AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, OCTOBER 21, 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 October 21, 2021, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

1. Approval of the minutes from the September 16, 2021, meeting of the Green Bay Housing Authority.

E. Regular Business.

1. Consideration with possible action to approve Resolution 2021-06, Conditionally Awarding a Contract for a Housing Project of the Housing Authority of the City of Green Bay, Wisconsin in the University of Wisconsin–Green Bay Campus Area; Conditionally Authorizing and Providing for the Sale of Bonds for the Financing of Such Project; and Providing for Various Further Proceedings in Connection Therewith.

2. Consideration with possible action to approve Phase 2 contract with Baker Tilly for Consulting Services for redevelopment project at Mason Manor.

3. Consideration with possible action to obtain legal counsel for the RAD redevelopment project at Mason Manor.

F. Informational.

1. GBHA Bills.
2. GBHA Financial Report.
3. Langan Report.
4. Director's Report.
5. Occupancy Report.
6. Date of next meeting: November 18, 2021

G. Adjournment.

1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Green Bay Housing Authority meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions

Green Bay Housing Authority

Zoom Meeting Information

Join Zoom Meeting

https://us02web.zoom.us/j/81434999289?pwd=N0dlMGxWSS85SGswK2IZeGhZZUN0UT09

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

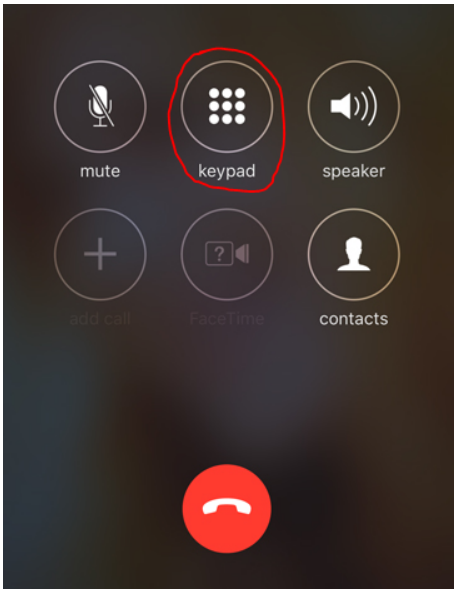
Find your local number: https://us02web.zoom.us/u/koUDU8TSd

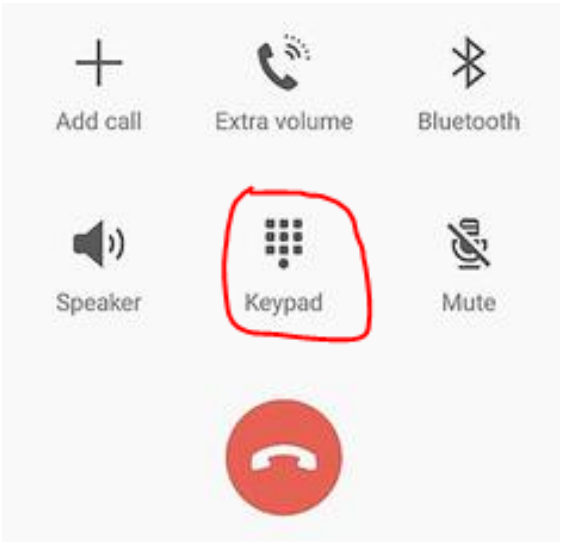
Additional Information

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

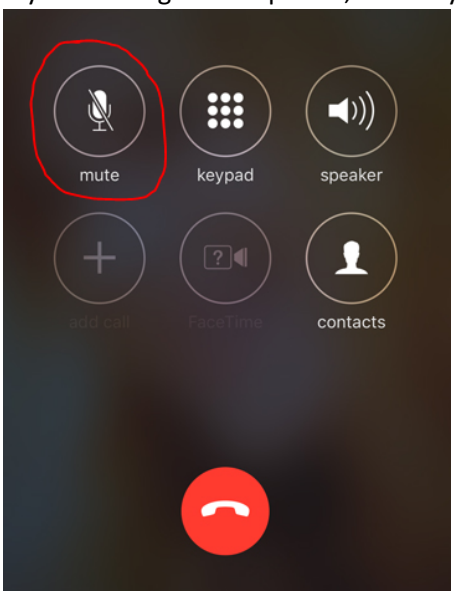
Calling into the Zoom meeting using a smartphone

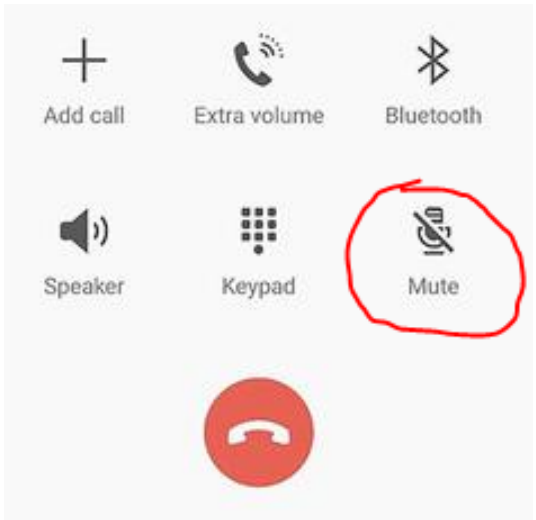
1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by **#**
    a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen





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





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

Report to the
Housing Authority of the City of Green Bay

MEETING DATE	PREPARED BY
October 21, 2021	Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.1

Consideration with possible action to approve Resolution 2021-06, Conditionally Awarding a Contract for a Housing Project of the Housing Authority of the City of Green Bay, Wisconsin in the University of Wisconsin–Green Bay Campus Area; Conditionally Authorizing and Providing for the Sale of Bonds for the Financing of Such Project; and Providing for Various Further Proceedings in Connection Therewith.

BACKGROUND

The Green Bay Housing Authority passed a resolution at its last meeting to request interested parties to make written proposals to the Authority by October 15, 2021. The proposals requested are to provide a residential facility for low income students, containing approximately 232 beds to be located on the University of Wisconsin – Green Bay campus in the City of Green Bay. The GBHA received one proposal from University Village Housing Inc.(UVHI). UVHI presented their plans to the GBHA as the last meeting. The proposal includes the elements that were requested by the RFP, and is a well designed plan.

Staff is recommending conditionally awarding the contract to UVHI for affordable housing units construction on the UWGB campus.

RECOMMENDATION

To approve Resolution 2021-06 Conditionally Awarding a Contract for a Housing Project of the Housing Authority of the City of Green Bay, Wisconsin in the University of Wisconsin–Green Bay Campus Area; Conditionally Authorizing and Providing for the Sale of Bonds for the Financing of Such Project; and Providing for Various Further Proceedings in Connection Therewith.

FISCAL IMPACT

ATTACHMENTS

1. Green Bay HA 2022 University Village Bonds - Signed UVHI Proposal re RFP 10-21
2. Green Bay HA 2022 University Village Housing Project – Conditional Award Resolution

UNIVERSITY VILLAGE HOUSING, INC.
% UNIVERSITY OF WISCONSIN-GREEN BAY
BUSINESS & FINANCE, CL 830
2420 Nicolet Drive
Green Bay, WI 54311-7001

October 14, 2021

VIA EMAIL
Cheryl.Renier-Wigg@greenbaywi.gov

Cheryl Renier-Wigg
Executive Director
Housing Authority of the City of Green Bay
100 North Jefferson Street, Room 608
Green Bay, Wisconsin 54301

Re: Proposal for Financing the Development of a Multifamily Rental Student Housing Project

Dear Ms. Renier-Wigg:

In response to the Request for Proposals authorized by the Housing Authority of the City of Green Bay, Wisconsin (the "**Authority**"), at its meeting on September 16, 2021, and as published in the *Green Bay Press-Gazette* on September 23, 2021 and on September 30, 2021, the undersigned, University Village Housing, Inc., a Wisconsin nonstock, nonprofit corporation ("**UVHI**"), hereby submits a proposal as follows:

Description of Proposed Development:

The Project consists of a four-story structure with a north-south major axis. The masonry and concrete structure will consist of 15 suite-style apartments per floor with typical amenities including laundry, vending, study lounges, shared kitchens, and recreation hall. The Project will provide 232 beds and all units will be able to meet ADA Standards. The Project is intended for a future phase for a (200) bed addition to the east.

It is anticipated that the income status of student residence will be similar to the past. Based on past history twenty-six to thirty-eight percent (26-38%) of all of the UVHI beds are provided for student residents who have incomes that do not exceed (a) in the case of a student who is independent from his or her parents, an annual income (excluding scholarships, gifts and grants for educational expenses received by a student from unrelated sources) of 80% of

the median income for a family of one in Brown County, Wisconsin (the "**County**") as determined by the U.S. Department of Housing and Urban Development ("**HUD**") from time to time, and (b) in the case of a student who is not independent from his or her parents, an annual income (excluding scholarships, gifts and grants for educational expenses received by a student from unrelated sources) of $12,000 for the student individually and an aggregate family income (parents and student) of 80% of the median income for a family of four in the County as determined by HUD from time to time.

Project Renderings: Attached.

Fall Low Income Housing Letter: Attached.

Location of Project:

On the UWGB Campus, at the intersection Leon Bond Drive and Walter Way, in a portion of the Western most residential housing parking lot.

UWGB/Board of Regents:

UVHI will be swapping a 4.66 acre parcel of land with UWGB for a Board of Regent owned parcel of land approximately 5.33 acres in size. This swap of land was approved by the Board of Regents and by the State of Wisconsin Building Commission at the August 11, 2021 meeting. UWGB and UVHI have entered into a Cooperation Agreement effective July 1, 2021 which delineates the rights and responsibilities of both parties with respect to the management and oversight of the residence halls owned by UVHI and any planned new construction. The current Cooperation Agreement will be amended to extend its term for the life of any bonds issued for the Project.

Budget for Project: See attached Exhibit A.

Proposed Participation of the Authority with Respect to the Financing of the Development: It is proposed that the Authority finance the above-described development by issuing revenue bonds pursuant to Sections 66.1201 to 66.1211 of the Wisconsin Statutes, as amended, in accordance with the terms of the resolution entitled "Preliminary Resolution Relating to a Proposed Student Housing Project of the Housing Authority of the City of Green Bay, Wisconsin, in the University of Wisconsin - Green Bay campus area the Financing Thereof and other Details Relating

Thereto" adopted by the Authority on September 16, 2021. This method of financing provides the buyer of the bonds a federal and state exempt interest rate which serves to lower the interest rate to the development. The interest rate savings in turn support apartment rent rates that are affordable to the residents of the facility.

This proposal does not involve any cost or financial liability, direct or contingent, of any kind or degree whatsoever to the Authority or to the City of Green Bay, Wisconsin.

Developer/Owner: The owner of the proposed development will be UVHI. UVHI is a 501(c)(3) nonprofit corporation consisting of six board members whose primary purpose is to provide low cost housing for students attending the University of Wisconsin-Green Bay (UWGB). UVHI will develop the facility and UWGB will manage the facility.

Since its incorporation in 1984, UVHI has been involved in the development and construction of seventeen residence halls either contiguous to or located on the property of UWGB.

Respectfully submitted,

UNIVERSITY VILLAGE HOUSING, INC.

By: _____
Gerald C. Condon, Jr., President

Cc: Bond Counsel

F:\DATA\UVHI Inc\Letters\MULTIFAM Developer Response to Request for Proposals GFN (GCC) 10.12.21.doc

new residence hall

Document prepared for:

University Village Housing, Inc.

