



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, NOVEMBER 18, 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 November 18, 2021, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

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

E. Regular Business.

1. Consideration with possible action approving the development plan for RAD submission for the redevelopment of Mason Manor and Scattered Site housing.
2. Consideration with possible action regarding flat rate rents and utility allowances, effective January 1, 2022.

F. Informational.

1. GBHA Bills.
2. GBHA Financial Report.

3. Langan Report.
4. Director's Report.
5. Occupancy Report.
6. Date of next meeting: December 16, 2021

G. Adjournment.

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

Virtual Meeting Instructions

Green Bay Housing Authority



Zoom Meeting Information

Join Zoom Meeting

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

Meeting ID: 814 3499 9289

Passcode: 483400

One tap mobile

+13017158592,,81434999289# US (Germantown)

+13126266799,,81434999289# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 814 3499 9289

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

Additional Information

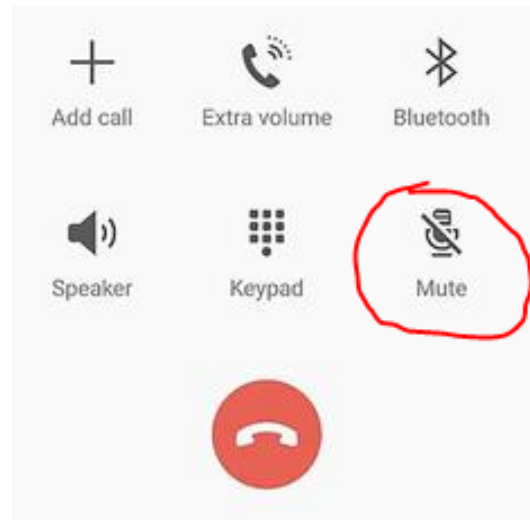
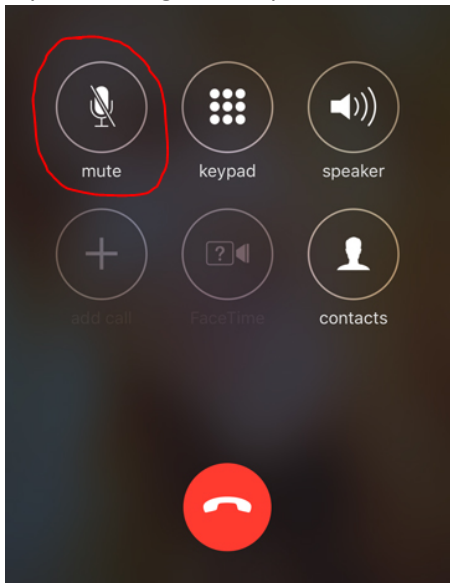
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.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

Calling into the Zoom meeting using a smartphone

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



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



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





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

MEETING DATE

November 18, 2021

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.1

Consideration with possible action approving the development plan for RAD submission for the redevelopment of Mason Manor and Scattered Site housing.

BACKGROUND

Staff, our consultant, Baker Tilly, and our developer, Gorman and Company, have been working to prepare a plan of action regarding the redevelopment of Mason Manor and our scattered site units. The GBHA has already approved making the RAD application to HUD. As Executive Director, I want to discuss with the Board what this plan looks like and also inform you about how this will affect the number of public housing units that will remain in our Faircloth agreement. Attached is the memo from Gorman and Company that explains our proposal to move forward with this development. A representative from Gorman will be available for questions at the meeting.

RECOMMENDATION

To approve development plan for Mason Manor and Scattered Site Housing

FISCAL IMPACT**ATTACHMENTS**

- I. Gorman Dev memo

MEMORANDUM

To: Green Bay Housing Authority ("GBHA")
From: Gorman & Company and Baker Tilly
Date: 11/16/2021
Re: Mason Manor Renovation

Over the past several months, Gorman & Company and Baker Tilly have been working on how to structure the financing for the renovation of Mason Manor.

