revisions to the interest rate restrictions applicable to less than well capitalized institutions (as defined in Section 38 of the Federal Deposit Insurance Act), which are effective on April 1, 2021. The interest rate restrictions generally limit a less than well capitalized institution from soliciting deposits by offering rates that significantly exceed rates in its prevailing market.

The Final Rule redefined the “national rate” as the average of rates paid by all insured depository institutions and credit unions for which data is available, with rates weighted by each institution’s share of domestic deposits. The “national rate cap” is calculated as the higher of: (1) the national rate plus 75 basis points; or (2) 120 percent of the current yield on similar maturity U.S. Treasury obligations plus 75 basis points. The national rate cap for non-maturity deposits is the higher of the national rate plus 75 basis points or the federal funds rate plus 75 basis points.

A less than well capitalized institution may use the “local rate cap” in place of the national rate cap for deposits gathered from within the institution’s local market area. The Final Rule redefined the “local rate cap” for a particular deposit product as 90 percent of the highest rate offered on the deposit product by an institution or credit union accepting deposits at a physical location within the institution’s local market area.

In accordance with Section 337.7(d), an insured depository institution that seeks to pay a rate of interest up to its local market rate cap shall provide notice and evidence of the highest rate paid on a particular deposit product in the institution’s local market areas to the appropriate FDIC regional director. The institution shall update its evidence and calculations for existing and new accounts monthly unless otherwise instructed by the appropriate FDIC regional director, and retain such information available for at least the two most recent examination cycles and, upon the FDIC’s request, provide the documentation to the appropriate FDIC regional office and to examination staff during any subsequent examinations.

Monthly Rate Cap Information as of May 17, 2021

Savings	0.06	0.81	0.05	0.80	0.81
Interest Checking	0.03	0.78	0.05	0.80	0.80
Money Market	0.10	0.85	0.05	0.80	0.85
1 month CD	0.03	0.78	0.01	0.76	0.78
3 month CD	0.06	0.81	0.01	0.76	0.81
6 month CD	0.09	0.84	0.03	0.79	0.84
12 month CD	0.14	0.89	0.05	0.81	0.89
24 month CD	0.18	0.93	0.16	0.94	0.94
	0.21	0.96	0.35	1.17	1.17

36 month CD					
48 month CD	0.22	0.97	N/A	N/A	0.97
60 month CD	0.27	1.02	0.86	1.78	1.78

The FDIC began posting the National Rate and Rate Cap on May 18, 2009. Data is not available prior to May 18, 2009. This historical data can be accessed at [Previous Rates](#). Data from May 2009 through March 31, 2021, reflects the calculation in effect at that time (averages weighted by branch, and not including credit unions), while data posted after March 31, 2021, reflects the calculation described above.

The monthly rate cap information will be published every 3rd Monday of each month. When the 3rd Monday falls on a Federal holiday, the rate cap information will be published on the next business day. All published rates and yields are based on information available on the last business day of the prior month end (note: rates and yields published on April 1, 2021, are based on information available as of February 26, 2021).

¹ If an institution seeks to offer a product with an off-tenor maturity that is not offered by another institution within its local market area, or for which the FDIC does not publish the national rate cap, the institution will be required to use the rate offered on the next lower on-tenor maturity for that deposit product when determining its applicable national or local rate cap, respectively. For example, an institution seeking to offer a 26-month certificate of deposit must use the rate offered for a 24-month CD to determine the applicable national or local rate cap.

² Source: S&P Global Market Intelligence; SNL Financial Data. Calculations: FDIC. Savings and interest checking account rates are based on the \$2,500 product tier, while money market and certificate of deposit rates represent an average of the \$10,000 and \$100,000 product tiers. Account types and maturities published in these tables are those most commonly offered by the banks and branches for which we have data (on-tenor maturities).

³ The [treasury yields](#) are those published by the U.S. Department of the Treasury with the same maturities as the listed CD tenors. For non-maturity deposits, where there is no comparable treasury yield, the yield used is the [effective federal funds](#) rate published by the Federal Reserve Bank of New York. Note: the US Treasury does not publish a 4-year Treasury rate.



Report to the
**Housing Authority
of the City of Green Bay**

MEETING DATE

June 17, 2021

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # F.4

Consideration with possible action on approval of replacing the two furnaces and air conditioning unit in the Mason Manor community room.

BACKGROUND

Mason Manor's community room furnaces and air conditioning unit was being serviced in April 2021. Upon inspection, the contractor noted that the units were near the end of life and corrections could be made or the units could be replaced.

Green Bay Housing Authority staff then met with the City of Green Bay's Purchasing Department and Department of Public Works and noted a cooperative agreement between the City of Green Bay and Trane. Trane was able to look over the units and agreed that replacing would be the best option. Trane will supply the units and will contract with AMA Heating and Cooling to install.

The project requires David Bacon wage rates. This project has been budgeted and planned for through the Capital Fund grant. Due to the cooperative agreement, three quotes are not necessary.

RECOMMENDATION

To approve the quote prepared by Trane in the amount of \$25,425.00 to replace the furnaces and air conditioning unit in the Mason Manor community room.

FISCAL IMPACT**ATTACHMENTS**

- I. Mason Manor - PRI - 6-10-2021

**TRANE®**

Proposal

(Valid for 30 days from Proposal date)

*PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED
© 2016 Trane All rights reserved*

Prepared For:
City of Green Bay

Date: June 10, 2021

Job Name:
Mason Manor

Proposal Number: T6-31039-1

Co-op Contract Number: USC 15-JLP-023

Co-op Quote Number: 33-741468-21-001

Delivery Terms:
Freight Allowed & Prepaid 1st Destination/Jobsite

Payment Terms:
Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Equipment:

QTY 2 - TR-S9X1D120U5PSBA – Furnace S9X1 1Stg Upflow
 QTY 2 – TR-4TXCD010DS3HCA – Cased Coil 3.5 Ton R410A
 QTY 2 – TR-4TTA3060D3000D – 5 Ton AC R410A, 230V/3 Phase Split System
 QTY 2 – EL3640-3 36x40x3 Plastic E-Lite Condenser Pads
 QTY 2 – PB38781250 3/8" x 7/8" – 50 ft Linesets
 QTY 1 – TH8320R10003/U VisionPro Res 2H/@c 7Day Prog
 QTY 1 – W7220A1000/U – 24V Jade Economizer Logic

1st Year Parts Warranty

5 Year Compressor Parts Warranty

Installation:

- Demolition and safe removal of both Bryant furnaces and A/C's
- Setting new condensers on roof with crane
- Installing new furnaces through roof hatch
- Associated venting and gas piping
- Required ductwork transitions
- PVC condensate drains
- All required venting
- All required gas piping
- All required low voltage and line-voltage wiring
- New equipment start-up and commissioning
- 1 Year Labor Warranty

Clarifications

- Any service not listed is not included.
- Work will be performed during normal Trane/AMA business hours.
- Any safety training needed to be performed by AMA technicians is not included and will be extra.

Total Net Price (Excluding Sales Tax)\$ 25,425.00

Tax Status: Taxable ☐ Exempt ☐	IF EXEMPT PLEASE SUBMIT COMPLETED TAX EXEMPTION CERTIFICATE WITH YOUR SIGNED PROPOSAL OR WITH YOUR PURCHASING DOCUMENTS, KEEP YOUR ORIGINAL ON FILE IN THE OFFICE. YOU WILL BE CHARGED TAX IF A VALID EXEMPTION CERTIFICATE IS NOT ON FILE BEFORE EQUIPMENT, PARTS OR SERVICES ARE PROVIDED. SEE WWW.TAXSITES.COM/STATE-LINKS.HTML FOR TAX FORMS.
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COVID-19 NATIONAL EMERGENCY CLAUSE

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic ("Covid-19 Pandemic"). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane's performance under this Agreement. Consequently, the parties agree as follows:

1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
2. Each party will abide by any federal, state (US), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
4. If Trane's performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.