Green Bay, Wisconsin
6190.00

bernerssch■ber
310 Pine Street I Green Bay, WI 54301 I 920.432.4865

New Residence Hall

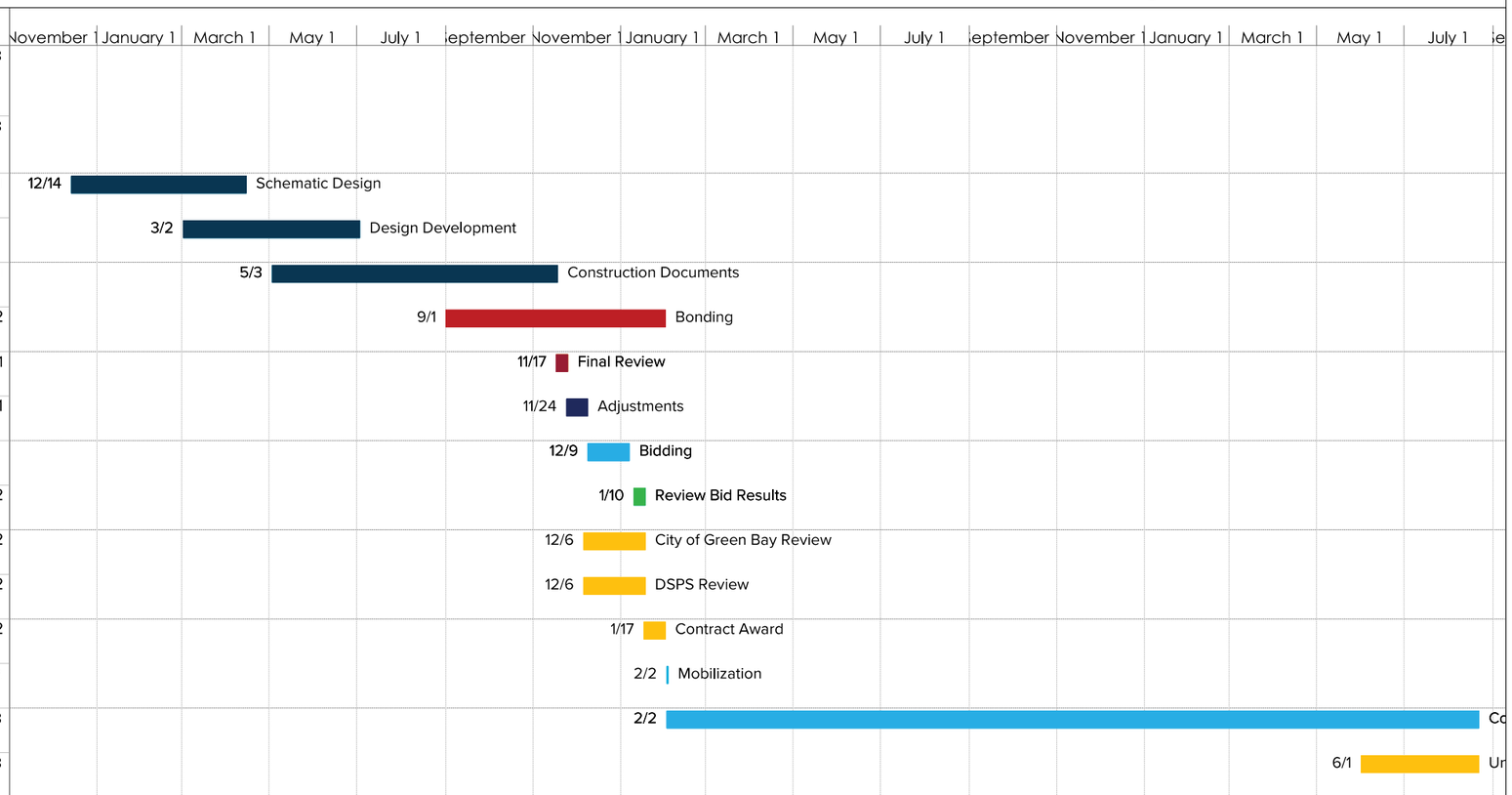
design schedule

update: Sun 6/27/21
comm #: 619000

UWGB | UVHI

green bay, wisconsin

ID	Task Name	Start	Finish
1	**project timeline**	Mon 12/14/20	Mon 8/21/23
2	**design & construction**	Mon 12/14/20	Mon 8/21/23
3	Schematic Design	Mon 12/14/20	Wed 4/14/21
4	Design Development	Tue 3/2/21	Fri 7/2/21
5	Construction Documents	Mon 5/3/21	Wed 11/17/21
6	Bonding	Wed 9/1/21	Mon 1/31/22
7	Final Review	Wed 11/17/21	Wed 11/24/21
8	Adjustments	Wed 11/24/21	Wed 12/8/21
9	Bidding	Thu 12/9/21	Thu 1/6/22
10	Review Bid Results	Mon 1/10/22	Mon 1/17/22
11	City of Green Bay Review	Mon 12/6/21	Mon 1/17/22
12	DSPS Review	Mon 12/6/21	Mon 1/17/22
13	Contract Award	Mon 1/17/22	Mon 1/31/22
14	Mobilization	Wed 2/2/22	Wed 2/2/22
15	Construction	Wed 2/2/22	Mon 8/21/23
16	University Move-In	Thu 6/1/23	Mon 8/21/23



All Task — *Owner Task* — *Contractor Task* — *BSA Milestone* — *AHJ Milestone*

BSA Task — *AHJ Task* — *All Milestone* — *Owner Milestone* — *Contractor Milestone*

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THE NEW RESIDENCE HALL- EXTERIOR VIEW, LOOKING NORTHEAST

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THE NEW RESIDENCE HALL- EXTERIOR VIEW LOOKING SOUTH

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THE NEW RESIDENCE HALL- EXTERIOR VIEW, NORTHEAST ELEVATION

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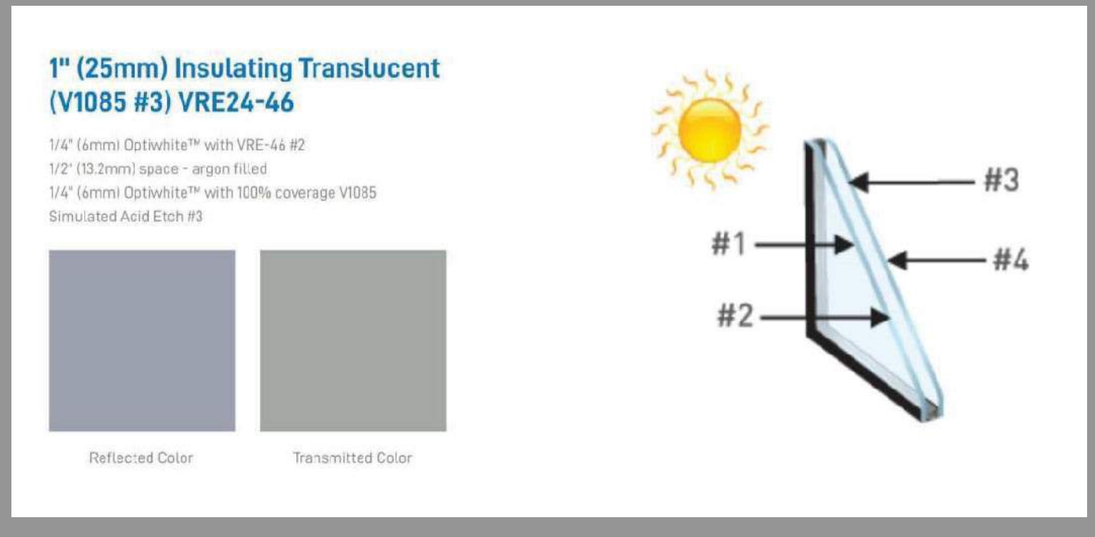
Granite
Sa
ay
Bone White
M


1" (25mm) Insulating Translucent
(V1085 #3) VRE24-46
1/4" (6mm) Optiwhite™ with VRE-46 #2
1/2" (13.2mm) space - argon filled
1/4" (6mm) Optiwhite™ with 100% coverage V1085
Simulated Acid Etch #3
Reflected Color
Transmitted Color
#3
#1
#4
#2

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THE NEW RESIDENCE HALL- FIRST FLOOR PLAN VIEW

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THE NEW RESIDENCE HALL- FIRST FLOOR ENTRANCE

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THE NEW RESIDENCE HALL- FIRST FLOOR LOUNGE

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THE NEW RESIDENCE HALL- FIRST FLOOR ENTRANCE

THE NEW
RESIDENCE HALL
2022

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THE NEW RESIDENCE HALL- FIRST FLOOR KITCHEN

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THE NEW RESIDENCE HALL- SECOND FLOOR