Current Mason Manor Budget and Financial Structure

The currently approved budget allows up to \$90,000 of construction costs to go into each of the 154 units at Mason Manor. This financing structure utilized two HUD programs designed to renovate public housing: RAD and Section 18. The current structure resulted in a budget that allowed the following scope to upgrade units at Mason Manor and is considered "minimally sufficient" to satisfy the Physical Needs Assessment and WHEDA's lending requirements:

- Replace the flat roof
- Replace all windows, exterior doors, and interior doors
- Repaint the common areas
- Replace common area and unit flooring
- General drywall repairs per unit
- Replace all unit appliances and fixtures

- Replace all unit kitchen/bathroom cabinets and countertops
- Modernize elevators
- Install new fire suppression system
- Install new fire pump
- Replace all unit plumbing fixtures
- Replace all bathroom accessories
- Replace main building sanitary and water lines
- Replace furnace & AC condensers
- Replace boiler & heating lines
- Upgrade to LED light fixtures in all units
- Replace generator & upgrade building electrical service
- Replace and reseal existing asphalt parking lot
- Replace damaged exterior concrete as needed
- General landscaping upgrades
- Repaint the units

Although the above referenced scope complied with WHEDA requirements it was determined that GBHA staff wanted more for the residents than what was considered “minimally sufficient”. GBHA staff came up with the following additional scope items which we have deemed the “Wish List”. These items were identified to improve operations and the overall residential experience at Mason Manor beyond “minimally sufficient”:

- New fitness area
- Build separate maintenance garage
- Remodel front office space
- Move Mail Kiosk from 2nd Floor to 1st Floor
- Move nursing room from 4th Floor to 1st Floor
- Library area to combine with computer room
- Reconfigure/Brighten up the front lobby entrance
- Replace all AC window units with interior A/C system
- Upgrade security system and cameras
- Building WIFI System for residents

Walking path around property
Exterior Fitness Area
Replace all fire doors on stair wells
Add Corner guards in units to reduce wear and tear and injuries
Install new closet shelving
Remodel Rec Room with a theater/movie space
Exterior cleaning of building façade
Replace coil heating system in the ramp (Removing the ramp is not financially feasible)

After talking with HUD representatives it was determined that we could find additional budget dollars to expand the Mason Manor scope to include the “Wish List” items if we included the forty eight 48 scattered site units as part of this renovation and upgrade package. We believe the financial structure summarized below will help upgrade the scattered site portfolio and expand the scope for renovating the Mason Manor units.

Revised Mason Manor/Scattered Site Budget and Financial Structure

- This revised financial structure would cover 154 units within Mason Manor as well as the 48 homes within the GBHAs scattered site portfolio and would still utilize and blend two HUD programs designed for public housing renovations: RAD and Section 18
- The construction budget for each Mason Manor unit and each scattered site house would be \$113,000 which would allow us to include the expanded scope (including all

“Wish List” items) for Mason Manor and upgrade all major plumbing, electrical, HVAC and roof systems on the scattered site homes with the final scope for each scattered site home to be determined on a case-by-case basis. If Mason Manor and the scattered sites are included as one project, it is permissible to shift dollars from the scattered sites budget to Mason Manor budget, but only to the extent such funds are available after all physical needs assessment requirements are met on the scattered site homes.

- One new dynamic that is included in this revised financial structure that was not in the original structure was the ability for GBHA to retain 140 units of public housing capacity for possible future development.
- Therefore, including the scattered site portfolio would enhance our budget for Mason Manor, upgrade the scattered site portfolio and preserve 140 units of GBHA public housing capacity for future development.



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

MEETING DATE

November 18, 2021

PREPARED BY

Jayme Valentine, Staff

AGENDA ITEM # E.2

Consideration with possible action regarding flat rate rents and utility allowances, effective January 1, 2022.

BACKGROUND

Public Housing Authorities are required to conduct rent comparables for their units and review utility allowances annually and adjust flat rents amounts as necessary within 90 days of HUD publishing new fair market rents. Flat rents must be no less than 80% of the area's fair market rent and should take into account the utility allowances for the unit. HUD generally publishes the fair market rents on or around October 1st each year. The Green Bay Housing Authority traditionally adopts new utility allowances and flat rent effective January 1st.

The Green Bay Housing Authority has always adopted the utility allowances prepared by Integrated Community Solutions and approved by the Brown County Housing Authority for the Housing Choice Voucher Program. The proposed new rent amounts are at or below Brown County voucher payment standards making the new amounts affordable and comparable.

RECOMMENDATION

Motion to approve the new proposed flat rate rents and utility allowances effective January 1, 2022.