This proposal is subject to your acceptance of the attached Trane terms and conditions (Equipment).

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE
Authorized Representative	Submitted By: Alex Krizek
	Direct: (920) 636-4203
Printed Name	Email: alex.krizek@trane.com
Title	Authorized Representative
Purchase Order	Title
Acceptance Date	Signature Date

TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT

"Company" shall mean Trane U.S. Inc..

1. Acceptance. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counter-offer will be deemed accepted. Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Following acceptance without addition of any other terms and condition of sale or any other modification by Customer, the prices stated are firm provided that notification of release for immediate production and shipment is received at Company's factory not later than 3 months from order acceptance. If such release is received later than 3 months from order acceptance date, prices will be increased a straight 1% (not compounded) for each 1 month period (or part thereof) beyond the 3 month firm price period up to the date of receipt of such release. If such release is not received within 6 months after the date of order acceptance, the prices are subject to renegotiation or at Company's option, the order will be cancelled. Any delay in shipment caused by Customer's actions will subject prices to increase equal to the percentage increase in list prices during that period of delay and Company may charge Customer with incurred storage fees. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating or packing are the responsibility of Customer.

5. Delivery and Delays. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

6. Performance. Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal, and in submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement, and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

7. Force Majeure. Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

8. Limited Warranty. Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup.** Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company. Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **COMPANY MAKES NO REPRESENTATION OR WARRANTY, OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, IS MADE REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL TRANE HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF**

DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.

9. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

10. Insurance. Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

11. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS) EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

13. COVID-19 LIMITATION ON LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL TRANE BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO COVID-19 (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "COVID-19 LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES TRANE FROM ANY SUCH COVID-19 LIABILITIES.**

14. Nuclear Liability. In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

15. Intellectual Property; Patent Indemnity. Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

16. Cancellation. Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

17. Invoicing and Payment. Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

18. Claims. Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from

the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

19. Export Laws. The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer.

20. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

21. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

22. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

23. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0720)
Supersedes 1-26.130-4 (0620)

Green Bay Housing Authority

Check Detail

April 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6159	04/08/2021	AT&T	door syst...	1111.01 · Gene...	
Bill	2/23-3/22/21	03/22/2021		door system	4190.07 · Tele ...	-74.48
				door system	4190.07 · Tele ...	-74.47
TOTAL						-148.95
Bill Pmt -Check	6160	04/08/2021	Brown County ...	1337 Univ...	1111.01 · Gene...	
Bill	6759	03/27/2021		install fauc...	4420.00 · Maint ...	-231.00
TOTAL						-231.00
Bill Pmt -Check	6161	04/08/2021	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	03/04/2021		backgroun...	4130.01 · Invest...	-17.77
				backgroun...	4130.01 · Invest...	-17.78
				louver doo...	4420.00 · Maint ...	-226.72
Bill	970-12420	03/09/2021		stamps	4190.02 · Postage	-110.00
				stamps	4190.02 · Postage	-110.00
				5 fridges &...	4430.25 · Unit R...	-6,500.00
				wrap	4420.00 · Maint ...	-36.73
				putty/spon...	4420.00 · Maint ...	-63.52
Bill	970-12420	03/21/2021		waste man...	4430.19 · Garba...	-410.00
				HIBU	4190.08 · Marke...	-20.00
				court costs	4130.00 · Legal ...	-89.14
				Keys/burn...	4420.00 · Maint ...	-187.71
				burners	4420.00 · Maint ...	-46.36
Bill	141273	03/23/2021		mailings	4190.02 · Postage	-11.01
Bill	970-12422	03/31/2021		Wages	4110.00 · Admin...	-7,603.52
				Benefits	4182.00 · Emplo...	-2,936.17
				Wages	4410.00 · Maint ...	-4,479.26
				Benefits	4433.00 · Emp ...	-1,734.00
				Wages	4110.00 · Admin...	-5,948.28
				Benefits	4182.00 · Emplo...	-2,368.97
				Wages	4110.00 · Admin...	-5,139.60
				Benefits	4182.00 · Emplo...	-2,129.45
Bill	141458	04/05/2021		liabilities	4433.00 · Emp ...	-583.05
				liabilities	4182.00 · Emplo...	-437.29
				liabilities	4433.00 · Emp ...	-291.53
				liabilities	4182.00 · Emplo...	-437.29
				liabilities	4182.00 · Emplo...	-291.53
TOTAL						-42,226.68
Bill Pmt -Check	6162	04/08/2021	GRAINGER	1424 Admi...	1111.01 · Gene...	
Bill	852572510	03/25/2021		drain opener	4420.00 · Maint ...	-346.38
TOTAL						-346.38
Bill Pmt -Check	6163	04/08/2021	GREEN BAY W...		1111.01 · Gene...	
Bill	2/8/21-10909-03	02/08/2021		1408 Univ...	4390.00 · Other ...	-60.68
				1408 Univ...	4310.00 · Water	-276.52
Bill	2/8/21-11008-03	02/08/2021		1339 Univ...	4390.00 · Other ...	-60.68
				1339 Univ...	4310.00 · Water	-350.62
Bill	2/8/21-10417-02	02/08/2021		1014 Pine	4390.00 · Other ...	-60.68
				1014 Pine	4310.00 · Water	-196.57
Bill	2/8/21-11009-03	02/08/2021		1333 Univ...	4390.00 · Other ...	-60.68
				1333 Univ...	4310.00 · Water	-32.46
Bill	2/8/21-10911-04	02/08/2021		1416 Univ...	4390.00 · Other ...	-60.68
				1416 Univ...	4310.00 · Water	-47.62
Bill	2/8/21-10914-03	02/08/2021		1448 Univ...	4390.00 · Other ...	-60.68

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Green Bay Housing Authority

Check Detail

April 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	3/30/21-4665-01	03/30/2021		1448 unive... 1424 Admi...	4310.00 · Water 4390.00 · Other ...	-194.27 -358.70
Bill	3/31/21-32063-...	03/31/2021		1424 Admi... 1424 Admi...	4310.00 · Water 4390.00 · Other ...	-3,385.64 -141.30
TOTAL						-5,347.78
Bill Pmt -Check	6164	04/08/2021	JACK'S MAINT...	1424 Admi...	1111.01 · Gene...	
Bill	1004	03/26/2021		window cle... exterior sp...	4430.00 · Maint ... 4430.00 · Maint ...	-10,240.00 -640.00
TOTAL						-10,880.00
Bill Pmt -Check	6165	04/08/2021	LANGAN INVE...	VOID:	1111.01 · Gene...	
TOTAL						0.00
Bill Pmt -Check	6166	04/08/2021	LARSON PAIN...		1111.01 · Gene...	
Bill	5572	03/31/2021		323 N Ashl...	4430.25 · Unit R...	-943.65
Bill	5573	03/31/2021		painting # ...	4430.00 · Maint ...	-239.40
TOTAL						-1,183.05
Bill Pmt -Check	6167	04/08/2021	LIZER LAWN C...		1111.01 · Gene...	
Bill	111988AD	03/18/2021		plowing	4430.11 · Snow ...	-120.00
Bill	112000AD	03/18/2021		salting	4430.11 · Snow ...	-57.00
TOTAL						-177.00
Bill Pmt -Check	6168	04/08/2021	MARTIN SECU...		1111.01 · Gene...	
Bill	212124	03/28/2021		security ca...	4430.25 · Unit R...	-540.00
Bill	212026	03/28/2021		secutrity c...	4430.25 · Unit R...	-159.00
TOTAL						-699.00
Bill Pmt -Check	6169	04/08/2021	One Service LLC		1111.01 · Gene...	
Bill	244	03/29/2021		Maint help	4430.01 · Maint ...	-180.00
				maint help	4430.01 · Maint ...	-695.60
Bill	245	04/04/2021		maint help	4430.01 · Maint ...	-440.00
				maint help	4430.01 · Maint ...	-556.60
TOTAL						-1,872.20
Bill Pmt -Check	6170	04/08/2021	Sandberg K9 S...	1424 Admi...	1111.01 · Gene...	
Bill	1770	04/02/2021		inspections	4430.17 · Exter...	-75.00
TOTAL						-75.00
Bill Pmt -Check	6171	04/08/2021	Stephanie Sch...		1111.01 · Gene...	
Bill	11/1-12/31/20...	12/31/2020		mileage	4150.00 · Travel	-17.25
Bill	1/1-3/31/21 Mil...	03/31/2021		mileage	4150.00 · Travel	-25.20
TOTAL						-42.45