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THE NEW RESIDENCE HALL- FIRST FLOOR LOUNGE FROM SECOND FLOOR

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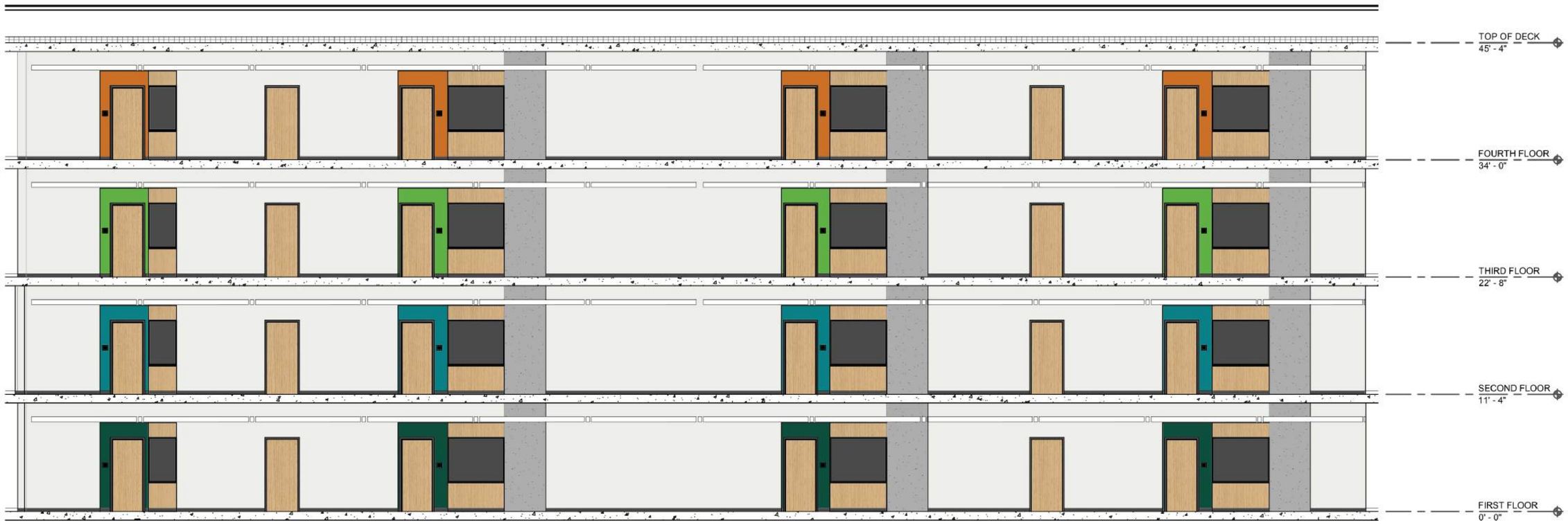
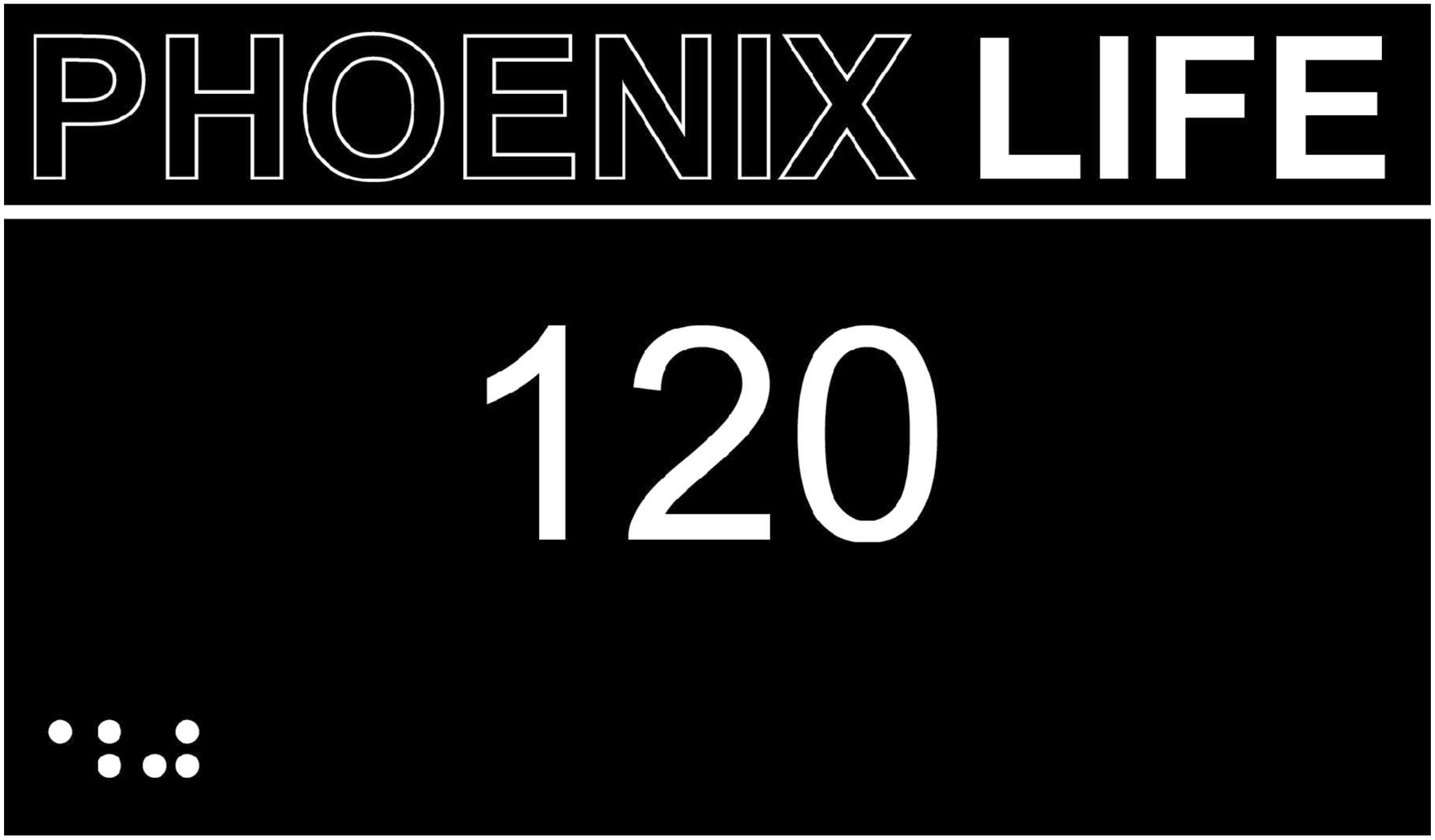
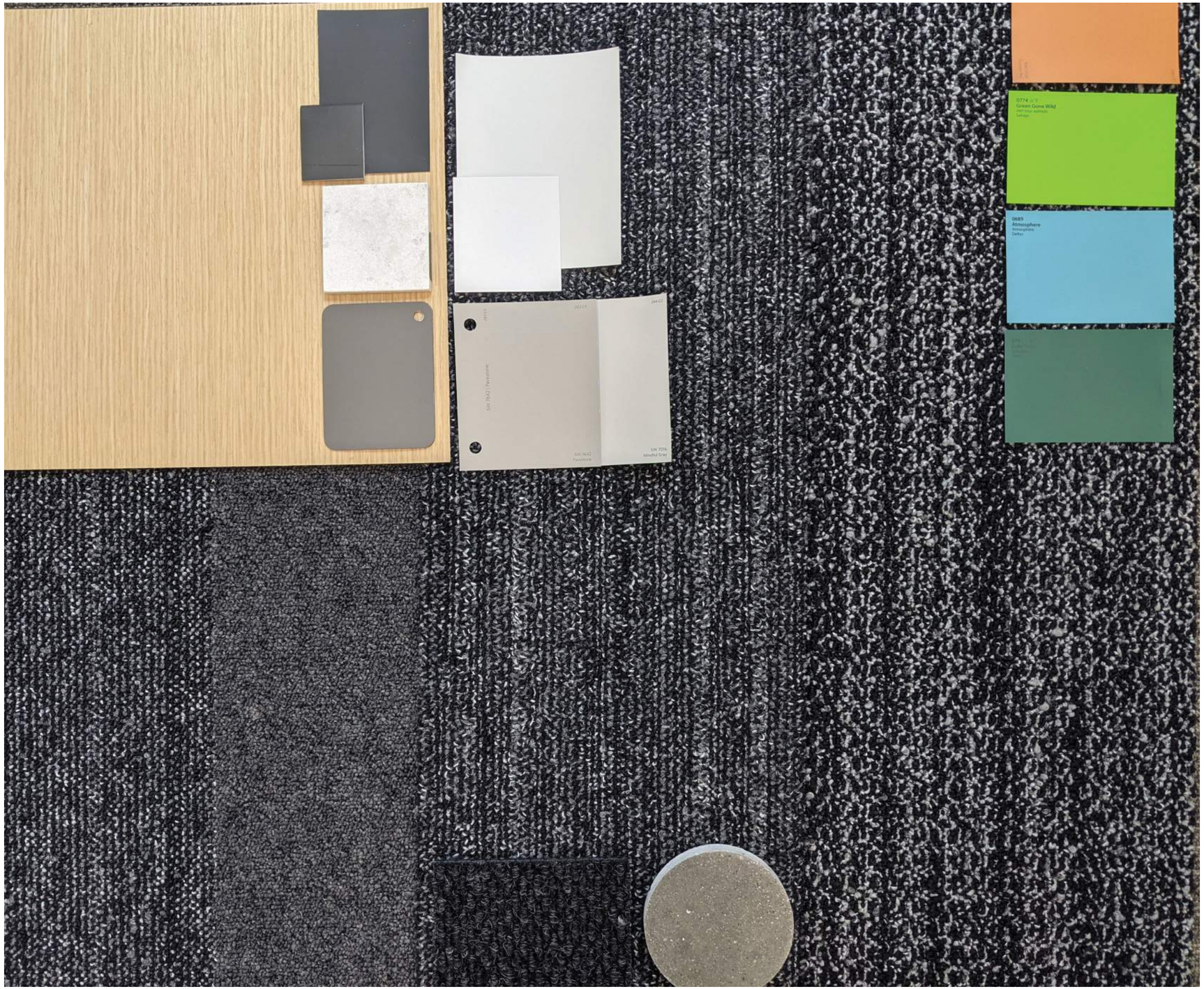
THE NEW RESIDENCE HALL- FIRST FLOOR LOUNGE FROM SECOND FLOOR


TOP OF DECK
45' - 4"
FOURTH FLOOR
34' - 0"
THIRD FLOOR
22' - 8"
SECOND FLOOR
11' - 4"
FIRST FLOOR
0' - 0"


PHOENIX LIFE
120

RECENT
FEATURED
Apps
Games
Search
YouTube
Netflix
BBC iPlayer
ITV Hub
Demand 5
Web Brows
ROCK 'EM SOCK 'EM ROBOTS
BATTLESHIP



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THE NEW RESIDENCE HALL- FINISH PALETTE

UNIVERSITY of WISCONSIN
GREEN BAY

TO: SuAnn Detampel, University Controller

FROM: Dr. Corey King, Vice Chancellor for University Inclusivity & Student Affairs

SUBJECT: 2021-2022 Annual Low-Income Policy Report

DATE: September 15, 2021

As of September 15, 2021, we have 1,321 students residing in the University Village Housing, Inc. (UVHI), facilities; out of which 1,295 (98.03%) completed Income Information during their Pre-Check-In process.

Out of the 1,295 students with completed income information, 503 (38.84%) meet the low-income requirement (defined as 80% of the median family income for the area and subject to family size adjustment); 792 (61.16%) do not meet the requirement. This means that the low-income population residing in the UVHI facilities is over the 20% required by the U.S. Department of Housing and Urban Development (HUD).

The entire student population residing in the UVHI facilities was surveyed during the Pre-Check-In process.

CAK

Office of Residence Life
2420 Nicolet Drive,, Green Bay, WI 54311-7001
Phone: (920) 465-2040 ~ Fax: (920) 465-2771 ~ E-Mail: ORL@uwgb.edu

Exhibit A

University Village Housing Inc. (UVHI)
Schedule of Budgeted Construction Costs
For Proposed 232 Bed Residence Hall

Construction		
General Trade	4,331,800	
Fire Protection	4,519,750	
Plumbing	3,839,550	
Mechanical	3,627,435	
Electrical	3,477,075	
		19,795,610
Fixtures, Furnishings, and Equipment		**863,900**
Soft Costs		
Architecture/Engineering	1,583,648	
Consultants	94,950	
Landscaping	12,064	
Miscellaneous	10,000	
		1,700,662
Total Construction Cost		**22,360,172**
Financing Costs		**413,191**
Total Project Cost		**22,773,363**

HOUSING AUTHORITY OF
THE CITY OF GREEN BAY, WISCONSIN

October 21, 2021 **Resolution No. 2021-06**

Resolution Conditionally Awarding a Contract for a Housing Project of the Housing Authority of the City of Green Bay, Wisconsin in the University of Wisconsin–Green Bay Campus Area; Conditionally Authorizing and Providing for the Sale of Bonds for the Financing of Such Project; and Providing for Various Further Proceedings in Connection Therewith

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WHEREAS, on September 16, 2021 the Commissioners of the Housing Authority of The City of Green Bay, Wisconsin (the "**Authority**") adopted a Preliminary Resolution Relating to a Proposed Student Housing Project of the Housing Authority of the City of Green Bay, Wisconsin, in the University of Wisconsin - Green Bay campus area the Financing Thereof and other Details Relating Thereto (the "**Preliminary Resolution**"); and

WHEREAS, the Preliminary Resolution authorized and directed the Authority to invite prospective developers to submit proposals to the Authority to provide a project involving a residential facility for students containing approximately 232 beds to be located on the University of Wisconsin – Green Bay campus (the "**Project**") in the City of Green Bay, Wisconsin (the "**City**"), not later than 4:00 p.m. on Friday, October 15, 2021; and

WHEREAS, the Authority has considered all proposals received on the basis of the factors set forth in the Preliminary Resolution and hereby finds and determines that the proposal received from University Village Housing, Inc., a Wisconsin nonprofit corporation (the "**Developer**"), for student housing facilities on the campus of the University of Wisconsin-Green Bay ("**UWGB**") meets all the criteria of the Preliminary Resolution; and

WHEREAS, the Developer has requested that the Authority issue revenue bonds in an amount not to exceed $25,000,000 (the "**Bonds**") to finance the Project; and

WHEREAS, in accordance with the Preliminary Resolution and this resolution, the Bonds and interest thereon shall never constitute an indebtedness of the Authority or of the City within the meaning of any State constitutional provision or statutory limitation, shall not constitute or give rise to a pecuniary liability of the Authority or the City, or a charge against their general credit or taxing powers, and shall not constitute or give rise to any personal liability of any member of the Authority or of any officers or employees of the Authority on the Bonds or for any act or omission related to the authorization or issuance of the Bonds; and

WHEREAS, it is in the public interest for the Authority to encourage and promote the development of projects such as the Project in order to realize public benefits such as, but not limited to, the provision of housing for students at University of Wisconsin-Green Bay lacking the Necessary Income, the improvement of the health, safety, and welfare of the residents of the City, and the improvement of economic values, and the Authority is willing to exercise its powers to this end; and

WHEREAS, the development of the Project and the issuance of the Bonds to finance the Project as herein recited will, in the judgment of this body, serve the intended accomplishments of public purpose and in all respects conform to the provisions and requirements of Sections 66.1201 to 66.1211 of the Wisconsin Statutes (the "**Act**");

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Findings and Determinations.

It has been found and determined and is hereby declared:

a. that the Project is a qualified "project" under and for the purposes of the Preliminary Resolution;

b. that the Developer has agreed to meet all conditions set forth in the Preliminary Resolution; and

c. the Preliminary Resolution is hereby ratified and confirmed.

Section 2. Selection of Developer.