FISCAL IMPACT

ATTACHMENTS

None

Green Bay Housing Authority's Flat Rents and Utility Allowances

Effective January 1, 2022

HUD's Fair Market Rents

	Efficiency	1 bedroom	2 bedroom	3 bedroom	4 bedroom
FY2018	531	591	786	1113	1121
FY2019	590	650	860	1215	1231
FY2020	572	624	822	1160	1177
FY2021	630	680	892	1261	1275
FY2022	636	679	875	1200	1204
%Change from 2021 to 2022	.95%	-.15%	-1.9%	-4.8%	-5.6%

Scattered Sites & Mason Manor Flat & Ceiling Rents and Utility Allowances

Bedroom Size	80% Fair Market Rent*	Utility Allowance**	80% of FMR minus UA (minimum)	Current Flat Rent	Approved New Flat Rent	Change in Flat Rent
Mason Manor sm 1 bedroom	543	0	544	544	670	\$126 (23.2%)
Mason Manor lg 1 bedroom	543	0	544	572	725	\$153 (26.7%)
Mason Manor 2 bedroom	700	0	713	713	875	\$162 (22.3.%)
Scattered Site 2 bedroom	700	128	590	723	822	\$99 (13.6%)
Scattered Site 3 bedroom	1009	147	866	1010	1193	\$183 (18.1%)
Scattered Site 4 bedroom	1020	175	850	1057	1180	\$123 (11.6%)

*HUD requires as of June 1, 2014 PHAs establish flat rents at no less than 80% FMR. A comparability study must be done annually and rents may thus be set higher based on comparables, but still must be no less than 80% of FMR.

**Utility Allowances based on BCHA's single family home Utility Allowances

8:26 AM

11/11/21

Green Bay Housing Authority

Check Detail

October 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6389	10/07/2021	GREEN BAY W...	1424 Admi...	1111.01 · Gene...	
Bill	6854	09/13/2021		testing	4390.00 · Other ...	-55.00
TOTAL						-55.00
Bill Pmt -Check	6390	10/07/2021		SD refund	1111.01 · Gene...	
Bill	SD refund	10/06/2021		SD refund ...	2114.00 · Tenan...	-200.00
					3110.00 · Dwelli...	-8.00
TOTAL						-208.00
Bill Pmt -Check	6391	10/07/2021	AT&T	door syst...	1111.01 · Gene...	
Bill	9/22/21	09/22/2021		door system	4190.07 · Tele ...	-64.88
				door system	4190.07 · Tele ...	-64.88
TOTAL						-129.76
Bill Pmt -Check	6392	10/07/2021	BELLIN HOME ...	RN comm...	1111.01 · Gene...	
Bill	MB6972	09/22/2021		RN comm...	4230.00 · Ten S...	-300.00
TOTAL						-300.00
Bill Pmt -Check	6393	10/07/2021	BELSON CO		1111.01 · Gene...	
Bill	413842	09/23/2021		cleaner	4420.00 · Maint ...	-124.07
Bill	414241	09/28/2021		cleaner	4420.00 · Maint ...	-395.25
TOTAL						-519.32
Bill Pmt -Check	6394	10/07/2021	BENO PLUMBI...	1424 admi...	1111.01 · Gene...	
Bill	61949	09/16/2021		shower val...	4430.16 · Plumb...	-446.25
TOTAL						-446.25
Bill Pmt -Check	6395	10/07/2021	CITY OF GREE...		1111.01 · Gene...	
Bill	970-12420	09/14/2021		soap/towel...	4420.00 · Maint ...	-762.65
Bill	970-12420	09/16/2021		cleaner	4420.00 · Maint ...	-8.02
				gang box	4420.00 · Maint ...	-2.38
Bill	970-12420	09/17/2021		install stove	4420.00 · Maint ...	-60.00
				ads	4190.08 · Marke...	-20.00
				waste man...	4430.19 · Garba...	-410.00
Bill	147351	09/28/2021		mailings	4190.02 · Postage	-14.62
Bill	970-12422	09/30/2021		Wages	4110.00 · Admin...	-11,387.87
				Benefits	4182.00 · Emplo...	-3,539.13
				Wages	4410.00 · Maint ...	-12,854.01
				Benefits	4433.00 · Emp ...	-3,174.73
				Wages	4110.00 · Admin...	-8,722.22
				Benefits	4182.00 · Emplo...	-2,742.62
				Wages	4410.00 · Maint ...	-2,651.50
				Benefits	4433.00 · Emp ...	-640.33
				Wages	4110.00 · Admin...	-7,287.89
				Benefits	4182.00 · Emplo...	-2,397.41
				Wages	4110.00 · Admin...	-31.65
				Benefits	4182.00 · Emplo...	-13.83
Bill	970-12420	09/30/2021		copeis & p...	4190.01 · Printing	-81.13
				copies & p...	4190.01 · Printing	-81.13