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Green Bay Housing Authority

Check Detail

April 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6172	04/08/2021	TIME WARNER...	VOID: 142...	1111.01 · Gene...	
TOTAL						0.00
Bill Pmt -Check	6173	04/08/2021	TRI CITY GLASS	Covid pro...	1111.01 · Gene...	
Bill	I04-0323-79860	03/23/2021		Covid prot...	4190.03 · Paper...	-220.79
				Covid prot...	4190.03 · Paper...	-220.79
TOTAL						-441.58
Bill Pmt -Check	6174	04/08/2021	Twin Eagle Hol...	1424 Admi...	1111.01 · Gene...	
Bill	139801	03/18/2021		1424 Amir...	4330.00 · Gas	-4,879.32
TOTAL						-4,879.32
Bill Pmt -Check	6175	04/08/2021	WISCONSIN P...		1111.01 · Gene...	
Bill	3/24/21-2671-0...	03/24/2021		1016 Pine	4320.00 · Electri...	-5.44
				1016 Pine	4330.00 · Gas	-3.83
Bill	3/24/21-2671-0...	03/24/2021		323 N Ashl...	4320.00 · Electri...	-22.30
				323 N Ashl...	4330.00 · Gas	-23.15
Bill	3/26/21-2671-0...	03/26/2021		1424 Admi...	4320.00 · Electri...	-679.39
Bill	3/26/21-2671-0...	03/26/2021		1424 Admi...	4320.00 · Electri...	-3,503.25
Bill	April 2021 UR's	04/01/2021		1410 Univ...	4320.01 · Utility ...	-74.00
				1420 Univ...	4320.01 · Utility ...	-66.00
				1333 Univ...	4320.01 · Utility ...	-93.00
				1440 Univ...	4320.01 · Utility ...	-10.00
				886 Divisio...	4320.01 · Utility ...	-9.00
				1121 Univ...	4320.01 · Utility ...	-83.00
				715 N Che...	4320.01 · Utility ...	-120.00
				1444 Univ...	4320.01 · Utility ...	-172.00
				415 N Map...	4320.01 · Utility ...	-40.00
				839 Christi...	4320.01 · Utility ...	-86.00
				967 Holzer...	4320.01 · Utility ...	-62.00
				1412 Univ...	4320.01 · Utility ...	-87.00
				509 S Map...	4320.01 · Utility ...	-19.00
TOTAL						-5,158.36
Bill Pmt -Check	6176	04/08/2021	YP	ad	1111.01 · Gene...	
Bill	3/17/2021	03/17/2021		ad	4190.08 · Marke...	-29.40
TOTAL						-29.40
Bill Pmt -Check	6177	04/22/2021	BENO PLUMBI...		1111.01 · Gene...	
Bill	60406	03/31/2021		repair leak...	4420.00 · Maint ...	-601.80
Bill	60381	03/31/2021		repair leaki...	4420.00 · Maint ...	-167.36
TOTAL						-769.16

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Green Bay Housing Authority

Check Detail

April 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6178	04/22/2021	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	03/17/2021		Faucet ass...	4420.00 · Maint ...	-46.61
				bulbs	4420.00 · Maint ...	-9.08
Bill	970-12420	03/31/2021		Screen&wi...	4420.00 · Maint ...	-1,256.07
				drill/keys/si...	4420.00 · Maint ...	-473.34
Bill	970-12420	04/01/2021		copies	4190.01 · Printing	-81.13
				copies	4190.01 · Printing	-81.13
Bill	970-12420	04/01/2021		blinds	4420.00 · Maint ...	-125.21
				keyboard s...	4190.03 · Paper...	-30.77
				keyboard s...	4190.03 · Paper...	-30.77
Bill	970-12420	04/07/2021		movie club	4220.01 · Ten S...	-77.74
				backgroun...	4130.01 · Invest...	-16.73
				backlgrpimd...	4130.01 · Invest...	-16.73
TOTAL						-2,245.31
Bill Pmt -Check	6179	04/22/2021	Ironman Locks...	1424 Admi...	1111.01 · Gene...	
Bill	18022	04/09/2021		Fix broken ...	4420.00 · Maint ...	-75.00
TOTAL						-75.00
Bill Pmt -Check	6180	04/22/2021	KONE INC	1424 Admi...	1111.01 · Gene...	
Bill	959831570	04/01/2021		maint agre...	4430.12 · Elevat...	-910.00
TOTAL						-910.00
Bill Pmt -Check	6181	04/22/2021	LANGAN INVE...		1111.01 · Gene...	
Bill	3/1-3/31/2021 ss	04/05/2021		profession...	4130.01 · Invest...	-326.50
Bill	3/1-3/31/2021 ...	04/05/2021		profession...	4130.01 · Invest...	-294.00
TOTAL						-620.50
Bill Pmt -Check	6182	04/22/2021	TIME WARNER...		1111.01 · Gene...	
Bill	703250601031...	03/19/2021		wifi	4230.00 · Ten S...	-89.99
Bill	4/1-4/30/21	04/01/2021		cable	4230.00 · Ten S...	-2,768.12
TOTAL						-2,858.11
Bill Pmt -Check	6183	04/22/2021	Twin Eagle Hol...	1424 Admi...	1111.01 · Gene...	
Bill	140541	04/14/2021		1424 Admi...	4330.00 · Gas	-3,597.09
TOTAL						-3,597.09
Bill Pmt -Check	6184	04/22/2021	WISCONSIN P...	1125 Univ...	1111.01 · Gene...	
Bill	4/9/21-2671-00...	04/09/2021		1125 Univ...	4320.00 · Electri...	-33.97
				1125 Univ...	4330.00 · Gas	-33.05
TOTAL						-67.02