The Developer is hereby selected to develop the Project. Such selection is contingent on the adoption by the Authority of a resolution at a subsequent meeting (the "**Final Bond Resolution**") approving the contract with the Developer hereinafter provided for, the issuance of the Bonds and all documents necessary relating thereto, the details of the Project, and the selling of the Bonds.

Section 3. Contract with Developer.

The appropriate officers and employees of the Authority are hereby authorized and directed to negotiate a contract with the Developer providing for the construction, acquisition, leasing, subleasing, and management of the Project.

Section 4. TEFRA Public Hearing and Approval.

Appropriate officers and employees of the Authority are hereby authorized and directed to give notice of a public hearing with respect to the Project and the Bonds, in compliance with Chapter 985 of the Wisconsin Statutes. The public hearing shall be conducted by an officer of the Authority on the date and at the time and location as such officer deems appropriate. The notice of public hearing, in substantially the form attached hereto as Exhibit A, shall be given not later than 7 days prior to the date of the public hearing in one or more of the following four ways: (i) published once in the official newspaper of the Authority, which is a

newspaper of general circulation in the locality of the Project, (ii) posted on the Authority's primary website in a section that is used to inform residents about events affecting the residents (i.e., notice of Authority's public meetings), (iii) radio or television broadcast, or (iv) an alternative state law public notice procedure. Such officer shall prepare, or cause to be prepared, a report on the results of the public hearing and present the report to the Authority and to the Common Council of the City (the "**Common Council**"). Unless otherwise determined by the Authority after the public hearing, the Authority requests that the Common Council approve the issuance of the Bonds.

Section 5. Referral to Plan Commission.

The Project is hereby referred to the Plan Commission of the City (the "**Plan Commission**") for its advice regarding the proposed location, extent and general features of the layout of the Project.

Section 6. Conditions.

Notwithstanding any other provisions hereof, the issuance of the Bonds shall be on the following conditions in addition to the conditions set forth in the Preliminary Resolution:

a. as a result of the aforesaid public hearing, the Authority shall have recommended and the Common Council shall have approved the Project and the issuance of the Bonds therefor;

b. the advice of the Plan Commission shall have been received; and

c. the Final Bond Resolution shall have been adopted by the Authority.

Section 7. Effective Date; Conformity.

This resolution shall be effective immediately upon its passage and approval. To the extent that any prior resolutions of this body are inconsistent with the provisions hereof, this resolution shall control and such prior resolutions shall be deemed amended to such extent as may be necessary to bring them in conformity with this resolution.

* * * * * * * * *

Adopted: October 21, 2021

_____
Chairperson

_____
Executive Director

Report to the
Housing Authority of the City of Green Bay

MEETING DATE	PREPARED BY
October 21, 2021	Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.2

Consideration with possible action to approve Phase 2 contract with Baker Tilly for Consulting Services for redevelopment project at Mason Manor.

BACKGROUND

The GBHA entered into a contract with Baker Tilly to facilitate the research and planning of the redevelopment of Mason Manor through the RAD application. They provided staff and the GBHA with education and examples of low income housing tax credit programs and projections. With the selection of a developer and plan for financing, staff will continue to need consulting services to continue through the RAD application from obtaining the CHAP to the closing of the project. Baker Tilly is proposing to continue the work with the GBHA on Phase 2 of our redevelopment project.

Attached is the engagement letter which lists out the services that will be provided to the GBHA under Rental Assistance Demonstration (RAD) services, and financial modeling services. There is an option to assist with the closing if needed. The total for these services is $75,000. Once the financial plan is submitted, the GBHA will need to pay $15,000 (which is reimbursable at closing). The additional balance of costs will be paid out at the closing.

The $15,000 will be taken from unrestricted funds.

RECOMMENDATION

To approve Phase 2 contract with Baker Tilly for Consulting Services for redevelopment project at Mason Manor,

FISCAL IMPACT

ATTACHMENTS

1. Green Bay RAD Phase II Engagement Letter

September 27, 2021

Baker Tilly US, LLP
4807 Innovate Ln
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Madison, WI 53707-7398

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Ms. Cheryl Renier-Wigg, Executive Director
Green Bay Housing Authority
100 N Jefferson Street Room 608
Green Bay, WI 54301-5026

RE: Affordable Housing and RAD Consulting Engagement Letter – Phase II
Green Bay Housing Authority – Mason Manor

Dear Ms. Renier-Wigg:

Baker Tilly US, LLP ("Baker Tilly") is pleased to confirm our understanding of the nature of the consulting services we are to provide to Green Bay Housing Authority (the "client", "you", "your") for your project Mason Manor located in Green Bay, WI. This engagement letter and the attached standard business terms (collectively, this "Agreement") set forth an understanding of the nature and scope of the services to be performed, the fees we will charge for the services, as well as outline the responsibilities of Baker Tilly and the client necessary to ensure that our professional services are performed to achieve mutually agreed-upon objectives.

We propose to perform the following services for your Public Housing RAD Low-Income Housing Tax Credit transaction which will utilize the RAD/SAC blend.

Rental Assistance Demonstration Services

Once an approved CHAP is received, we will work with you and your team to meet the Project's RAD Transaction Milestones including:

- Concept Call
  - Coordinate the submission of the conversion overview, due diligence reporting, and relocation documentation
  - Work through the FHEO Site and Neighborhood Standard Review
  - Complete the Section 18 blending checklist
  - Initial phone call with HUD to describe the project
- Financing Plan: we will coordinate the submission of all required documents and assist you in preparing the financing plan to HUD. This includes:
  - Significant Amendment
    - Review of the Annual Plan or Significant Amendment to include RAD required items or provide assistance drafting the Significant Amendment.
  - FHEO Forms
    - Coordinate submission of all FHEO forms and transfer of assistance if applicable
  - Lender Engagement or Commitment Letter
    - Coordinate submission of accepted Lender Engagement or Commitment Letter, which must include language, specified by HUD, that the lender is aware of all relevant RAD policies including RAD Use Agreement provisions and ongoing requirements in the case of foreclosure or bankruptcy.
  - Statement of development team capacity
    - Draft the RAD statement of development team capacity to evidence the team's recent successful experience financing, developing, rehabilitating, constructing, owning, and operating similar properties.
  - PHA Certification of industry-standard due diligence is complete
    - Assist to have all financial due diligence items performed and received by all financing sources including RPCA and eCNA tool.

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  - PHA Certification of firm financial commitments
    - Coordinate with the PHA to place it in a position to sign the RAD certification of firm financial commitments.
  - Initial Year Funding Tool
  - Transaction Log – preparation and documentation of sources and uses, and pro forma in RAD Resource Desk
    - Advise as needed based on HUD comments and approvals.
- RAD Conversion Commitment (RCC)
  - Review the RCC and determine conditions that need to be satisfied in order to close the conversion.
  - Since the RCC will be a template document not subject to negotiation by the PHA or by the lender, we will work with all parties to prepare the deal for closing, especially legal counsel. We will be a liaison between the development team and the HUD RAD attorney for completing the required documents.
- RAD Financial Closing
  - We will obtain firm commitment for financing or equivalent milestone in securing all sources of financing and work with a Primary lender and closing escrow agent that are acceptable to HUD.
  - Our team will track HUD/RAD closing requirements alongside any HFA or soft fund closing requirements.
  - We will continue to manage the RAD Resource Desk throughout the closing process by updating the transaction log and documents requested by the HUD Transaction Manager.

Financial Modeling Services

We will assist you with the following services including:

- QAP Review
  - Reviewing the qualified allocation plan (QAP) and verifying underwriting requirements
- Pro Forma
  - Creating a comprehensive financial model of the project compliant with underwriting requirements, based primarily on your inputs
  - Adding in RAD rent inputs; review of rent structuring based on RAD notices
  - Review of appraisal for acquisition credit; working with 3rd party provider to obtain highest and best use
  - Confirming pro forma meets HUD's Subsidy Layering Review Requirements

PLEASE NOTE: Preparation of a financial computer model involves constructing the model based on assumptions provided by management and performing certain other procedures with respect to the model without evaluating the support for, or expressing an opinion or any form of assurance on, the assumptions underlying it. It represents, to the best of management's knowledge, the entity's expected sources and uses of funds, results of operations and cash flows for the period reflected. Management is responsible for representations about its plans and expectations and for disclosure of significant information that might affect the ultimate realization of the forecasted results.

Optional Closing Services

We can assist with additional items related to closing, if desired.

- Assisting you and participating in calls regarding due diligence items for lenders and investors.

- Provide general consulting services on technical issues related to low-income housing tax credits, historic tax credits, general tax treatment, and other items.
- Review of 704b analysis and capital accounts and strategize on special allocations as necessary.

Project Professional Fees & Expenses
Please see the table below for amount of fees and timing of payments:

Rental Assistance Demonstration Services	
- Payable at the submission of the Financing Plan	$15,000
- Payable at the closing of the transaction	$45,000
Financial Modeling Services	
- Payable at the closing of the transaction	$15,000
Total	$75,000

The fee for the Optional Closing Services will be charged on a time and materials basis. Staff hourly rates are expected to average $250/hour.

At closing, fees for financial modeling services and optional closing services shall be allocated 75% to "Consulting" (for development and application services), and 25% to "Accounting Services" (for financial modeling, eligible basis/ tax credit calculations, tax/capital accounts).

The services listed above do not constitute an audit of the project and, accordingly, we will not express an opinion on the project's financial statements based on these services. At the project completion, a cost certification will be necessary to verify the costs incurred; there will also be an annual audit and tax return that will be required, the costs of which are not included in this agreement. In the event you select Baker Tilly to complete these requirements, separate engagement letters will be negotiated. A copy of our standard terms and conditions is attached to this engagement letter and incorporated by reference herein. We believe the foregoing correctly sets forth our understanding, but if you have questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us a signed copy along with the retainer.

Sincerely,

BAKER TILLY US, LLP

Baker Tilly US, LLP

Attachment

* *

This letter and the attached Standard Business Terms correctly set forth the understanding of the Green Bay Housing Authority.

Accepted by: _____

Date: _____

Baker Tilly US, LLP
Standard Business Terms

These Standard Business Terms (Terms) govern the services provided by Baker Tilly US, LLP (Baker Tilly, we, us or our) set forth in the Statement of Work to which these Terms are attached (the Services). These Terms, together with the Statement of Work to which they are attached, constitute the entire understanding and agreement between the client identified on such Statement of Work (the Client) and Baker Tilly with respect to the Services described in the Statement of Work (collectively, the Statement of Work and these Terms are referred to as the Agreement) and supersede and incorporate all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. This Agreement's provisions shall not be deemed modified or amended by the conduct of the parties. If there is a conflict between these Terms and the terms of any Statement of Work, these Terms shall govern.

Section 1. Confidentiality

With respect to this Agreement and any information supplied in connection with this Agreement and designated by the disclosing party (the Disclosing Party) as "Confidential Information" either by marking it as "confidential" prior to disclosure to the receiving party (the Recipient) or, if such information is disclosed orally or by inspection, then by indicating to the Recipient that the information is confidential at the time of disclosure and confirming in writing to the Recipient, the confidential nature of the information within ten (10) business days of such disclosure, the Recipient agrees to: (i) protect the Confidential Information in the same manner in which it protects its confidential information of like importance, but in no case using less than reasonable care; (ii) use the Confidential Information only to perform its obligations under this Agreement; and (iii) reproduce Confidential Information only as required to perform its obligations under this Agreement. This section shall not apply to information which is (A) publicly known, (B) already known to the recipient; (C) disclosed to a third party without restriction; (D) independently developed; or (E) disclosed pursuant to legal requirement or order, or as is required by regulations or professional standards governing the Services performed. Subject to the foregoing, Baker Tilly may disclose Client's Confidential Information to its subcontractors and subsidiaries.