Green Bay Housing Authority

Check Detail

October 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	147557	10/04/2021		liabilities	4433.00 · Emp ...	-1,061.65
				liabilities	4430.00 · Maint ...	-2,123.29
TOTAL						-60,068.06
Bill Pmt -Check	6396	10/07/2021	Ellison Electric...	1424 Admi...	1111.01 · Gene...	
Bill	1155329	09/30/2021		bulbs	4420.00 · Maint ...	-38.25
TOTAL						-38.25
Bill Pmt -Check	6397	10/07/2021	GREEN BAY W...		1111.01 · Gene...	
Bill	9/22/21-20454-...	09/22/2021		1577 Charl...	4390.00 · Other ...	-61.95
				1577 Charl...	4310.00 · Water	-155.27
Bill	9/22/21-20802-...	09/22/2021		912 S Oakl...	4390.00 · Other ...	-61.95
				912 S Oakl...	4310.00 · Water	-168.66
Bill	9/29/21-4665-01	09/29/2021		1424 Admi...	4390.00 · Other ...	-358.76
				1424 Admi...	4310.00 · Water	-3,527.55
Bill	9/30/21-32063-...	09/30/2021		private firel...	4390.00 · Other ...	-141.30
TOTAL						-4,475.44
Bill Pmt -Check	6398	10/07/2021	LANGAN INVE...		1111.01 · Gene...	
Bill	9/1-9/30/21 ss	10/06/2021		profession...	4130.01 · Invest...	-294.00
Bill	9/1-9/30/21 mm	10/06/2021		profession...	4130.01 · Invest...	-252.00
TOTAL						-546.00
Bill Pmt -Check	6399	10/07/2021	MID-STATE SU...	SS	1111.01 · Gene...	
Bill	4454708	09/09/2021		drip trays	4420.00 · Maint ...	-46.00
TOTAL						-46.00
Bill Pmt -Check	6400	10/07/2021	Robert Salesky	1424 Admi...	1111.01 · Gene...	
Bill	10/5/21	10/05/2021		keys	4420.00 · Maint ...	-37.50
TOTAL						-37.50
Bill Pmt -Check	6401	10/07/2021	SCOTT WARN...	1577 charl...	1111.01 · Gene...	
Bill	148	10/03/2021		repair door	4430.01 · Maint ...	-75.00
TOTAL						-75.00
Bill Pmt -Check	6402	10/07/2021	TIME WARNER...	1424 Admi...	1111.01 · Gene...	
Bill	9/18/21	09/18/2021		wifi	4230.00 · Ten S...	-89.99
TOTAL						-89.99

Green Bay Housing Authority

Check Detail

October 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6403	10/07/2021	WISCONSIN P...	Utility Rei...	1111.01 · Gene...	
Bill	10/2021 UR's	10/01/2021		1125 Univ...	4320.01 · Utility ...	-93.00
				1428 Dous...	4320.01 · Utility ...	-110.00
				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
				415 N Map...	4320.01 · Utility ...	-40.00
				1016 Pine ...	4320.01 · Utility ...	-93.00
				839 Christi...	4320.01 · Utility ...	-93.00
				967 Holzer...	4320.01 · Utility ...	-62.00
				1412 Univ...	4320.01 · Utility ...	-87.00
				509 S Map...	4320.01 · Utility ...	-172.00
TOTAL						-1,056.00
Bill Pmt -Check	6404	10/07/2021	YP	1424 Admi...	1111.01 · Gene...	
Bill	9/17/21	09/13/2021		ads	4190.08 · Marke...	-29.41
TOTAL						-29.41
Bill Pmt -Check	6405	10/21/2021	CEC	1424 Admi...	1111.01 · Gene...	
Bill	367477	10/01/2021		monitoring	4430.09 · Fire P...	-375.00
TOTAL						-375.00
Bill Pmt -Check	6406	10/21/2021	CITY OF GREE...		1111.01 · Gene...	
Bill	147076	09/20/2021		trash remo...	4430.19 · Garba...	-80.00
Bill	147075	09/20/2021		trash remo...	4430.19 · Garba...	-80.00
Bill	970-12420	09/27/2021		bingo treats	4220.01 · Ten S...	-15.96
				folders	4190.03 · Paper...	-14.60
Bill	970-12420	09/29/2021		maller/hac...	4420.00 · Maint ...	-150.25
Bill	147627	09/30/2021		fuel	4430.03 · Maint ...	-23.13
				fuel	4430.03 · Maint ...	-23.14
Bill	970-12420	10/04/2021		fridge/range/	4430.25 · Unit R...	-1,489.98
				Tax - to be...	4420.00 · Maint ...	-41.25
				service call	4430.01 · Maint ...	-143.10
Bill	970-12420	10/05/2021		belt	4420.00 · Maint ...	-9.99
				keys/lock/...	4420.00 · Maint ...	-63.58
Bill	970-12420	10/05/2021		blower/ dri...	4420.00 · Maint ...	-243.38
Bill	970-12420	10/06/2021		stamps	4190.02 · Postage	-145.00
				stamps	4190.02 · Postage	-145.00
				backgroun...	4130.01 · Invest...	-37.64
				backgroun...	4130.01 · Invest...	-37.64
TOTAL						-2,743.64
Bill Pmt -Check	6407	10/21/2021		Sd refund	1111.01 · Gene...	
Bill	SD refund	10/12/2021		SD refund	2114.00 · Tenan...	-200.00
TOTAL						-200.00
Bill Pmt -Check	6408	10/21/2021	KONE INC	1424 Admi...	1111.01 · Gene...	
Bill	962018644	10/01/2021		maint agre...	4430.12 · Elevat...	-910.00
TOTAL						-910.00