Green Bay Housing Authority

Check Detail

May 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6185	05/06/2021	ACE DRAIN & ...		1111.01 · Gene...	
Bill	16845	01/31/2021		auger drai...	4430.16 · Plumb...	-125.00
Bill	16995	03/10/2021		auger sink ...	4430.16 · Plumb...	-180.00
Bill	17088	03/25/2021		auger stan...	4430.16 · Plumb...	-165.00
Bill	17094	03/31/2021		auger sho...	4430.16 · Plumb...	-125.00
Bill	17114	04/08/2021		auger sink ...	4430.16 · Plumb...	-235.00
TOTAL						-830.00
Bill Pmt -Check	6186	05/06/2021	AT&T	door syst...	1111.01 · Gene...	
Bill	3/23-4/22/21	04/22/2021		door system	4190.07 · Tele ...	-55.97
				door system	4190.07 · Tele ...	-55.98
TOTAL						-111.95
Bill Pmt -Check	6187	05/06/2021	BELLIN HOME ...	1424 Admi...	1111.01 · Gene...	
Bill	MB6149	04/12/2021		RN comm...	4230.00 · Ten S...	-300.00
TOTAL						-300.00
Bill Pmt -Check	6188	05/06/2021	BENO PLUMBI...	1424 Admi...	1111.01 · Gene...	
Bill	60469	04/12/2021		looked for l...	4430.01 · Maint ...	-247.50
TOTAL						-247.50
Bill Pmt -Check	6189	05/06/2021	CEC	1424 Admi...	1111.01 · Gene...	
Bill	357064	04/13/2021		fire alarms	4430.09 · Fire P...	-336.00
TOTAL						-336.00
Bill Pmt -Check	6190	05/06/2021	CELLCOM	cell bill	1111.01 · Gene...	
Bill	711736	04/15/2021		cell bill	4190.07 · Tele ...	-43.63
				cell bill	4190.07 · Tele ...	-95.25
TOTAL						-138.88
Bill Pmt -Check	6191	05/06/2021	CITY OF GREE...		1111.01 · Gene...	
Bill	141336	03/26/2021		electronic ...	4430.19 · Garba...	-54.00
Bill	970-12420	04/12/2021		door guard...	4420.00 · Maint ...	-69.70
Bill	141787	04/14/2021		sanitioan v...	4430.19 · Garba...	-54.00
Bill	141804	04/15/2021		mailings	4190.02 · Postage	-15.18
Bill	970-12420	04/16/2021		stamps	4190.02 · Postage	-137.50
				stamps	4190.02 · Postage	-137.50
				paint	4420.00 · Maint ...	-402.40
				paint/show...	4420.00 · Maint ...	-70.27
				trash pickup	4430.19 · Garba...	-410.00
				ad	4190.08 · Marke...	-20.00
TOTAL						-1,370.55

Green Bay Housing Authority

Check Detail

May 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6192	05/06/2021	Clean By Desig...	1424 Admi...	1111.01 · Gene...	
Bill	1587	04/21/2021		painting #8...	4430.00 · Maint ...	-360.00
				painting #4...	4430.00 · Maint ...	-360.00
				painting #3...	4430.00 · Maint ...	-460.00
TOTAL						-1,180.00
Bill Pmt -Check	6193	05/06/2021	Ellison Electric...		1111.01 · Gene...	
Bill	1144648	04/15/2021		light bulbs	4420.00 · Maint ...	-846.55
Bill	1145568	04/28/2021		bulbs	4420.00 · Maint ...	-32.40
Bill	1145567	04/28/2021		bulbs	4420.00 · Maint ...	-172.40
TOTAL						-1,051.35
Bill Pmt -Check	6194	05/06/2021	FIRST SUPPLY...	1424 Admi...	1111.01 · Gene...	
Bill	12635738-00	04/07/2021		toilet seats...	4420.00 · Maint ...	-524.68
TOTAL						-524.68
Bill Pmt -Check	6195	05/06/2021	GRAINGER		1111.01 · Gene...	
Bill	9870391951	04/15/2021		tape	4420.00 · Maint ...	-69.55
Bill	9871822400	04/16/2021		vlave repai...	4420.00 · Maint ...	-912.60
TOTAL						-982.15
Bill Pmt -Check	6196	05/06/2021	GREEN BAY W...		1111.01 · Gene...	
Bill	4/19/21-1033-02	04/19/2021		712 Bond	4390.00 · Other ...	-61.95
				712 Bond	4310.00 · Water	-525.09
Bill	4/19/21-514-06	04/19/2021		967 Holzer	4390.00 · Other ...	-61.95
				967 Holzer	4310.00 · Water	-97.55
Bill	4/21/21-2170-03	04/21/2021		815 Dous...	4390.00 · Other ...	-61.95
				815 Dous...	4310.00 · Water	-221.52
Bill	4/21/21-1882-05	04/21/2021		886 Division	4390.00 · Other ...	-61.95
				886 Division	4310.00 · Water	-281.52
Bill	4/21/212375-04	04/21/2021		1428 Dous...	4390.00 · Other ...	-61.95
				1428 Dous...	4310.00 · Water	-127.96
TOTAL						-1,563.39
Bill Pmt -Check	6197	05/06/2021	KONE INC	1424 Admi...	1111.01 · Gene...	
Bill	1158132550	04/08/2021		repairs	4430.12 · Elevat...	-202.93
TOTAL						-202.93
Bill Pmt -Check	6198	05/06/2021	LAFORCE HAR...	1424 Admi...	1111.01 · Gene...	
Bill	1159322	04/16/2021		door closer	4420.00 · Maint ...	-369.60
TOTAL						-369.60

Green Bay Housing Authority

Check Detail

May 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6199	05/06/2021	LARSON PAIN...		1111.01 · Gene...	
Bill	5583	04/20/2021		painting #8...	4430.00 · Maint ...	-239.40
Bill	5589	04/28/2021		painting #4...	4430.00 · Maint ...	-239.40
				painting #3...	4430.00 · Maint ...	-302.40
TOTAL						-781.20
Bill Pmt -Check	6200	05/06/2021	Lindeman's Cl...		1111.01 · Gene...	
Bill	164646	04/14/2021		cleaning dr...	4430.01 · Maint ...	-68.68
Bill	164648	04/14/2021		cleaning dr...	4430.01 · Maint ...	-55.22
Bill	164650	04/14/2021		cleaning dr...	4430.01 · Maint ...	-50.73
Bill	164649	04/14/2021		cleaning dr...	4430.01 · Maint ...	-64.19
Bill	165599	04/21/2021		cleaning dr...	4430.01 · Maint ...	-55.22
Bill	165600	04/21/2021		cleaning dr...	4430.01 · Maint ...	-55.22
TOTAL						-349.26
Bill Pmt -Check	6201	05/06/2021	Lutheran Socia...	social wor...	1111.01 · Gene...	
Bill	154654	03/31/2021		social work...	4210.00 · Ten S...	-5,557.00
TOTAL						-5,557.00
Bill Pmt -Check	6202	05/06/2021	NAN MCKAY	ACOP	1111.01 · Gene...	
Bill	INV257454	04/15/2021		ACOP upd...	4190.05 · Memb...	-239.00
TOTAL						-239.00
Bill Pmt -Check	6203	05/06/2021	One Service LLC		1111.01 · Gene...	
Bill	257	04/19/2021		maint help	4430.01 · Maint ...	-1,200.00
				maint help	4430.01 · Maint ...	-405.70
Bill	260	04/22/2021		maint help	4430.01 · Maint ...	-640.00
				maint help	4430.01 · Maint ...	-355.90
Bill	259	04/22/2021		bed bug tr...	4430.17 · Exter...	-120.00
TOTAL						-2,721.60
Bill Pmt -Check	6204	05/06/2021		SD Refund	1111.01 · Gene...	
Bill	SD refund	04/23/2021		SD refund ...	2114.00 · Tenan...	-112.20
				Key Dept ...	2114.02 · Securi...	-2.80
TOTAL						-115.00
Bill Pmt -Check	6205	05/06/2021	TIME WARNER...	1424 Admi...	1111.01 · Gene...	
Bill	703250601041...	04/19/2021		wifi	4230.00 · Ten S...	-179.98
TOTAL						-179.98
Bill Pmt -Check	6206	05/06/2021	Truck 'N Junk ...	1424 Admi...	1111.01 · Gene...	
Bill	542147	04/19/2021		removal of ...	4430.19 · Garba...	-998.00
TOTAL						-998.00