Section 2. Deliverables

(a) Materials specifically prepared by Baker Tilly for Client as a deliverable under a Statement of Work (each a Deliverable) may, when fully paid for by Client, be used, copied, distributed internally, and modified by Client but solely for its internal business purposes. Client shall not, without Baker Tilly's prior written consent, disclose to a third party, publicly quote or make reference to the Deliverables. Baker Tilly shall retain all right, title and interest in and to: (i) the Deliverables, including but not limited to, all patent, copyright, trademark and other intellectual property rights therein; and (ii) all methodologies, processes, techniques, ideas, concepts, trade secrets and know-how embodied in the Deliverables or that Baker Tilly may develop or supply in connection with this Agreement (the Baker Tilly Knowledge). Subject to the confidentiality restrictions contained in Section 1, Baker Tilly may use the Deliverables and the Baker Tilly Knowledge for any purpose.

(b) The documentation for this engagement, including the workpapers, is not part of the Deliverables, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records; so we will return such records to you at the completion of the Services rendered under this engagement. When such records are returned to you, it is the Company's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to Regulators, Client hereby authorizes us to do so.

(c) Baker Tilly and the Company acknowledge that, at the time of the execution of this Engagement Letter, federal, state and local governments, both domestic and foreign, have restricted travel and/or the movement of their citizens due to the ongoing and evolving situation around COVID-19. In addition, like many organizations and companies in the United States and around the globe, Baker Tilly has restricted its employees from travel and onsite work, whether at a client facility or Baker Tilly facility, to protect the health of both Baker Tilly and its clients' employees. Accordingly, to the extent that any of the Services described in this Engagement Letter requires or relies on personnel to travel and/or perform work onsite, then Baker Tilly and the Company acknowledge and agree that when the performance of such work depends on physical access to Client's facilities, then such work may be supplanted with alternative procedures, or may be delayed, significantly or indefinitely and/or suspended at Baker Tilly's discretion. Baker Tilly and the Company agree to provide the other with prompt written notice in the event any of the onsite Services described herein, such as inventory observations and other procedures, will need to be supplanted, rescheduled and/or suspended. Baker Tilly and the Company also acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the Services described herein. Baker Tilly will obtain the Company's prior written approval for any increase in the cost of Baker Tilly Services that may result from the situation surrounding COVID-19.

Section 3. Acceptance

Client shall accept Deliverables which (i) substantially conform to the specifications in the Statement of Work or (ii) where applicable, successfully complete the mutually agreed to acceptance test plan described in the Statement of Work. Client will promptly give Baker Tilly written notification of any nonconformance of the Deliverables with such requirements (Nonconformance) within thirty (30) days following delivery of such Deliverables, and Baker Tilly shall have a reasonable period of time, based on the severity and complexity of the Nonconformance, to correct the Nonconformance so that the Deliverables substantially conform to the specifications. If Client uses the Deliverable before acceptance, fails to promptly notify Baker Tilly of any Nonconformance within such 30-day period, or delays the beginning of acceptance testing more than five (5) business days past the agreed upon date for the start of such acceptance testing as specified or otherwise determined under the Statement of Work, then the Deliverable shall be deemed irrevocably accepted by the Client.

Section 4. Standards of Performance

Baker Tilly shall perform its Services in conformity with the terms expressly set forth in this Agreement. Accordingly, our Services shall be evaluated on our substantial conformance with such terms and standards. Any claim of nonconformance (and applicability of such standards) must be clearly and convincingly shown. Client acknowledges that the Services will involve the participation and cooperation of management and others of Client. Unless required by professional standards or Client and Baker Tilly otherwise agree in writing, Baker Tilly shall have no responsibility to update any of its work after its completion.

Section 5. Warranty

(a) Each party represents and warrants to the other that it has full power and authority to enter into and perform this Agreement and any Statement of Work entered into pursuant hereto and the person signing this Agreement or such Statement of Work on behalf of each party hereto has been properly authorized and empowered to enter into this Agreement.

(b) Client warrants that it has the legal right and authority, and will continue to have the legal right and authority during the term of this Agreement, to operate, configure, provide, place, install, upgrade, add, maintain and repair (and authorize Baker Tilly to do any of the foregoing to the extent the same are included in the Services) the hardware, software and data that comprises any of Client's information technology system upon which or related to which Baker Tilly provides Services under this Agreement.

(c) Baker Tilly warrants that any Services that it provides to Client under this Agreement and any Statement of Work will be performed in accordance with generally accepted industry standards of care and competence. Client's sole and exclusive remedy for a breach of Baker Tilly's warranty will be for Baker Tilly, in its sole discretion, to either: (i) use its reasonable commercial efforts to re-perform or correct the Services, or (ii) refund the fee Client paid for the Services that are in breach of Baker Tilly's warranty. Client must make a claim for breach of warranty in writing within thirty (30) days of the date that the Services that do not comply with Baker Tilly's warranty are performed. This warranty is voided in the event that Client makes alterations to the Services provided by Baker Tilly or to the environment in which the Services are used (including the physical, network and systems environments) that are not authorized in writing by Baker Tilly. If Client does not notify Baker Tilly of a breach of Baker Tilly's warranty during

that 30-day period, Client will be deemed to have irrevocably accepted the Services.
(d) Baker Tilly does not warrant any third-party product (each, a Product). All Products are provided to Client by Baker Tilly "AS IS." Baker Tilly will, to the extent it is allowed to by its vendors, pass through any warranties and indemnifications provided by the manufacturer of the Product. Client, recognizing that Baker Tilly is not the manufacturer of any Product, expressly waives any claim that Client may have against Baker Tilly based upon any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property right (each a Claim) with respect to any Product and also waives any right to indemnification from Baker Tilly against any such Claim made against Client by another. Client acknowledges that no employee of Baker Tilly or any other party is authorized to make any representation or warranty on behalf of Baker Tilly that is not in this Agreement.
(e) This section 5 is Baker Tilly's only warranty concerning the Services and any deliverable, and is made expressly in lieu of all other warranties and representations, express or implied, including any implied warranties of merchantability, ACCURACY, TITLE, noninfringement or fitness for a particular purpose, or otherwise.

Section 6. Limitation on Damages and Indemnification
(a) The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the Services performed under this Agreement shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such Services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays, interruptions or viruses arising out of or related to this Agreement even if the other party has been advised of the possibility of such damages.
(b) As Baker Tilly is performing the Services solely for the benefit of Client, Client will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorneys' fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the Services, Client's use of the Deliverables, or this Agreement.
(c) In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.
(d) Because of the importance of the information that Client provides to Baker Tilly with respect to Baker Tilly's ability to perform the Services, Client hereby releases Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the Services, that arise from or relate to any information, including representations by management, provided by Client, its personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.
(e) Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material bargained for bases of this Agreement and that they have been taken into account and reflected in determining the consideration to be given by each party under this Agreement and in the decision by each party to enter into this Agreement.
(f) The terms of this Section 6 shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of Client, Baker Tilly or others), but these Terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These Terms shall also continue to apply after any termination of this Agreement.
(g) Client accepts and acknowledges that any legal proceedings arising from or in conjunction with the Services provided under this Agreement must be commenced within twelve (12) months after the performance of the Services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Section 7. Personnel
During the term of this Agreement, and for a period of six (6) months following the expiration or termination thereof, neither party will actively solicit the employment of the personnel of the other party involved directly with providing Services hereunder. Both parties acknowledge that the fee for hiring personnel from the other party, during the project term and within six months following completion, will be a fee equal to the hired person's annual salary at the time of the violation so as to reimburse the party for the costs of hiring and training a replacement.

Section 8. Data Privacy and Security
(a) To the extent the Services require Baker Tilly receive personal data or personal information from Client, Baker Tilly may process any personal data or personal information, as those terms are defined in applicable privacy laws, in accordance with the requirements of the applicable privacy law relevant to the processing in providing Services hereunder. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records, and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor in relation to Client personal data and personal information, as those terms are defined respectively under the CCPA/GDPR. Client is responsible for notifying Baker Tilly of any data privacy laws the data provided to Baker Tilly is subject to and Client represents and warrants it has all necessary authority (including any legally required consent from data subjects) to transfer such information and authorize Baker Tilly to process such information in connection with the Services described herein. Client agrees that Baker Tilly has the right to generate aggregated/de-identified data from the accounting and financial data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.
(b) Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation, and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Section 9. Termination

(a) This Agreement may be terminated at any time by either party upon written notice to the other. However, upon termination of this Agreement, this Agreement will continue to remain in effect with respect to any Statement(s) of Work already issued at the time of such termination, until such Statements of Work are themselves either terminated or the performance thereunder is completed.

(b) This Agreement and all Statements of Work may be terminated by either party effective immediately and without notice, upon: (i) the dissolution, termination of existence, liquidation or insolvency of the other party, (ii) the appointment of a custodian or receiver for the other party, (iii) the institution by or against the other party of any proceeding under the United States Bankruptcy Code or any other foreign, federal or state bankruptcy, receivership, insolvency or other similar law affecting the rights of creditors generally, or (iv) the making by the other party of any assignment for the benefit of creditors.

(c) Client shall pay Baker Tilly for all Services rendered and expenses incurred as of the date of termination, and shall reimburse Baker Tilly for all reasonable costs associated with any termination. In the event that collection procedures are required, the Company agrees to be responsible for all expenses of collection including related attorneys' fees.

(d) Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Agreement, including but not limited to, limitation of liability, confidentiality, ownership of work product, and survival of obligations, any accrued rights to payment and remedies for breach of this Agreement shall survive the expiration or termination of this Agreement or any Statement of Work.

Section 10. Dispute Resolution

(a) Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Agreement as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation or termination of this Agreement shall be resolved as set forth in this Section using the following procedure: In the unlikely event that differences concerning the Services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant Services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, JAMS, the Center for Public Resources, or any other internationally or nationally-recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within 15 days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

(b) Because a breach of any the provisions of this Agreement concerning confidentiality or intellectual property rights will irreparably harm the nonbreaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the nonbreaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Section 11. Force Majeure

In the event that either party is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any act of God, fire, casualty, flood, war, strike, lock out, failure of public utilities, injunction or any act, exercise, assertion or requirement of any governmental authority, epidemic, destruction of production facilities, insurrection, inability to obtain labor, materials, equipment, transportation or energy sufficient to meet needs, or any other cause beyond the reasonable control of the party invoking this provision (Force Majeure Event), and if such party shall have used reasonable efforts to avoid such occurrence and minimize its duration and has given prompt written notice to the other party, then the affected party's failure to perform shall be excused and the period of performance shall be deemed extended to reflect such delay as agreed upon by the parties.

Section 12. Taxes

Baker Tilly's fees are exclusive of any federal, national, regional, state, provincial or local taxes, including any VAT or other withholdings, imposed on this transaction, the fees, or on Client's use of the Services or possession of the Deliverable (individually or collectively, the Taxes), all of which shall be paid by Client without deduction from any fees owed by Client to Baker Tilly. In the event Client fails to pay any Taxes when due, Client shall defend, indemnify, and hold harmless Baker Tilly, its officers, agents, employees and consultants from and against any and all fines, penalties, damages, costs (including, but not limited to, claims, liabilities or losses arising from or related to such failure by Client) and will pay any and all damages, as well as all costs, including, but not limited to, mediation and arbitration fees and expenses as well as attorneys' fees, associated with Client's breach of this Section 12.

Section 13. Notices

Any notice or communication required or permitted under this Agreement or any Statement of Work shall be in writing and shall be deemed received (i) on the date personally delivered; or (ii) the date of confirmed receipt if sent by Federal Express, DHL, UPS or any other reputable carrier service, to applicable party (sending it to the attention of the title of the person signing this Agreement) at the address specified on the signature page of this Agreement or such other address as either party may from time to time designate to the other using this procedure.

Section 14. Miscellaneous

(a) This Agreement and any Statement(s) of Work constitute the entire agreement between Baker Tilly and Client with respect to the subject matter hereof and supersede all prior agreements, promises, understandings and negotiations, whether written or oral, regarding the subject matter hereof. No terms in any Client purchase order that are different from, or additional to, the terms of this Agreement will be accorded any legal effect and are specifically hereby objected to by Baker Tilly. This Agreement and any Statement of Work cannot be amended unless in writing and signed by duly authorized representatives of each party. Headings in this Agreement are included for convenience only and are not to be used to construe or interpret this Agreement.