Green Bay Housing Authority

Check Detail

October 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6409	10/21/2021	Liberty Title & ...		1111.01 · Gene...	
Bill	28530	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28514	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28503	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28537	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28515	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28494	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28511	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28528	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28500	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28538	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28510	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28546	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28486	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28521	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	8526	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28527	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28535	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28531	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28541	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28536	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28548	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28525	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28540	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28513	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28539	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28542	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28512	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28532	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28533	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28534	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28544	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28543	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28496	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28498	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28545	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	8522	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28529	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28497	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28493	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28495	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
Bill	28547	10/01/2021		Property tit...	4590.00 · Other ...	-475.00
TOTAL						-19,475.00
Bill Pmt -Check	6410	10/21/2021	LIZER LAWN C...	14341/134...	1111.01 · Gene...	
Bill	123927AD	10/14/2021		mowing	4430.13 · Lands...	-35.00
TOTAL						-35.00
Bill Pmt -Check	6411	10/21/2021	Sandberg K9 S...		1111.01 · Gene...	
Bill	1860	10/16/2021		apt inspect...	4430.17 · Exter...	-75.00
Bill	1865	10/19/2021		appt inspe...	4430.17 · Exter...	-75.00
TOTAL						-150.00
Bill Pmt -Check	6412	10/21/2021	Stephanie Sch...	mileage	1111.01 · Gene...	
Bill	7/1-10/20/21 m...	10/20/2021		mileage	4150.00 · Travel	-31.92
TOTAL						-31.92

8:26 AM

11/11/21

Green Bay Housing Authority

Check Detail

October 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6413	10/21/2021	TIME WARNER...	1424 Admi...	1111.01 · Gene...	
Bill	10/1-10/31/21	10/01/2021		cable	4230.00 · Ten S...	-2,829.15
TOTAL						-2,829.15
Bill Pmt -Check	6414	10/21/2021	Twin Eagle Hol...	1424 Admi...	1111.01 · Gene...	
Bill	146517	10/11/2021		1424 Admi...	4330.00 · Gas	-1,095.33
TOTAL						-1,095.33
Bill Pmt -Check	6415	10/21/2021	WISCONSIN P...		1111.01 · Gene...	
Bill	10/1/21-2671-0...	10/01/2021		1424 Admi...	4320.00 · Electri...	-5,584.81
Bill	10/1/21-2671-0...	10/01/2021		1424 Admi...	4320.00 · Electri...	-139.58
Bill	10/4/21-2671-0...	10/04/2021		1343 Univ...	4320.00 · Electri...	-19.27
				1343 Univ...	4330.00 · Gas	-13.72
Bill	10/8/21-2671-0...	10/08/2021		816 N Maple	4320.00 · Electri...	-19.41
				816 N Maple	4330.00 · Gas	-13.23
Bill	10/12/21-2671-...	10/12/2021		1125 Univ...	4320.00 · Electri...	-33.55
				1125 Univ...	4330.00 · Gas	-17.88
Bill	10/13/21-2671-...	10/13/2021		1420 Univ...	4320.00 · Electri...	-10.82
				1420 Univ...	4330.00 · Gas	-8.12
TOTAL						-5,860.39