Green Bay Housing Authority

Check Detail

May 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6207	05/06/2021	VAN'S FIRE & ...		1111.01 · Gene...	
Bill	4145766	04/06/2021		inspection	4430.09 · Fire P...	-110.00
Bill	4146043	04/15/2021		fire extingui...	4430.09 · Fire P...	-110.11
TOTAL						-220.11
Bill Pmt -Check	6208	05/06/2021	Wash Multifam...	1424 Admi...	1111.01 · Gene...	
Bill	SINV00022968	04/13/2021		laundry ro...	4420.00 · Maint ...	-164.00
TOTAL						-164.00
Bill Pmt -Check	6209	05/06/2021	WISCONSIN P...	Utility Rei...	1111.01 · Gene...	
Bill	May 21 UR's	05/01/2021		1009 Croo...	4320.01 · Utility ...	-80.00
				1420 Univ...	4310.00 · Water	-66.00
				1333 Univ...	4320.01 · Utility ...	-93.00
				1440 Univ...	4320.01 · Utility ...	-10.00
				886 Divisio...	4320.01 · Utility ...	-9.00
				1121 Univ...	4320.01 · Utility ...	-83.00
				715 N Che...	4320.01 · Utility ...	-120.00
				1444 Univ...	4320.01 · Utility ...	-86.00
				415 N Map...	4320.01 · Utility ...	-40.00
				839 Christi...	4320.01 · Utility ...	-86.00
				967 Holzer...	4320.01 · Utility ...	-62.00
				1412 Univ...	4320.01 · Utility ...	-87.00
				509 S Map...	4320.01 · Utility ...	-19.00
				913 N Che...	4320.01 · Utility ...	-65.00
TOTAL						-906.00
Bill Pmt -Check	6210	05/06/2021	YP	1424 Admi...	1111.01 · Gene...	
Bill	4/17/21	04/17/2021		ad	4190.08 · Marke...	-29.00
TOTAL						-29.00
Bill Pmt -Check	6211	05/13/2021		SD refund	1111.01 · Gene...	
Bill	SD Refund	05/11/2021		SD refund ...	2114.00 · Tenan...	-480.56
				rent over p...	3110.00 · Dwelli...	-38.44
TOTAL						-519.00
Bill Pmt -Check	6212	05/20/2021	AMA HEATING		1111.01 · Gene...	
Bill	S92905	04/30/2021		Repairt he...	4430.10 · Heati...	-213.55
Bill	S92926	04/30/2021		Repaired h...	4430.10 · Heati...	-198.55
Bill	S93013	04/30/2021		filters	4430.10 · Heati...	-531.48
TOTAL						-943.58
Bill Pmt -Check	6213	05/20/2021	BELLIN HOME ...	1424 Admi...	1111.01 · Gene...	
Bill	MB6294	05/13/2021		RN comm...	4230.00 · Ten S...	-300.00
TOTAL						-300.00

Green Bay Housing Authority

Check Detail

May 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6214	05/20/2021	BENO PLUMBI...	1424 Admi...	1111.01 · Gene...	
Bill	60625	04/28/2021		repair leaki...	4430.16 · Plumb...	-338.72
TOTAL						-338.72
Bill Pmt -Check	6215	05/20/2021	CEC	1424 Admi...	1111.01 · Gene...	
Bill	358539	05/04/2021		fire system...	4430.09 · Fire P...	-270.00
TOTAL						-270.00
Bill Pmt -Check	6216	05/20/2021	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	03/27/2021		laptop doc...	4430.25 · Unit R...	-456.62
Bill	970-12420	04/27/2021		filing fee	4130.00 · Legal ...	-117.65
				Lever/drip ...	4420.00 · Maint ...	-195.12
				blinds/stea...	4420.00 · Maint ...	-256.96
				Pens/divid...	4190.03 · Paper...	-55.26
				Pens/divid...	4190.03 · Paper...	-55.25
Bill	970-12422	04/30/2021		Wages	4110.00 · Admin...	-11,213.36
				Benifits	4182.00 · Emplo...	-3,416.71
				Wages	4410.00 · Maint ...	-6,587.89
				Benifits	4433.00 · Emp ...	-1,970.38
				Wages	4110.00 · Admin...	-9,198.56
				Benifits	4182.00 · Emplo...	-2,899.04
				Wages	4110.00 · Admin...	-7,456.61
				Benifits	4182.00 · Emplo...	-2,393.49
Bill	970-12420	04/30/2021		copies	4190.01 · Printing	-81.13
				ciplies	4190.01 · Printing	-81.13
Bill	142276	04/30/2021		fuel	4430.03 · Maint ...	-22.89
Bill	970-12420	04/30/2021		keys/mow...	4420.00 · Maint ...	-20.83
				doorbell	4420.00 · Maint ...	-10.99
				bingo supp...	4220.01 · Ten S...	-78.00
				backgroun...	4130.01 · Invest...	-24.05
				backgroun...	4130.01 · Invest...	-24.04
				Antivirus s...	4190.06 · Comp...	-59.98
Bill	970-12420	05/03/2021		laptops	4430.25 · Unit R...	-2,496.06
Bill	970-12420	05/06/2021		stove elem...	4420.00 · Maint ...	-44.55
TOTAL						-49,216.55
Bill Pmt -Check	6217	05/20/2021	Clean By Desig...		1111.01 · Gene...	
Bill	1591	05/12/2021		cleaning #...	4430.00 · Maint ...	-250.00
				cleaning #...	4430.00 · Maint ...	-360.00
Bill	1590	05/12/2021		cleaning 8...	4430.00 · Maint ...	-631.90
TOTAL						-1,241.90
Bill Pmt -Check	6218	05/20/2021	FIRST SUPPLY...		1111.01 · Gene...	
Bill	12635738-02	04/28/2021		seat	4420.00 · Maint ...	-112.26
Bill	12425157-05	04/29/2021		showerhea...	4420.00 · Maint ...	-220.75
TOTAL						-333.01