(b) In the event that any provision of this Agreement or any Statement of Work is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement or such Statement of Work did not contain the particular

provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Agreement would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

(c) Neither this Agreement, any Statement of Work, any claims nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by Client without the written consent of Baker Tilly. Either party may assign and transfer this Agreement and any Statement of Work to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interests or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Agreement.

(d) The validity, construction and enforcement of this Agreement shall be determined in accordance with the laws of the State of Illinois, without reference to its conflicts of laws principles, and any action (whether by arbitration or in court) arising under this Agreement shall be brought exclusively in the State of Illinois. Both parties consent to the personal jurisdiction of the state and federal courts located in Illinois.

(e) The parties hereto are independent contractors. Nothing herein shall be deemed to constitute either party as the representative, agent, partner or joint venture of the other. Baker Tilly shall have no authority to bind Client to any third-party agreement. Though the Services may include Baker Tilly's advice and recommendations, all decisions regarding the implementation of such advice or recommendations shall be the responsibility of, and made by, Client.

(f) The failure of either party at any time to enforce any of the provisions of this Agreement or a Statement of Work will in no way be construed as a waiver of such provisions and will not affect the right of party thereafter to enforce each and every provision thereof in accordance with its terms.

(g) Client acknowledges that: (i) Baker Tilly and Client may correspond or convey documentation via Internet e-mail unless Client expressly requests otherwise, (ii) neither party has control over the performance, reliability, availability or security of Internet e-mail, and (iii) Baker Tilly shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption or alteration of any Internet e-mail.

(h) Except to the extent expressly provided to the contrary, no third-party beneficiaries are intended under this Agreement.

(i) The Services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

(j) Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Acknowledgement:

The Business Terms above correctly sets forth the understanding of the Client.

Accepted by:

Signature: _____

Title: _____

Date: _____

Report to the
Housing Authority of the City of Green Bay

MEETING DATE	PREPARED BY
October 21, 2021	Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.3

Consideration with possible action to obtain legal counsel for the RAD redevelopment project at Mason Manor.

BACKGROUND

As we begin to navigate through the complicated RAD process and financing packages, our consultant advised that the GBHA should obtain legal counsel that has experience in working specifically with the RAD process and working with financial planning. Baker Tilly will be sending us recommendations of firms that have experience in working with PHA and RAD.

Staff will gather quotes from firms that have prior experience in working with complicated RAD projects and review submittals with the City Law Department and Chair of the GBHA. We would like the ability to hire the firm based on price, experience and the reviews by the Law Department and Board Chair before the next meeting. This funding will come out of our unrestricted funds.

RECOMMENDATION

To approve hiring an attorney to represent the GBHA in the redevelopment of Mason Manor.

FISCAL IMPACT

ATTACHMENTS

None

Green Bay Housing Authority
Check Detail
September 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**6361**	**09/09/2021**	**AT&T**	**door syst...**	**1111.01 · Gene...**	
Bill	7/23-8/22/21	08/22/2021		Door system	4190.07 · Tele ...	-57.34
				Door system	4190.07 · Tele ...	-57.34
TOTAL						-114.68
Bill Pmt -Check	**6362**	**09/09/2021**	**BELLIN HOME ...**	**RN comm...**	**1111.01 · Gene...**	
Bill	MB6846	08/19/2021		RN comm...	4230.00 · Ten S...	-350.00
TOTAL						-350.00
Bill Pmt -Check	**6363**	**09/09/2021**	**CITY OF GREE...**		**1111.01 · Gene...**	
Bill	970-12420	08/17/2021		swithc/tool...	4420.00 · Maint ...	-108.64
				gloves/tow...	4420.00 · Maint ...	-129.77
Bill	970-12420	08/19/2021		thermostat...	4420.00 · Maint ...	-289.24
				door boto...	4420.00 · Maint ...	-81.23
Bill	146088	08/23/2021		mailings	4190.02 · Postage	-12.85
				packets& i...	4190.01 · Printing	-36.70
				packets	4190.01 · Printing	-25.50
Bill	970-12420	08/23/2021		YP	4190.08 · Marke...	-20.00
				ice cream ...	4220.01 · Ten S...	-60.50
				waste man...	4430.19 · Garba...	-410.00
Bill	146171	08/24/2021		workers co...	4433.00 · Emp ...	-5.91
				workers co...	4433.00 · Emp ...	-5.91
Bill	146435	08/31/2021		liabilities	4182.00 · Emplo...	-584.70
				liablities	4182.00 · Emplo...	-584.70
				liabilities	4182.00 · Emplo...	-389.80
				liablities	4433.00 · Emp ...	-389.80
				liabilities	4433.00 · Emp ...	-779.61
Bill	970-12422	08/31/2021		wages	4110.00 · Admin...	-7,165.79
				Benefits	4182.00 · Emplo...	-2,815.66
				wages	4410.00 · Maint ...	-8,457.64
				Benefits	4433.00 · Emp ...	-2,566.68
				wages	4110.00 · Admin...	-6,276.26
				Benefits	4182.00 · Emplo...	-2,522.43
				wages	4410.00 · Maint ...	-1,962.40
				Benefits	4433.00 · Emp ...	-571.47
				wages	4110.00 · Admin...	-4,716.17
				Benefits	4182.00 · Emplo...	-2,191.57
Bill	970-12420	08/31/2021		printing	4190.01 · Printing	-81.13
				printing	4190.01 · Printing	-81.13
Bill	146470	08/31/2021		fuel/parts/l...	4430.03 · Maint ...	-322.71
				fuel/parts/l...	4430.03 · Maint ...	-322.70
TOTAL						-43,968.60
Bill Pmt -Check	**6364**	**09/09/2021**	**GREEN BAY W...**		**1111.01 · Gene...**	
Bill	8/18/21-11009-...	08/18/2021		1333 Univ...	4390.00 · Other ...	-61.95
				1333 Univ...	4310.00 · Water	-48.48
Bill	8/18/21-33069-...	08/18/2021		1424 Univ...	4390.00 · Other ...	-61.95
				1424 Univ...	4310.00 · Water	-338.45
Bill	8/18/21-33067-...	08/18/2021		1404 Univ...	4390.00 · Other ...	-61.95
				1404 Univ...	4310.00 · Water	-316.25
Bill	8/18/21-11032-...	08/18/2021		1125 Univ...	4390.00 · Other ...	-61.95
				1125 Univ...	4310.00 · Water	-120.03
Bill	8/18/21-10914-...	08/18/2021		1448 Univ...	4390.00 · Other ...	-61.95
				1448 Univ...	4310.00 · Water	-200.34
Bill	8/18/21-10911-...	08/18/2021		1416 Univ...	4390.00 · Other ...	-61.95
				1416 Univ...	4310.00 · Water	-59.24
Bill	8/18/21-32906-...	08/18/2021		1337 Univ...	4390.00 · Other ...	-61.95
				1337 Univ...	4310.00 · Water	-188.62

Green Bay Housing Authority
Check Detail
September 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	8/18/21-33070-...	08/18/2021		1440 Univ...	4390.00 · Other ...	-61.95
				1440 Univ...	4310.00 · Water	-109.11
Bill	8/18/21-33068-...	08/18/2021		1410 Univ...	4390.00 · Other ...	-61.95
				1410 Univ...	4310.00 · Water	-214.44
Bill	8/18/21-11033-...	08/18/2021		1121 Univ...	4390.00 · Other ...	-61.95
				1121 Univ...	4310.00 · Water	-115.27
Bill	8/18/21-11007-...	08/18/2021		1341 Univ...	4390.00 · Other ...	-61.95
				1341 Univ...	4310.00 · Water	-233.56
Bill	8/18/21-10912-...	08/18/2021		1420 Univ...	4390.00 · Other ...	-61.95
				1420 Univ...	4310.00 · Water	-151.21
Bill	8/18/21-10910-...	08/18/2021		1412 Univ...	4390.00 · Other ...	-61.95
				1412 Univ...	4310.00 · Water	-156.04
Bill	8/18/21-10909-...	08/18/2021		1408 Univ...	4390.00 · Other ...	-61.95
				1408 Univ...	4310.00 · Water	-273.88
Bill	8/18/21-11008-...	08/18/2021		1339 Univ...	4390.00 · Other ...	-61.95
				1339 Univ...	4310.00 · Water	-613.37
Bill	8/18/21-33071-...	08/18/2021		1444 Univ...	4390.00 · Other ...	-61.95
				1444 Univ...	4310.00 · Water	-73.64
Bill	8/18/21-10418-...	08/18/2021		1008 Pine	4390.00 · Other ...	-61.95
				1008 Pine	4310.00 · Water	-376.92
Bill	8/18/21-10417-...	08/18/2021		1014 Pine	4390.00 · Other ...	-61.95
				1014 Pine	4310.00 · Water	-159.80
Bill	8/18/21-10413-...	08/18/2021		1100 Pine	4390.00 · Other ...	-61.95
				1100 Pine	4310.00 · Water	-214.61
Bill	8/25/21-13182-...	08/25/2021		1009 Crooks	4390.00 · Other ...	-61.95
				1009 Crooks	4310.00 · Water	-223.82
Bill	8/30/21-4665-01	08/30/2021		1424 Admi...	4390.00 · Other ...	-358.70
				1424 Admi...	4310.00 · Water	-3,551.42
TOTAL						-9,336.20
Bill Pmt -Check	**6365**	**09/09/2021**	**Jayme Valentine**	**mileage**	**1111.01 · Gene...**	
Bill	7/1-7/31/21 mil...	08/01/2021		mileage	4150.00 · Travel	-31.92
				milage	4150.00 · Travel	-20.72
TOTAL						-52.64
Bill Pmt -Check	**6366**	**09/09/2021**	**LANGAN INVE...**		**1111.01 · Gene...**	
Bill	8/1-8/31/21 mm	09/08/2021		profession...	4130.01 · Invest...	-89.90
Bill	8/1-8/31/21 ss	09/08/2021		profession...	4130.01 · Invest...	-42.00
TOTAL						-131.90
Bill Pmt -Check	**6367**	**09/09/2021**	**LARSON PAIN...**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	5659	08/25/2021		paint #516	4430.01 · Maint ...	-302.40
				paint #302	4430.01 · Maint ...	-302.40
				paint #806	4430.01 · Maint ...	-302.40
TOTAL						-907.20
Bill Pmt -Check	**6368**	**09/09/2021**	**Lindeman's Cl...**		**1111.01 · Gene...**	
Bill	592110	08/02/2021	Lindeman's Cle...	1424 Admi...	20000 · Account...	0.00
Bill	592111	08/02/2021		cleaning dr...	4430.01 · Maint ...	-35.56
Bill	592213	08/05/2021		cleaining d...	4430.01 · Maint ...	-47.80
Bill	592214	08/05/2021		cleaning dr...	4430.01 · Maint ...	-76.18
Bill	592215	08/05/2021		cleaning dr...	4430.01 · Maint ...	-53.28
Bill	592216	08/05/2021		cleaning dr...	4430.01 · Maint ...	-78.76
Bill	592264	08/10/2021		reparing dr...	4430.01 · Maint ...	-15.90
TOTAL						-307.48