Green Bay Housing Authority

Budget vs. Actual

Summary

Oct-21

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	60,047.57	175,727.00	326,144.22	837,203.25	0.00	12,465.00	126,299.32	344,879.86	512,491.11	1,370,275.12
Total Expense	53,374.43	156,425.00	267,364.85	1,073,507.67	68.40	4,600.00	121,945.50	576,739.08	442,753.18	1,811,271.75
Net Income	6,673.14	19,302.00	58,779.37	-236,304.41	-68.40	7,865.00	4,353.82	-231,859.22	69,737.93	-440,996.63

Reserve Spreadsheet

	MM	SS
2021 Unaudited Report	549,554	322,448
YTD Net Income/(loss) Without Depreciation	58,779	4,354
Committed Funds	(150,000)	-
Remaining Projects	-	-
Subtotal	458,333	326,802
Transfer	-	-
Projected Reserve	458,333	326,802
6 Month Expenses	476,400	249,648
Excess/shortfall	(18,067)	77,154
	☹	☺

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%	71,635.00	175,801.33	-104,166.33	40.75%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	175,505.00	505,397.21	-329,892.21	34.73%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	1,752.00	4,597.33	-2,845.33	38.11%
3510.00 · Management Fee Revenue	45,864.72	133,512.00	129,864.00	34.35%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	8,040.00	24,000.00	24,000.00	33.5%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	5,940.00	18,000.00	18,000.00	33.0%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	200.00	2,500.00	0.0%	288.93	750.00	-461.07	38.52%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	2,045.00	6,173.33	-4,128.33	33.13%
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%	3,125.65	11,057.00	-7,931.35	28.27%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	58,810.12	130,000.00	-71,189.88	45.24%
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	60,047.57	175,727.00	-115,679.43	34.17%	326,144.22	837,203.25	-511,059.03	38.96%
Expense								
4110.00 · Admin Salaries	19,698.80	70,000.00	-50,301.20	28.14%	30,228.95	108,500.00	-78,271.05	27.86%
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%	714.72	2,600.00	-1,885.28	27.49%
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	31.92	200.00	-168.08	15.96%	57.96	250.00	-192.04	23.18%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	35,035.55	101,469.12	-66,433.57	34.53%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	4,537.50	13,680.00	-9,142.50	33.17%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	6,120.00	18,240.00	-12,120.00	33.55%
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	8,205.58	30,000.00	-21,794.42	27.35%	11,478.83	43,500.00	-32,021.17	26.39%
4190.01 · Printing	0.00	300.00	-300.00	0.0%	430.09	1,850.00	-1,419.91	23.25%
4190.02 · Postage	54.94	300.00	-245.06	18.31%	398.50	990.00	-591.50	40.25%
4190.03 · Paper & Office Supplies	0.00	900.00	-900.00	0.0%	437.45	1,000.00	-562.55	43.75%
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%	611.31	1,850.00	-1,238.69	33.04%
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%	173.18	2,900.00	-2,726.82	5.97%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	12,728.52	26,800.00	-14,071.48	47.49%
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%	24,284.24	61,000.00	-36,715.76	39.81%
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%	3,841.46	28,500.00	-24,658.54	13.48%
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%	35,775.80	140,500.00	-104,724.20	25.46%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	6,610.22	38,000.00	-31,389.78	17.4%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	4,223.29	41,378.55	-37,155.26	10.21%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	2,119.19	5,500.00	-3,380.81	38.53%
4430.03 · Maint - Truck Maint	0.00	100.00	-100.00	0.0%	577.46	500.00	77.46	115.49%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	3,983.39	2,800.00	1,183.39	142.26%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	1,268.15	6,000.00	-4,731.85	21.14%
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%	4,550.00	10,500.00	-5,950.00	43.33%
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%	4,535.02	22,750.00	-18,214.98	19.93%
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%	3,205.00	5,000.00	-1,795.00	64.1%
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%	11,333.22	50,750.00	-39,416.78	22.33%
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	269.17	1,025.00	-755.83	26.26%	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	19,475.00	12,000.00	7,475.00	162.29%	0.00	0.00	0.00	0.0%
4700.00 · HUD Cares grant exp	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%	0.00	175,000.00	-175,000.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

COCC				Mason Manor			
YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
53,374.43	156,425.00	-103,050.57	34.12%	267,364.85	1,073,507.67	-806,142.82	24.91%
6,673.14	19,302.00	-12,628.86	34.57%	58,779.37	-236,304.41	295,083.78	-24.87%