Green Bay Housing Authority

Check Detail

May 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6219	05/20/2021	GREEN BAY W...		1111.01 · Gene...	
Bill	4/28/21-4089-05	04/28/2021		835 Christi...	4390.00 · Other ...	-61.95
				835 Christi...	4310.00 · Water	-477.23
Bill	4/28/21-4086-04	04/28/2021		839 Christi...	4390.00 · Other ...	-61.95
				839 Christi...	4310.00 · Water	-140.21
Bill	4/28/21-4356-06	04/28/2021		896 School	4390.00 · Other ...	-61.95
				896 School	4310.00 · Water	-140.12
Bill	4/29/21-4665-01	04/29/2021		1424 Admi...	4390.00 · Other ...	-358.70
				1424 Admi...	4310.00 · Water	-3,575.79
Bill	5/3/21-5573-04	05/03/2021		415 N Maple	4390.00 · Other ...	-61.95
				415 N Maple	4310.00 · Water	-60.40
Bill	3/21-5694-03	05/03/2021		715 N Che...	4390.00 · Other ...	-61.95
				715 N Che...	4310.00 · Water	-123.78
Bill	5/3/21-5706-05	05/03/2021		913 N Che...	4390.00 · Other ...	-61.95
				913 N Che...	4310.00 · Water	-158.74
Bill	5/3/21-5574-03	05/03/2021		409 N Maple	4390.00 · Other ...	-61.95
				409 N Maple	4310.00 · Water	-207.68
Bill	5/3/21-5399-04	05/03/2021		323 N Ashl...	4390.00 · Other ...	-120.40
				323 N Ashl...	4310.00 · Water	-229.19
Bill	5/3/21-5210-05	05/03/2021		836 Cora	4390.00 · Other ...	-61.95
				836 Cora	4310.00 · Water	-93.30
Bill	5/3/21-33210-01	05/03/2021		510 N Che...	4390.00 · Other ...	-61.95
				510 N Che...	4310.00 · Water	-212.37
Bill	/3/21-33149-01	05/03/2021		816 N Maple	4390.00 · Other ...	-61.95
				816 N Maple	4310.00 · Water	-291.47
Bill	5/3/21-5459-02	05/03/2021		509 S Maple	4390.00 · Other ...	-61.95
				509 S Maple	4310.00 · Water	-161.89
Bill	5/3/21-5334-04	05/03/2021		516 N Ashl...	4390.00 · Other ...	-61.95
				516 N Ashl...	4310.00 · Water	-683.84
Bill	5/3/21-5524-04	05/03/2021		522 N Maple	4390.00 · Other ...	-61.95
				522 N Maple	4310.00 · Water	-265.89
Bill	5/12/21-10418-...	05/12/2021		1008 Pine	4390.00 · Other ...	-61.95
				1008 Pine	4310.00 · Water	-366.76
Bill	5/12/21-1041702	05/12/2021		1014 Pine	4390.00 · Other ...	-61.95
				1014 Pine	4310.00 · Water	-102.18
Bill	5/12/21-10413-...	05/12/2021		1100 Pine	4390.00 · Other ...	-61.95
				1100 Pine	4310.00 · Water	-195.73
Bill	5/12/21-11033-...	05/12/2021		1121 Univ...	4390.00 · Other ...	-61.95
				1121 Univ...	4310.00 · Water	-42.72
Bill	5/12/21-11032-...	05/12/2021		1125 Univ...	4390.00 · Other ...	-61.95
				1125 Univ...	4310.00 · Water	-106.43
Bill	5/12/21-11009-...	05/12/2021		1333 Univ...	4390.00 · Other ...	-61.95
				1333 Univ...	4310.00 · Water	-72.43
Bill	5/12/21-32906-...	05/12/2021		1337 Univ...	4390.00 · Other ...	-61.95
				1337 Univ...	4310.00 · Water	-201.10
Bill	5/12/21-11008-...	05/12/2021		1339 Univ...	4390.00 · Other ...	-61.95
				1339 Univ...	4310.00 · Water	-506.10
Bill	5/12/21-11007-...	05/12/2021		1341 Univ...	4390.00 · Other ...	-61.95
				1341 Univ...	4310.00 · Water	-108.04
Bill	5/12/21-33067-...	05/12/2021		1404 Univ...	4390.00 · Other ...	-61.95
				1404 Univ...	4310.00 · Water	-332.94
Bill	5/12/21-10909-...	05/12/2021		1408 Univ...	4390.00 · Other ...	-61.95
				1408 Univ...	4310.00 · Water	-245.24
Bill	5/12/21-33068-...	05/12/2021		1410 Univ...	4390.00 · Other ...	-61.95
				1410 Univ...	4310.00 · Water	-214.96
Bill	5/12/21-10910-...	05/12/2021		1412 Univ...	4390.00 · Other ...	-61.95
				1412 Univ...	4310.00 · Water	-129.47
Bill	5/12/21-10911-...	05/12/2021		1416 Univ...	4390.00 · Other ...	-61.95
				1416 Univ...	4310.00 · Water	-51.19
Bill	5/12/21-10912-...	05/12/2021		1420 Univ...	4390.00 · Other ...	-61.95
				1420 Univ...	4310.00 · Water	-143.96
Bill	5/12/21-33069-...	05/12/2021		1424 Univ...	4390.00 · Other ...	-61.95
				1424 Univ...	4310.00 · Water	-250.15
Bill	5/12/12-33070-...	05/12/2021		1440 Univ...	4390.00 · Other ...	-61.95
				1440 Univ...	4310.00 · Water	-117.03
Bill	5/12/21-33071-...	05/12/2021		1444 Univ...	4390.00 · Other ...	-61.95

Green Bay Housing Authority

Check Detail

May 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	5/12/21-10914-...	05/12/2021		1444 Univ... 1445 Univ... 1445 Univ...	4310.00 · Water 4390.00 · Other ... 4310.00 · Water	-68.04 -61.95 -167.96
TOTAL						-12,705.83
Bill Pmt -Check	6220	05/20/2021	Jayme Valentine	mileage	1111.01 · Gene...	
Bill	1/1-4/30/21 mil...	05/01/2021		mileage Ja... mileage Ja...	4150.00 · Travel 4150.00 · Travel	-51.52 -117.04
TOTAL						-168.56
Bill Pmt -Check	6221	05/20/2021	KONE INC	1424 Admi...	1111.01 · Gene...	
Bill	959857001	05/01/2021		Maint	4430.12 · Elevat...	-910.00
TOTAL						-910.00
Bill Pmt -Check	6222	05/20/2021	LANGAN INVE...		1111.01 · Gene...	
Bill	4/1-4/30/21 mm	05/04/2021		profession...	4130.01 · Invest...	-294.00
Bill	4/1-4/30/21 ss	05/04/2021		profession...	4130.01 · Invest...	-20.25
TOTAL						-314.25
Bill Pmt -Check	6223	05/20/2021	Lutheran Socia...	social wor...	1111.01 · Gene...	
Bill	155148	04/30/2021		social work...	4210.00 · Ten S...	-5,557.00
TOTAL						-5,557.00
Bill Pmt -Check	6224	05/20/2021	One Service LLC		1111.01 · Gene...	
Bill	264	05/02/2021		maint help	4430.01 · Maint ...	-560.00
Bill	265	05/06/2021		maint help	4430.01 · Maint ...	-637.10
Bill	266	05/06/2021		pest contron	4430.17 · Exter...	-120.00
Bill	269	05/14/2021		maint help	4430.01 · Maint ...	-160.00
				maint help	4430.01 · Maint ...	-612.70
				maint help	4430.01 · Maint ...	-275.30
				maint help	4430.01 · Maint ...	-640.00
TOTAL						-3,005.10
Bill Pmt -Check	6225	05/20/2021	Patrick A. Zel...	paper ser...	1111.01 · Gene...	
Bill	ZEL-2021000937	04/29/2021		paper servi...	4130.00 · Legal ...	-75.00
TOTAL						-75.00
Bill Pmt -Check	6226	05/20/2021	SERVICE MOT...	1424 Admi...	1111.01 · Gene...	
Bill	P24149	04/27/2021		plow parts	4430.11 · Snow ...	-345.00
TOTAL						-345.00
Bill Pmt -Check	6227	05/20/2021	TIME WARNER...	1424 Admi...	1111.01 · Gene...	
Bill	5/1-5/31/2021	05/04/2021		cable	4230.00 · Ten S...	-2,758.81
TOTAL						-2,758.81

Green Bay Housing Authority

Check Detail

May 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6228	05/20/2021	Twin Eagle Hol...	1424 Admi...	1111.01 · Gene...	
Bill	141785	05/13/2021		1424 Admi...	4330.00 · Gas	-2,400.57
TOTAL						-2,400.57
Bill Pmt -Check	6229	05/20/2021	Wash Multifam...	1424 Admi...	1111.01 · Gene...	
Bill	SINV00023043	04/19/2021		laundry ro...	4430.00 · Maint ...	-496.79
TOTAL						-496.79
Bill Pmt -Check	6230	05/20/2021	Werner Pest & ...	Acct #5135	1111.01 · Gene...	
Bill	WO#46797	04/23/2021		509 S Map...	4430.17 · Exter...	-2,001.00
TOTAL						-2,001.00
Bill Pmt -Check	6231	05/20/2021	WISCONSIN P...		1111.01 · Gene...	
Bill	4/23/21-2671-0...	04/23/2021		323 N Ashl...	4320.00 · Electri...	-25.52
				323 N Ashl...	4330.00 · Gas	-20.88
Bill	4/27/21-2671-0...	04/27/2021		1424 Admi...	4320.00 · Electri...	-3,656.06
Bill	4/27/21-2671-0...	04/27/2021		1424 Admi...	4320.00 · Electri...	-606.03
Bill	5/10/21-2671-0...	05/10/2021		1125 Univ...	4320.00 · Electri...	-33.59
				1125 Univ...	4330.00 · Gas	-29.39
TOTAL						-4,371.47