Green Bay Housing Authority
Check Detail
September 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**6369**	**09/09/2021**	**MID-STATE SU...**	**ss**	**1111.01 · Gene...**	
Bill	4452172	08/27/2021		drop trays	4420.00 · Maint ...	-321.20
TOTAL						-321.20
Bill Pmt -Check	**6370**	**09/09/2021**	**ORKIN**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	27667653-2021	09/01/2021		pest contro...	4430.17 · Exter...	-1,175.04
TOTAL						-1,175.04
Bill Pmt -Check	**6371**	**09/09/2021**	**Sandberg K9 S...**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	1834	08/31/2021		quarterly in...	4430.17 · Exter...	-2,999.98
TOTAL						-2,999.98
Bill Pmt -Check	**6372**	**09/09/2021**	**SCOTT WARN...**	**1577 Char...**	**1111.01 · Gene...**	
Bill	147	08/25/2021		window	4420.00 · Maint ...	-225.00
TOTAL						-225.00
Bill Pmt -Check	**6373**	**09/09/2021**	**SHERWIN-WIL...**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	1891-3	08/11/2021		paint	4420.00 · Maint ...	-354.68
TOTAL						-354.68
Bill Pmt -Check	**6374**	**09/09/2021**	**TIME WARNER...**		**1111.01 · Gene...**	
Bill	0437255081821	08/18/2021		internet	4230.00 · Ten S...	-89.99
Bill	0366595090121	09/01/2021		cable	4230.00 · Ten S...	-2,829.15
TOTAL						-2,919.14
Bill Pmt -Check	**6375**	**09/09/2021**	**WISCONSIN P...**		**1111.01 · Gene...**	
Bill	8/27/21-2671-0...	08/27/2021		1424 Adm...	4320.00 · Electri...	-135.89
Bill	8/27/21-2671-0...	08/27/2021		1424 Admi...	4320.00 · Electri...	-7,074.69
Bill	8/30/21-2671-0...	08/30/2021		836 Cora	4320.00 · Electri...	-0.51
				836 Cora	4330.00 · Gas	-0.51
Bill	UR's 9/2021	09/01/2021		1009 Croo...	4320.01 · Utility ...	-80.00
				1428 Dous...	4320.01 · Utility ...	-110.00
				1420 Univ...	4320.01 · Utility ...	-66.00
				1333 Univ...	4320.01 · Utility ...	-93.00
				1440 Univ...	4320.01 · Utility ...	-10.00
				1121 Univ...	4320.01 · Utility ...	-83.00
				715 N Che...	4320.01 · Utility ...	-120.00
				1337 Univ...	4320.01 · Utility ...	-120.00
				415 N Map...	4320.01 · Utility ...	-40.00
				1016 Pine ...	4320.01 · Utility ...	-93.00
				967 Holzer...	4320.01 · Utility ...	-62.00
				1412 Univ...	4320.01 · Utility ...	-87.00
				913 N Che...	4320.01 · Utility ...	-65.00
				1339 Univ...	4320.01 · Utility ...	-120.00
TOTAL						-8,360.60

Green Bay Housing Authority
Check Detail
September 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**6377**	**09/23/2021**	**BELSON CO**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	0000413209	09/16/2021		can liners/ ...	4420.00 · Maint ...	-620.23
TOTAL						-620.23
Bill Pmt -Check	**6378**	**09/23/2021**	**CELLCOM**	**cell bill**	**1111.01 · Gene...**	
Bill	353305	09/15/2021		cell bill	4190.07 · Tele ...	-43.56
				cell bill	4190.07 · Tele ...	-95.06
TOTAL						-138.62
Bill Pmt -Check	**6379**	**09/23/2021**	**CITY OF GREE...**		**1111.01 · Gene...**	
Bill	970-12420	08/16/2021		Envelopes	4190.03 · Paper...	-308.72
				Envelopes	4190.03 · Paper...	-308.72
Bill	970-12420	09/01/2021		evelopes/f...	4190.03 · Paper...	-34.15
				evelopes/f...	4190.03 · Paper...	-34.16
				stamps	4190.02 · Postage	-116.00
				stamps	4190.02 · Postage	-116.00
Bill	970-12420	09/01/2021		thermostat	4420.00 · Maint ...	-127.36
				switch/ce...	4420.00 · Maint ...	-75.59
				lock pins/o...	4430.13 · Lands...	-20.77
Bill	146463	09/01/2021		522 N Map...	4430.19 · Garba...	-54.00
Bill	970-12420	09/02/2021		tools/adapt...	4420.00 · Maint ...	-174.21
Bill	970-12420	09/07/2021		backgroun...	4130.01 · Invest...	-4.18
				backgroun...	4130.01 · Invest...	-4.18
				bingo supp...	4220.01 · Ten S...	-61.08
Bill	970-12420	09/07/2021		snob kit/ al...	4420.00 · Maint ...	-67.99
Bill	146621	09/07/2021		lawn cutting	4430.13 · Lands...	-137.15
TOTAL						-1,644.26
Bill Pmt -Check	**6380**	**09/23/2021**	**ELAND ELECT...**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	100082	09/10/2021		lights	4430.25 · Unit R...	-151.60
TOTAL						-151.60
Bill Pmt -Check	**6381**	**09/23/2021**	**Ellison Electric...**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	1154320	09/16/2021		bulbs/lights	4420.00 · Maint ...	-732.77
TOTAL						-732.77
Bill Pmt -Check	**6382**	**09/23/2021**	**Jayme Valentine**	**WAHA co...**	**1111.01 · Gene...**	
Bill	9/14-9/15/2021	09/15/2021		mileage for...	4140.00 · Staff ...	-57.68
				mileage for...	4140.00 · Staff ...	-57.68
TOTAL						-115.36
Bill Pmt -Check	**6383**	**09/23/2021**	**Koehler Flooring**		**1111.01 · Gene...**	
Bill	1354	09/20/2021		floring in #...	4430.25 · Unit R...	-993.00
Bill	1355	09/20/2021		flooring # 8...	4430.25 · Unit R...	-963.00
Bill	1353	09/20/2021		flooring #705	4430.25 · Unit R...	-866.00
Bill	1298	09/20/2021		flooring #602	4430.25 · Unit R...	-993.00
TOTAL						-3,815.00

Green Bay Housing Authority
Check Detail
September 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	**6384**	**09/23/2021**	**KONE INC**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	959961447	09/01/2021		maintenan...	4430.12 · Elevat...	-910.00
TOTAL						-910.00
Bill Pmt -Check	**6385**	**09/23/2021**	**Lutheran Socia...**	**Social wo...**	**1111.01 · Gene...**	
Bill	156841	08/31/2021		social work...	4210.00 · Ten S...	-6,053.00
TOTAL						-6,053.00
Bill Pmt -Check	**6386**	**09/23/2021**	**Twin Eagle Hol...**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	145454	09/09/2021		1424 Admi...	4330.00 · Gas	-885.24
TOTAL						-885.24
Bill Pmt -Check	**6387**	**09/23/2021**	**WISCONSIN P...**		**1111.01 · Gene...**	
Bill	9/10/21-2671-0...	09/10/2021		1125 Univ...	4320.00 · Electri...	-31.26
				1125 Univ...	4330.00 · Gas	-16.77
Bill	9/10/21-2671-0...	09/10/2021		1343 Univ...	4320.00 · Electri...	-35.56
				1343 Univ...	4330.00 · Gas	-19.42
TOTAL						-103.01
Bill Pmt -Check	**6388**	**09/23/2021**	**YP**	**1424 Admi...**	**1111.01 · Gene...**	
Bill	8/17/2021	09/15/2021		web listing	4190.08 · Marke...	-29.40
TOTAL						-29.40

Green Bay Housing Authority
Budget vs. Actual
Summary

Sep-21

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	45,086.39	175,727.00	171,601.04	837,203.25	0.00	12,465.00	76,924.85	344,879.86	293,612.28	1,370,275.12
Total Expense	26,860.41	156,425.00	211,248.56	1,073,507.67	45.48	4,600.00	94,159.71	576,739.08	332,314.16	1,811,271.75
Net Income	**18,225.98**	**19,302.00**	**-39,647.52**	**-236,304.41**	**-45.48**	**7,865.00**	**-17,234.86**	**-231,859.22**	**-38,701.88**	**-440,996.63**

Reserve Spreadsheet

	MM	SS
2021 Unaudited Report	549,554	322,448
YTD Net Income/(loss) Without Depreciation	(39,648)	(17,235)
Commited Funds	(150,000)	-
Remaining Projects	-	-
Subtotal	359,906	305,213
Transfer	-	-
Projected Reserve	359,906	305,213
6 Month Expenses	476,400	249,648
Excess/shortfall	(116,494)	55,566
	☹	☺

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%	48,496.00	175,801.33	-127,305.33	27.59%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	89,164.00	505,397.21	-416,233.21	17.64%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	920.00	4,597.33	-3,677.33	20.01%
3510.00 · Management Fee Revenue	34,398.54	133,512.00	129,864.00	25.76%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	6,030.00	24,000.00	24,000.00	25.13%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	4,455.00	18,000.00	18,000.00	24.75%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	200.00	2,500.00	0.0%	197.18	750.00	-552.82	26.29%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	1,245.00	6,173.33	-4,928.33	20.17%
3690.01 · Other Income - Ins Dividends	202.85	15.00	15.00	1,352.33%	12,982.52	3,427.04	9,555.48	378.83%
3690.02 · Other Income	0.00	0.00	0.00	0.0%	1,516.65	11,057.00	-9,540.35	13.72%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	17,079.69	130,000.00	-112,920.31	13.14%
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	45,086.39	175,727.00	-130,640.61	25.66%	171,601.04	837,203.25	-665,602.21	20.5%
Expense								
4110.00 · Admin Salaries	14,828.87	70,000.00	-55,171.13	21.18%	23,120.27	108,500.00	-85,379.73	21.31%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	0.0%
4130.00 · Legal Expense	0.00	6,000.00	-6,000.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	425.08	2,600.00	-2,174.92	16.35%
4140.00 · Staff Training	89.91	7,000.00	-6,910.09	1.28%	482.45	4,000.00	-3,517.55	12.06%
4150.00 · Travel	0.00	200.00	-200.00	0.0%	41.44	250.00	-208.56	16.58%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	26,233.23	101,469.12	-75,235.89	25.85%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	3,397.50	13,680.00	-10,282.50	24.84%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	4,590.00	18,240.00	-13,650.00	25.16%
4171.00 · Auditing Fees	0.00	1,850.00	-1,850.00	0.0%	0.00	3,500.00	-3,500.00	0.0%
4182.00 · Employee Benefits - Admin	6,163.41	30,000.00	-23,836.59	20.55%	8,702.68	43,500.00	-34,797.32	20.01%
4190.01 · Printing	0.00	300.00	-300.00	0.0%	430.09	1,850.00	-1,419.91	23.25%
4190.02 · Postage	44.75	300.00	-255.25	14.92%	253.50	990.00	-736.50	25.61%
4190.03 · Paper & Office Supplies	0.00	900.00	-900.00	0.0%	342.87	1,000.00	-657.13	34.29%
4190.04 · Publications	0.00	300.00	-300.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	400.00	-400.00	0.0%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	0.00	7,000.00	-7,000.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	460.03	1,850.00	-1,389.97	24.87%
4190.08 · Marketing	0.00	3,000.00	-3,000.00	0.0%	147.81	2,300.00	-2,152.19	6.43%
4190.10 · Miscellaneous	5,249.11	15,000.00	-9,750.89	34.99%	0.00	2,000.00	-2,000.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	200.00	-200.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	157.22	2,900.00	-2,742.78	5.42%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	9,409.38	26,800.00	-17,390.62	35.11%
4310.00 · Water	0.00	0.00	0.00	0.0%	10,483.73	37,500.00	-27,016.27	27.96%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	14,561.67	61,000.00	-46,438.33	23.87%
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%	2,746.13	28,500.00	-25,753.87	9.64%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	1,272.46	4,400.00	-3,127.54	28.92%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	26,558.54	140,500.00	-113,941.46	18.9%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	5,450.74	38,000.00	-32,549.26	14.34%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	2,100.00	41,378.55	-39,278.55	5.08%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	1,808.19	5,500.00	-3,691.81	32.88%
4430.03 · Maint - Truck Maint	0.00	100.00	-100.00	0.0%	423.33	500.00	-76.67	84.67%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	3,498.39	2,800.00	698.39	124.94%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	346.17	6,000.00	-5,653.83	5.77%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	0.00	6,500.00	-6,500.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	3,640.00	10,500.00	-6,860.00	34.67%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	1,190.77	1,000.00	190.77	119.08%
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%	446.25	1,250.00	-803.75	35.7%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	4,310.02	22,750.00	-18,439.98	18.95%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	1,230.00	5,000.00	-3,770.00	24.6%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	866.00	0.00	866.00	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%	8,906.24	50,750.00	-41,843.76	17.55%
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%	35,514.38	34,000.00	1,514.38	104.45%
4510.01 · Insurance Expenses - Liability	300.00	300.00	0.00	100.0%	7,702.00	7,000.00	702.00	110.03%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	39,000.00	-39,000.00	0.0%
4530.00 · Bank Fees	184.36	1,025.00	-840.64	17.99%	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
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	26,860.41	156,425.00	-129,564.59	17.17%	211,248.56	1,073,507.67	-862,259.11	19.68%
Net Income/(Loss)	**18,225.98**	**19,302.00**	**-1,076.02**	**94.43%**	**-39,647.52**	**-236,304.41**	**196,656.89**	**16.78%**