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

Green Bay Housing Authority Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	48,124.00	158,037.33	-109,913.33	30.45%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	69,048.50	176,342.53	-107,294.03	39.16%
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%	2,027.00	8,700.00	-6,673.00	23.3%
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%	126,299.32	344,879.86	-218,580.54	36.62%
Expense								
4110.00 · Admin Salaries	47.63	500.00	-452.37	9.53%	24,997.25	74,500.00	-49,502.75	33.55%
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%	517.47	5,000.00	-4,482.53	10.35%
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%	147.00	300.00	-153.00	49.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	10,829.17	32,042.88	-21,213.71	33.8%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	140.50	4,320.00	-4,179.50	3.25%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	1,920.00	5,760.00	-3,840.00	33.33%
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	20.77	200.00	-179.23	10.39%	9,872.46	29,000.00	-19,127.54	34.04%
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%	398.50	1,000.00	-601.50	39.85%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	422.86	725.00	-302.14	58.33%
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%	405.50	1,200.00	-794.50	33.79%
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%	840.00	2,000.00	-1,160.00	42.0%
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%	10,834.15	27,000.00	-16,165.85	40.13%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	377.66	3,500.00	-3,122.34	10.79%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	4,507.00	0.00	4,507.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	192.40	2,500.00	-2,307.60	7.7%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	3,094.00	10,000.00	-6,906.00	30.94%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	8,638.76	46,500.00	-37,861.24	18.58%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	6,288.62	30,000.00	-23,711.38	20.96%
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%	218.10	15,000.00	-14,781.90	1.45%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	549.05	500.00	49.05	109.81%
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%	1,058.40	3,000.00	-1,941.60	35.28%
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%	430.00	3,000.00	-2,570.00	14.33%
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%	1,899.00	2,000.00	-101.00	94.95%
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%	3,889.69	16,500.00	-12,610.31	23.57%
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
0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
68.40	4,600.00	-4,531.60	1.49%	121,945.50	576,739.08	-454,793.58	21.14%
-68.40	7,865.00	-7,933.40	-0.87%	4,353.82	-231,859.22	236,213.04	-1.88%