Green Bay Housing Authority
Capital Funds Program Report
April-21

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	
Mason Manor	0.00	0.00	13,427.00	40,312.99	242,312.32	296,052.31
Scattered Sites	0.00	0.00	15,473.02	82,223.10	25,574.40	123,270.52
	-	-	28,900.02	122,536.09	267,886.72	<u>419,322.83</u>

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

Grant Amount	\$ 187,845	\$ 190,918	\$ 207,049	\$ 320,213	\$ 330,432
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	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	
Mason Manor	325,009.00	345,708.00	0.00	0.00	0.00	670,717.00
Scattered Sites	0.00	0.00	0.00	0.00	0.00	0.00
	325,009.00	345,708.00	-	-	-	<u>670,717.00</u>

Obligation Date	4/1/2022	2/23/2023
Grant End Date	4/1/2024	2/23/2025

Grant Amount	\$ 326,808	\$ 345,708
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Green Bay Housing Authority

Budget vs. Actual

Summary

May-21

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	173,571.25	173,926.04	767,512.27	815,873.41	23,635.00	24,955.00	338,142.40	333,415.74	1,302,860.92	1,348,170.19
Total Expense	116,713.15	149,375.00	731,991.99	1,099,670.84	702.58	1,725.00	325,414.61	618,483.36	1,174,822.33	1,869,254.20
Net Income	56,858.10	24,551.04	35,520.28	-283,797.43	22,932.42	23,230.00	12,727.79	-285,067.62	128,038.59	-521,084.01

Reserve Spreadsheet

	MM	SS
2020 Audit Report	610,129	408,932
YTD Net Income/(loss) Without Depreciation	35,520	12,728
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	495,649	409,178
Transfer	-	-
Projected Reserve	495,649	409,178
6 Month Expenses	500,131	274,169
Excess/shortfall	(4,481)	135,009
	☹	☺

Green Bay Housing Authority Budget vs. Actual Detail

	COCC				Mason Manor			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	156,755.00	165,931.80	-9,176.80	94.47%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	461,741.04	477,505.21	-15,764.17	96.7%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	4,404.00	4,436.40	-32.40	99.27%
3510.00 · Management Fee Revenue	131,620.58	128,981.04	129,864.00	102.05%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	24,120.00	24,240.00	24,000.00	99.51%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	17,745.00	18,180.00	18,000.00	97.61%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	2,500.00	2,500.00	0.0%	1,599.62	10,000.00	-8,400.38	16.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	5,630.00	7,500.00	-1,870.00	75.07%
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%	11,777.75	8,000.00	3,777.75	147.22%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	123,034.58	142,000.00	-18,965.42	86.64%
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	173,571.25	173,926.04	-354.79	99.8%	767,512.27	815,873.41	-48,361.14	94.07%
Expense								
4110.00 · Admin Salaries	54,034.48	70,000.00	-15,965.52	77.19%	96,933.83	98,000.00	-1,066.17	98.91%
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%	1,979.57	1,500.00	479.57	131.97%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	3,005.35	2,600.00	405.35	115.59%
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	87.30	200.00	-112.70	43.65%	87.27	250.00	-162.73	34.91%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	100,189.63	98,696.64	1,492.99	101.51%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	13,507.50	13,680.00	-172.50	98.74%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	18,360.00	18,240.00	120.00	100.66%
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	23,666.50	30,000.00	-6,333.50	78.89%	41,967.28	40,000.00	1,967.28	104.92%
4190.01 · Printing	200.00	500.00	-300.00	40.0%	1,525.37	2,750.00	-1,224.63	55.47%
4190.02 · Postage	197.50	300.00	-102.50	65.83%	880.00	1,000.00	-120.00	88.0%
4190.03 · Paper & Office Supplies	676.67	500.00	176.67	135.33%	857.51	1,500.00	-642.49	57.17%
4190.04 · Publications	0.00	500.00	-500.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	309.00	400.00	-91.00	77.25%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	610.40	7,000.00	-6,389.60	8.72%	4,703.30	12,000.00	-7,296.70	39.19%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,635.52	1,750.00	-114.48	93.46%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	1,550.56	2,300.00	-749.44	67.42%
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%	2,341.23	3,000.00	-658.77	78.04%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	33,840.05	37,804.20	-3,964.15	89.51%
4310.00 · Water	0.00	0.00	0.00	0.0%	31,402.13	43,000.00	-11,597.87	73.03%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	50,360.42	68,500.00	-18,139.58	73.52%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	27,249.97	31,000.00	-3,750.03	87.9%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	3,666.89	4,700.00	-1,033.11	78.02%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	80,360.05	139,000.00	-58,639.95	57.81%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	34,716.96	67,000.00	-32,283.04	51.82%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	34,580.70	45,000.00	-10,419.30	76.85%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	14,047.49	5,500.00	8,547.49	255.41%
4430.03 · Maint - Truck Maint	0.00	100.00	-100.00	0.0%	507.88	2,500.00	-1,992.12	20.32%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	2,930.94	5,000.00	-2,069.06	58.62%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	5,970.55	5,000.00	970.55	119.41%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	3,052.52	2,500.00	552.52	122.1%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	10,963.17	10,500.00	463.17	104.41%
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%	1,983.36	1,750.00	233.36	113.34%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	17,291.36	24,000.00	-6,708.64	72.05%
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%	5,149.00	6,000.00	-851.00	85.82%
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%	35,583.33	48,000.00	-12,416.67	74.13%
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	959.60	1,025.00	-65.40	93.62%	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%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%	0.00	175,000.00	-175,000.00	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	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
116,713.15	149,375.00	-32,661.85	78.13%	731,991.99	1,099,670.84	-367,678.85	66.57%
56,858.10	24,551.04	32,307.06	231.59%	35,520.28	-283,797.43	319,317.71	-12.52%

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

Green Bay Housing Authority Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	146,574.00	155,191.20	-8,617.20	94.45%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	177,113.17	160,424.54	16,688.63	110.4%
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	23,635.00	14,955.00	8,680.00	158.04%	8,493.59	9,000.00	-506.41	94.37%
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	23,635.00	24,955.00	-1,320.00	94.71%	338,142.40	333,415.74	4,726.66	101.42%
Expense								
4110.00 · Admin Salaries	46.26	500.00	-453.74	9.25%	60,159.24	68,000.00	-7,840.76	88.47%
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%	9,390.11	3,500.00	5,890.11	268.29%
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%	330.56	500.00	-169.44	66.11%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	31,430.95	31,167.36	263.59	100.85%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	4,237.50	4,320.00	-82.50	98.09%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	5,760.00	5,760.00	0.00	100.0%
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%	23,438.91	27,000.00	-3,561.09	86.81%
4190.01 · Printing	0.00	0.00	0.00	0.0%	1,187.57	2,000.00	-812.43	59.38%
4190.02 · Postage	0.00	0.00	0.00	0.0%	880.00	1,000.00	-120.00	88.0%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	629.84	1,000.00	-370.16	62.98%
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%	1,067.94	1,200.00	-132.06	89.0%
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%	35,062.12	27,000.00	8,062.12	129.86%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	1,437.86	3,500.00	-2,062.14	41.08%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	7,154.00	0.00	7,154.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	1,111.08	2,500.00	-1,388.92	44.44%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	10,293.18	10,000.00	293.18	102.93%
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%	23,035.56	40,000.00	-16,964.44	57.59%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	17,186.02	40,000.00	-22,813.98	42.97%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	14,976.42	5,286.00	9,690.42	283.32%
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%	1,349.92	3,300.00	-1,950.08	40.91%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	667.00	2,000.00	-1,333.00	33.35%
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%	2,237.60	11,000.00	-8,762.40	20.34%
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%	1,407.00	10,000.00	-8,593.00	14.07%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	3,331.78	4,000.00	-668.22	83.3%
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%	1,124.03	2,000.00	-875.97	56.2%
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%	9,873.40	16,000.00	-6,126.60	61.71%
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%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	135,000.00	-135,000.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