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%	33,135.00	158,037.33	-124,902.33	20.97%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	35,788.00	176,342.53	-140,554.53	20.3%
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	750.00	-750.00	0.0%	0.00	500.00	-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%	7,099.82	1,300.00	5,799.82	546.14%
3690.02 · Other Income	0.00	11,715.00	-11,715.00	0.0%	902.03	8,700.00	-7,797.97	10.37%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3700.00 · HUD Cares grant	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	0.00	12,465.00	-12,465.00	0.0%	76,924.85	344,879.86	-267,955.01	22.31%
Expense								
4110.00 · Admin Salaries	31.65	500.00	-468.35	6.33%	18,674.32	74,500.00	-55,825.68	25.07%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	0.0%
4130.00 · Legal Expense	0.00	0.00	0.00	0.0%	0.00	1,024.12	-1,024.12	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	185.83	5,000.00	-4,814.17	3.72%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	482.45	4,000.00	-3,517.55	12.06%
4150.00 · Travel	0.00	0.00	0.00	0.0%	63.84	300.00	-236.16	21.28%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	8,165.31	32,042.88	-23,877.57	25.48%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	1,057.50	4,320.00	-3,262.50	24.48%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	1,440.00	5,760.00	-4,320.00	25.0%
4171.00 · Auditing Fees	0.00	400.00	-400.00	0.0%	0.00	3,500.00	-3,500.00	0.0%
4182.00 · Employee Benefits - Admin	13.83	200.00	-186.17	6.92%	7,329.33	29,000.00	-21,670.67	25.27%
4190.01 · Printing	0.00	0.00	0.00	0.0%	453.89	1,367.08	-913.19	33.2%
4190.02 · Postage	0.00	0.00	0.00	0.0%	253.50	1,000.00	-746.50	25.35%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	342.88	725.00	-382.12	47.29%
4190.04 · Publications	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.0%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%	0.00	6,750.00	-6,750.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	305.53	1,200.00	-894.47	25.46%
4190.08 · Marketing	0.00	3,000.00	-3,000.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	500.00	-500.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	0.00	1,200.00	-1,200.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.0%	8,792.28	27,000.00	-18,207.72	32.56%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	271.64	3,500.00	-3,228.36	7.76%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	3,451.00	0.00	3,451.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	123.21	2,500.00	-2,376.79	4.93%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	2,598.40	10,000.00	-7,401.60	25.98%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	5,514.66	46,500.00	-40,985.34	11.86%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	1,937.53	30,000.00	-28,062.47	6.46%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	622.00	30,500.00	-29,878.00	2.04%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	0.00	15,000.00	-15,000.00	0.0%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	394.92	500.00	-105.08	78.98%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	883.40	3,000.00	-2,116.60	29.45%
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%	0.00	1,000.00	-1,000.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	120.00	3,000.00	-2,880.00	4.0%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	108.00	2,000.00	-1,892.00	5.4%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	2,668.67	16,500.00	-13,831.33	16.17%
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%	24,812.62	24,500.00	312.62	101.28%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	3,107.00	3,000.00	107.00	103.57%
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	10,000.00	-10,000.00	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
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	45.48	4,600.00	-4,554.52	0.99%	94,159.71	576,739.08	-482,579.37	16.33%
Net Income/(Loss)	**-45.48**	**7,865.00**	**-7,910.48**	**-0.58%**	**-17,234.86**	**-231,859.22**	**214,624.36**	**7.43%**

Green Bay Housing Authority
Budget vs. Actual Detail

	TOTAL			
	YTD	Budget	$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	81,631.00	333,838.67	-252,207.67	0.24
3110.00 · Dwelling Rental	124,952.00	681,739.74	-556,787.74	0.18
3120.00 · Excess Utilities	920.00	4,597.33	-3,677.33	0.20
3510.00 · Management Fee Revenue	34,398.54	133,512.00	-99,113.46	0.26
3520.00 · Asset Management Rev	6,030.00	24,000.00	-17,970.00	0.25
3530.00 · BookKeeping Fee Rev	4,455.00	18,000.00	-13,545.00	0.25
3610.00 · Int Income	197.18	2,200.00	-2,002.82	0.09
3690.00 · Other Income - Tenants	1,245.00	6,173.33	-4,928.33	0.20
3690.01 · Other Income - Ins Dividends	20,285.19	4,742.04	15,543.15	4.28
3690.02 · Other Income	2,418.68	31,472.00	-29,053.32	0.08
3690.03 · Cell Tower Rent	17,079.69	130,000.00	-112,920.31	0.13
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	293,612.28	1,370,275.12	-1,076,662.84	21.43%
Expense				
4110.00 · Admin Salaries	56,655.11	253,500.00	-196,844.89	22.35%
4120.00 · Compensated Absences	0.00	1,000.00	-1,000.00	0.0%
4130.00 · Legal Expense	0.00	8,524.12	-8,524.12	0.0%
4130.01 · Investigations Expense	610.91	7,600.00	-6,989.09	8.04%
4140.00 · Staff Training	1,054.81	15,000.00	-13,945.19	7.03%
4150.00 · Travel	105.28	750.00	-644.72	14.04%
4160.00 · Management Fee	34,398.54	133,512.00	-99,113.46	25.76%
4163.00 · BookKeeping Fee	4,455.00	18,000.00	-13,545.00	24.75%
4165.00 · Asset Management Fee	6,030.00	24,000.00	-17,970.00	25.13%
4171.00 · Auditing Fees	0.00	9,250.00	-9,250.00	0.0%
4182.00 · Employee Benefits - Admin	22,209.25	102,700.00	-80,490.75	21.63%
4190.01 · Printing	883.98	3,517.08	-2,633.10	25.13%
4190.02 · Postage	551.75	2,290.00	-1,738.25	24.09%
4190.03 · Paper & Office Supplies	685.75	2,625.00	-1,939.25	26.12%
4190.04 · Publications	0.00	300.00	-300.00	0.0%
4190.05 · Membership Dues & Fees	0.00	500.00	-500.00	0.0%
4190.06 · Computer Support	0.00	25,750.00	-25,750.00	0.0%
4190.07 · Tele Fax & Comm	765.56	3,050.00	-2,284.44	25.1%
4190.08 · Marketing	147.81	8,300.00	-8,152.19	1.78%
4190.10 · Miscellaneous	5,249.11	19,500.00	-14,250.89	26.92%
4220.00 · Ten Ser-Recr Etc	0.00	200.00	-200.00	0.0%
4220.01 · Ten Ser - Resident Part	157.22	4,100.00	-3,942.78	3.84%
4230.00 · Ten Ser-Contrs	9,409.38	26,800.00	-17,390.62	35.11%
4310.00 · Water	19,276.01	64,500.00	-45,223.99	29.89%
4320.00 · Electricity	14,833.31	64,500.00	-49,666.69	23.0%
4320.01 · Utility Reimbursements	3,451.00	0.00	3,451.00	100.0%
4330.00 · Gas	2,869.34	31,000.00	-28,130.66	9.26%
4390.00 · Other Utilities	3,870.86	14,400.00	-10,529.14	26.88%
4410.00 · Maint - Labor	32,073.20	187,000.00	-154,926.80	17.15%
4420.00 · Maint - Supplies	7,388.27	68,100.00	-60,711.73	10.85%
4430.00 · Maint - Contracts	2,722.00	71,878.55	-69,156.55	3.79%
4430.01 · Maint - Non-Contract	1,808.19	20,500.00	-18,691.81	8.82%
4430.03 · Maint - Truck Maint	818.25	1,100.00	-281.75	74.39%
4430.09 · Fire Protection - Maint	3,498.39	2,800.00	698.39	124.94%
4430.10 · Heating and Cooling	346.17	7,000.00	-6,653.83	4.95%
4430.11 · Snow Removal	0.00	7,500.00	-7,500.00	0.0%
4430.12 · Elevator Maintenance	3,640.00	10,500.00	-6,860.00	34.67%
4430.13 · Landscape and Grounds	2,074.17	4,000.00	-1,925.83	51.85%
4430.15 · Electrical	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	446.25	2,250.00	-1,803.75	19.83%
4430.17 · Extermination	4,430.02	25,750.00	-21,319.98	17.2%
4430.18 · Appliances	0.00	2,000.00	-2,000.00	0.0%
4430.19 · Garbage & Trash Removal	1,338.00	7,000.00	-5,662.00	19.11%
4430.25 · Unit Repair	866.00	0.00	866.00	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	11,574.91	67,250.00	-55,675.09	17.21%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	60,327.00	58,500.00	1,827.00	103.12%
4510.01 · Insurance Expenses - Liability	11,109.00	10,300.00	809.00	107.85%
4520.00 · PILOT	0.00	74,000.00	-74,000.00	0.0%
4530.00 · Bank Fees	184.36	1,025.00	-840.64	17.99%
4572.00 · Bad Debt - Tenant Rents	0.00	15,000.00	-15,000.00	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
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%
Total Expense	332,314.16	1,811,271.75	-1,478,957.59	18.35%
Net Income/(Loss)	**-38,701.88**	**-440,996.63**	**402,294.75**	**8.78%**

LANGAN & ASSOCIATES
Experienced Investigators and Consultants

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

Oct 1, 2021

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

Re: Monthly Report:

Ms. Valentine,

For the month of September 2021 there were **39** Green Bay Housing applications reviewed by Langan and Associates. They were:

18 Applications for Mason Manor.

21 Applications for Scattered Sites.

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

Respectfully submitted,

Ken Brodhagen

Ken Brodhagen, Investigator
Langan & Associates, Inc.

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

GREEN BAY HOUSING AUTHORITY
(OCTOBER 2021)

			MASON MANOR VACANCIES (1 TOTAL)		
UNIT	**MOVEOUT**	**BEDRM**	**NEW LEASE**	**MOVE OUT REASON**	**CURRENT STATUS OF UNIT**
###	**10/1/21**	**1**	**?**	**MOVED TO LIVE W/FAMILY**	**UNIT TURNOVER**
			SCATTERED SITES VACANCIES (3 TOTAL)		
###	**10/1/21**	**3**	**?**	**IN HOUSE TRANSFER**	**UNIT TURNOVER**
###	**10/1/21**	**4**	**?**	**MOVED OUT OF GB**	**UNIT TURNOVER**
###	**10/6/21**	**3**	**?**	**EVICTION**	**UNIT TURNOVER**

UPCOMING VACANCIES		**APPLICATIONS INFO**	
MASON MANOR (7 TOTAL)		MM APPLICANTS:	**TOTAL**
UNIT	STATUS	1 bedroom (22-BC; 16-non BC)	38
###	EVICTION	2 bedroom (1-BC; 1-non BC)	2
###	MOVING TO DIFFERENT APT.		
###	MOVED OUT OF GB		
###	EVICTION		
###	IN HOUSE TRANSFER		
###	MOVING OUT OF GB		
###	EVICTION		
SCATTERED S. (0 TOTAL)		SS APPLICANTS:	**TOTAL**
UNIT	STATUS	2 bedroom (30-BC; 13-non BC)	43
		3 bedroom (12-BC; 7-non BC)	19
		4 bedroom (12-BC; 3-non BC)	15
MOVE IN/OUT #'S		27 NEW MOVE INS	25 MOVE OUTS

OCCUPANY RATES				HUD	
	MM	**SS**	**GBHA**	**MM**	**SS**
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%
June	99.34%	97.92%	98.63%	99.34%	97.92%
July	100.00%	97.92%	98.96%	100.00%	97.92%
August	98.03%	97.92%	97.97%	98.03%	97.92%
Sept	100.00%	97.92%	98.96%	100.00%	97.92%
TOTAL	99.23%	97.57%	98.40%	99.23%	97.92%