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

Green Bay Housing Authority Budget vs. Actual Detail

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	119,759.00	333,838.67	-214,079.67	0.36
3110.00 · Dwelling Rental	244,553.50	681,739.74	-437,186.24	0.36
3120.00 · Excess Utilities	1,752.00	4,597.33	-2,845.33	0.38
3510.00 · Management Fee Revenue	45,864.72	133,512.00	-87,647.28	0.34
3520.00 · Asset Management Rev	8,040.00	24,000.00	-15,960.00	0.34
3530.00 · BookKeeping Fee Rev	5,940.00	18,000.00	-12,060.00	0.33
3610.00 · Int Income	288.93	2,200.00	-1,911.07	0.13
3690.00 · Other Income - Tenants	2,045.00	6,173.33	-4,128.33	0.33
3690.01 · Other Income - Ins Dividends	20,285.19	4,742.04	15,543.15	4.28
3690.02 · Other Income	5,152.65	31,472.00	-26,319.35	0.16
3690.03 · Cell Tower Rent	58,810.12	130,000.00	-71,189.88	0.45
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	512,491.11	1,370,275.12	-857,784.01	37.4%
Expense				
4110.00 · Admin Salaries	74,972.63	253,500.00	-178,527.37	29.58%
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	1,232.19	7,600.00	-6,367.81	16.21%
4140.00 · Staff Training	1,054.81	15,000.00	-13,945.19	7.03%
4150.00 · Travel	236.88	750.00	-513.12	31.58%
4160.00 · Management Fee	45,864.72	133,512.00	-87,647.28	34.35%
4163.00 · BookKeeping Fee	4,678.00	18,000.00	-13,322.00	25.99%
4165.00 · Asset Management Fee	8,040.00	24,000.00	-15,960.00	33.5%
4171.00 · Auditing Fees	0.00	9,250.00	-9,250.00	0.0%
4182.00 · Employee Benefits - Admin	29,577.64	102,700.00	-73,122.36	28.8%
4190.01 · Printing	883.98	3,517.08	-2,633.10	25.13%
4190.02 · Postage	851.94	2,290.00	-1,438.06	37.2%
4190.03 · Paper & Office Supplies	860.31	2,625.00	-1,764.69	32.77%
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	1,016.81	3,050.00	-2,033.19	33.34%
4190.08 · Marketing	147.81	8,300.00	-8,152.19	1.78%
4190.10 · Miscellaneous	6,089.11	19,500.00	-13,410.89	31.23%
4220.00 · Ten Ser-Recr Etc	0.00	200.00	-200.00	0.0%
4220.01 · Ten Ser - Resident Part	173.18	4,100.00	-3,926.82	4.22%
4230.00 · Ten Ser-Contrs	12,728.52	26,800.00	-14,071.48	47.49%
4310.00 · Water	21,317.88	64,500.00	-43,182.12	33.05%
4320.00 · Electricity	24,661.90	64,500.00	-39,838.10	38.24%
4320.01 · Utility Reimbursements	4,507.00	0.00	4,507.00	100.0%
4330.00 · Gas	4,033.86	31,000.00	-26,966.14	13.01%
4390.00 · Other Utilities	4,366.46	14,400.00	-10,033.54	30.32%
4410.00 · Maint - Labor	44,414.56	187,000.00	-142,585.44	23.75%
4420.00 · Maint - Supplies	12,898.84	68,100.00	-55,201.16	18.94%
4430.00 · Maint - Contracts	4,845.29	71,878.55	-67,033.26	6.74%
4430.01 · Maint - Non-Contract	2,337.29	20,500.00	-18,162.71	11.4%
4430.03 · Maint - Truck Maint	1,126.51	1,100.00	26.51	102.41%
4430.09 · Fire Protection - Maint	3,983.39	2,800.00	1,183.39	142.26%
4430.10 · Heating and Cooling	1,268.15	7,000.00	-5,731.85	18.12%
4430.11 · Snow Removal	0.00	7,500.00	-7,500.00	0.0%
4430.12 · Elevator Maintenance	4,550.00	10,500.00	-5,950.00	43.33%
4430.13 · Landscape and Grounds	2,249.17	4,000.00	-1,750.83	56.23%
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	4,965.02	25,750.00	-20,784.98	19.28%
4430.18 · Appliances	0.00	2,000.00	-2,000.00	0.0%
4430.19 · Garbage & Trash Removal	5,104.00	7,000.00	-1,896.00	72.91%
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	15,222.91	67,250.00	-52,027.09	22.64%
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	269.17	1,025.00	-755.83	26.26%
4572.00 · Bad Debt - Tenant Rents	0.00	15,000.00	-15,000.00	0.0%
4590.00 · Other General	19,475.00	12,000.00	7,475.00	162.29%
4700.00 · HUD Cares grant exp	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	310,650.00	-310,650.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

TOTAL			
YTD	Budget	\$ Over Budget	% of Budget
0.00	0.00	0.00	0.0%
442,753.18	1,811,271.75	-1,368,518.57	24.44%
69,737.93	-440,996.63	510,734.56	-15.81%

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



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

November 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 October 2021 there were **13** Green Bay Housing applications reviewed by Langan and Associates. They were:

- 9** Applications for Mason Manor.
- 4** 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
(NOVEMBER 2021)**

			MASON MANOR VACANCIES (4 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	11/1/21	1	?	MOVED OUT OF GB	UNIT TURNOVER
###	11/1/21	1	?	EVICTION	UNIT TURNOVER
###	11/1/21	1LG	?	DECEASED	UNIT TURNOVER
###	11/1/21	1LG	?	MOVED OUT OF GB	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 (5 TOTAL)			MM APPLICANTS:	TOTAL
	UNIT	STATUS		1 bedroom (21-BC; 19-non BC)	40
	###	EVICTION		2 bedroom (1-BC; 1-non BC)	2
	###	MOVING TO DIFFERENT APT.			
	###	MOVING IN W/FAMILY			
	###	MOVING TO LIVE W/FAMILY			
	###	IN HOUSE TRANSFER			
	SCATTERED S. (0 TOTAL)			SS APPLICANTS:	TOTAL
	UNIT	STATUS		2 bedroom (32-BC; 13-non BC)	45
				3 bedroom (11-BC; 6-non BC)	17
				4 bedroom (10-BC; 3-non BC)	13
	MOVE IN/OUT #'S			29 NEW MOVE INS	29 MOVE OUTS
OCCUPANY RATES				HUD	
	MM	SS	GBHA	MM	SS
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%
Oct	100.00%	95.83%	97.92%	100.00%	95.83%
TOTAL	99.23%	97.57%	98.40%	99.23%	97.92%