RevBonds				ScSite			
YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
702.58	1,725.00	-1,022.42	40.73%	325,414.61	618,483.36	-293,068.75	52.62%
22,932.42	23,230.00	-297.58	98.72%	12,727.79	-285,067.62	297,795.41	-4.47%

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

Green Bay Housing Authority Budget vs. Actual Detail

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	303,329.00	321,123.00	-17,794.00	0.94
3110.00 · Dwelling Rental	638,854.21	637,929.75	924.46	1.00
3120.00 · Excess Utilities	4,404.00	4,436.40	-32.40	0.99
3510.00 · Management Fee Revenue	131,620.58	128,981.04	2,639.54	1.02
3520.00 · Asset Management Rev	24,120.00	24,240.00	-120.00	1.00
3530.00 · BookKeeping Fee Rev	17,745.00	18,180.00	-435.00	0.98
3610.00 · Int Income	1,599.62	30,000.00	-28,400.38	0.05
3690.00 · Other Income - Tenants	5,630.00	7,500.00	-1,870.00	0.75
3690.01 · Other Income - Ins Dividends	8,567.59	1,825.00	6,742.59	4.69
3690.02 · Other Income	43,906.34	31,955.00	11,951.34	1.37
3690.03 · Cell Tower Rent	123,084.58	142,000.00	-18,915.42	0.87
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	1,302,860.92	1,348,170.19	-45,309.27	96.64%
Expense				
4110.00 · Admin Salaries	211,173.81	236,500.00	-25,326.19	89.29%
4120.00 · Compensated Absences	0.00	3,000.00	-3,000.00	0.0%
4130.00 · Legal Expense	8,076.16	5,000.00	3,076.16	161.52%
4130.01 · Investigations Expense	12,395.46	6,100.00	6,295.46	203.2%
4140.00 · Staff Training	250.00	15,000.00	-14,750.00	1.67%
4150.00 · Travel	505.13	950.00	-444.87	53.17%
4160.00 · Management Fee	131,620.58	129,864.00	1,756.58	101.35%
4163.00 · BookKeeping Fee	17,745.00	18,000.00	-255.00	98.58%
4165.00 · Asset Management Fee	24,120.00	24,000.00	120.00	100.5%
4171.00 · Auditing Fees	8,900.00	9,325.00	-425.00	95.44%
4182.00 · Employee Benefits - Admin	89,084.01	97,200.00	-8,115.99	91.65%
4190.01 · Printing	2,912.94	5,250.00	-2,337.06	55.49%
4190.02 · Postage	1,957.50	2,300.00	-342.50	85.11%
4190.03 · Paper & Office Supplies	2,164.02	3,000.00	-835.98	72.13%
4190.04 · Publications	0.00	500.00	-500.00	0.0%
4190.05 · Membership Dues & Fees	309.00	500.00	-191.00	61.8%
4190.06 · Computer Support	9,957.01	25,750.00	-15,792.99	38.67%
4190.07 · Tele Fax & Comm	2,703.46	2,950.00	-246.54	91.64%
4190.08 · Marketing	1,550.56	2,300.00	-749.44	67.42%
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	3,541.23	4,250.00	-708.77	83.32%
4230.00 · Ten Ser-Contrs	33,840.05	37,804.20	-3,964.15	89.51%
4310.00 · Water	66,464.25	70,000.00	-3,535.75	94.95%
4320.00 · Electricity	51,798.28	72,000.00	-20,201.72	71.94%
4320.01 · Utility Reimbursements	7,154.00	0.00	7,154.00	100.0%
4330.00 · Gas	28,361.05	33,500.00	-5,138.95	84.66%
4390.00 · Other Utilities	13,960.07	14,700.00	-739.93	94.97%
4410.00 · Maint - Labor	96,229.63	183,000.00	-86,770.37	52.58%
4420.00 · Maint - Supplies	57,752.52	107,100.00	-49,347.48	53.92%
4430.00 · Maint - Contracts	51,766.72	85,000.00	-33,233.28	60.9%
4430.01 · Maint - Non-Contract	29,023.91	10,786.00	18,237.91	269.09%
4430.03 · Maint - Truck Maint	786.54	4,100.00	-3,313.46	19.18%
4430.09 · Fire Protection - Maint	2,930.94	5,000.00	-2,069.06	58.62%
4430.10 · Heating and Cooling	7,320.47	8,300.00	-979.53	88.2%
4430.11 · Snow Removal	3,719.52	4,500.00	-780.48	82.66%
4430.12 · Elevator Maintenance	10,963.17	10,500.00	463.17	104.41%
4430.13 · Landscape and Grounds	2,249.33	16,000.00	-13,750.67	14.06%
4430.15 · Electrical	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	3,390.36	11,750.00	-8,359.64	28.85%
4430.17 · Extermination	20,623.14	28,000.00	-7,376.86	73.65%
4430.18 · Appliances	1,885.49	6,000.00	-4,114.51	31.43%
4430.19 · Garbage & Trash Removal	6,273.03	8,000.00	-1,726.97	78.41%
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	45,456.73	64,000.00	-18,543.27	71.03%
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	959.60	1,025.00	-65.40	93.62%
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%
4800.00 · Depreciation Expense	0.00	310,650.00	-310,650.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

TOTAL

YTD	Budget	\$ Over Budget	% of Budget
0.00	0.00	0.00	0.0%
1,174,822.33	1,869,254.20	-694,431.87	62.85%
128,038.59	-521,084.01	649,122.60	-24.57%

9120.00 · Transfers Out

Total Expense

Net Income/(Loss)



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

June 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 May 2021 there were **8** Green Bay Housing applications reviewed by Langan and Associates. They were:

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

Should there be any questions please feel free to contact me at (920) 639-6667.

Respectfully submitted,

Ken Brodhagen

Ken Brodhagen, Investigator
Langan & Associates, Inc.

This document is confidential and intended for the use of the listed recipient only.

GREEN BAY HOUSING AUTHORITY
(JUNE 2021)

			MASON MANOR VACANCIES (2 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	4/1/21	1	?	EVICTON	UNIT TURNOVER
###	6/11/21	1	?	EVICTON	UNIT TURNOVER
			SCATTERED SITES VACANCIES (1 TOTAL)		
###	3/1/21	3	?	MOVED OUT OF GREEN BAY	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (1 TOTAL)		MM APPLICANTS:		TOTAL
	UNIT	STATUS		1 bedroom (19-BC; 7-non BC)	26
	###	EVICTON		2 bedroom (1-BC; 1-non BC)	2
	SCATTERED S. (0 TOTAL)		SS APPLICANTS:		TOTAL
	UNIT	STATUS		2 bedroom (23-BC; 11-non BC)	34
				3 bedroom (11-BC; 5-non BC)	16
				4 bedroom (20-BC; 2-non BC)	22
	MOVE IN/OUT #'S		16 NEW MOVE INS		14 MOVE OUTS
OCCUPANY RATES				HUD	
	MM	SS	GBHA	MM	SS
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%
April	99.34%	97.92%	98.63%	99.34%	97.92%
May	98.68%	97.92%	98.30%	98.68%	97.92%
TOTAL	98.68%	98.09%	98.39%	98.68%	98.44%