



AGENDA OF GBHA PROPERTIES I, INC.

**THURSDAY, JUNE 20, 2024, 10:30 AM
IMMEDIATELY FOLLOWING GREEN BAY HOUSING
AUTHORITY MEETING.**

**City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.**

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/81434999289?pwd=N0dIMGxVSS85SGswK2lZeGhZZUN0UT09>

Or call in by phone: +1 312 626 6799

Meeting ID: 814 3499 9289

Passcode: 483400

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

- I. William VandeCastle - Chair, Sandra Popp, Erin Edwards and Stephen Srubas

C. Approval of the Agenda.

- I. Approval of the agenda for the June 20, 2024, meeting of the GBHA Properties I, Inc.

D. Approval of Minutes.

- I. Approval of the minutes from the January 18, 2024, meeting of the GBHA Properties I, Inc.

E. Regular Business.

- I. Consideration with possible action to approve the GBHA Properties I, Inc. operating budget for Fiscal Year beginning July 1, 2024.

F. Informational.

I. Financial Report.

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 may attend this GBHA Properties I, Inc. 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.



Report to the
GBHA Properties I, Inc.
of the City of Green Bay

MEETING DATE

June 20, 2024

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.1

Consideration with possible action to approve the GBHA Properties I, Inc. operating budget for Fiscal Year beginning July 1, 2024.

BACKGROUND

The GBHA Properties I, Inc. annual operating budget runs from July 1, 2024, through June 30, 2025.

Scattered Sites: Was moved out of GBHA Properties I, Inc. as of November 30, 2023, with the RAD conversion of Mason Manor, so the only budget items are interest and insurance.

RECOMMENDATION

To approve the GBHA Properties I, Inc. operating budget for Fiscal Year Beginning July 1, 2024.

FISCAL IMPACT

ATTACHMENTS

- I. 24-25 Budget

ScSite - GBHA Properties

	PY	YTD 7/1-4/30	23-24 Budget	24-25 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	188,054.00	173,173.00	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	604,374.04	248,133.87	619,620.00	0.00	-619,620.00	-100.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3610.00 · Int Income	2,626.69	5,016.09	1,000.00	3,000.00	2,000.00	200.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	3,509.12	6,280.73	2,500.00	0.00	-2,500.00	-100.0%
3690.02 · Other Income	19,183.34	17,962.22	9,000.00	0.00	-9,000.00	-100.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	817,747.19	450,565.91	632,120.00	3,000.00	-629,120.00	-99.53%
Expense						
4110.00 · Admin Salaries	92,457.34	33,745.04	80,000.00	0.00	-80,000.00	-100.0%
4120.00 · Compensated Absences	7,058.74	0.00	500.00	0.00	-500.00	-100.0%
4130.00 · Legal Expense	0.00	65.00	2,000.00	0.00	-2,000.00	-100.0%
4130.01 · Investigations Expense	3,159.22	112.61	5,000.00	0.00	-5,000.00	-100.0%
4140.00 · Staff Training	211.00	1,147.09	5,000.00	0.00	-5,000.00	-100.0%
4150.00 · Travel	456.46	273.27	500.00	0.00	-500.00	-100.0%
4160.00 · Management Fee	33,449.46	13,971.29	35,141.76	0.00	-35,141.76	-100.0%
4163.00 · BookKeeping Fee	4,185.00	1,717.50	4,320.00	0.00	-4,320.00	-100.0%
4165.00 · Asset Management Fee	5,760.00	2,400.00	5,760.00	0.00	-5,760.00	-100.0%
4171.00 · Auditing Fees	4,332.00	4,484.00	4,500.00	0.00	-4,500.00	-100.0%
4182.00 · Employee Benefits - Admin	35,088.31	12,587.45	26,500.00	0.00	-26,500.00	-100.0%
4190.01 · Printing	799.85	948.21	1,000.00	0.00	-1,000.00	-100.0%
4190.02 · Postage	583.50	165.00	1,000.00	0.00	-1,000.00	-100.0%
4190.03 · Paper & Office Supplies	622.53	224.26	1,000.00	0.00	-1,000.00	-100.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	1,818.00	66.35	50.00	0.00	-50.00	-100.0%
4190.06 · Computer Support	5,166.49	0.00	5,500.00	0.00	-5,500.00	-100.0%
4190.07 · Tele Fax & Comm	1,250.79	300.68	1,400.00	0.00	-1,400.00	-100.0%
4190.08 · Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	1,359.46	299.75	2,500.00	0.00	-2,500.00	-100.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	1,200.00	0.00	-1,200.00	-100.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	9,468.43	4,331.03	10,000.00	0.00	-10,000.00	-100.0%
4320.00 · Electricity	1,244.63	636.08	2,000.00	0.00	-2,000.00	-100.0%
4330.00 · Gas	1,495.45	362.97	2,000.00	0.00	-2,000.00	-100.0%
4390.00 · Other Utilities	2,962.29	1,249.84	3,000.00	0.00	-3,000.00	-100.0%
4410.00 · Maint - Labor	50,148.51	18,866.08	51,000.00	0.00	-51,000.00	-100.0%
4420.00 · Maint - Supplies	19,402.01	12,573.52	22,500.00	0.00	-22,500.00	-100.0%
4430.00 · Maint - Contracts	21,701.92	36,196.02	20,000.00	0.00	-20,000.00	-100.0%
4430.01 · Maint - Non-Contract	2,276.00	1,966.00	5,000.00	0.00	-5,000.00	-100.0%
4430.03 · Maint - Truck Maint	3,211.84	582.87	2,000.00	0.00	-2,000.00	-100.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	683.42	0.00	1,000.00	0.00	-1,000.00	-100.0%
4430.11 · Snow Removal	738.30	95.10	1,000.00	0.00	-1,000.00	-100.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	2,510.00	0.00	3,500.00	0.00	-3,500.00	-100.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	2,466.00	3,415.00	1,000.00	0.00	-1,000.00	-100.0%
4430.17 · Extermination	2,262.00	1,140.00	3,000.00	0.00	-3,000.00	-100.0%
4430.18 · Appliances	10,259.97	6,693.99	10,000.00	0.00	-10,000.00	-100.0%
4430.19 · Garbage & Trash Removal	1,209.00	1,346.39	2,000.00	0.00	-2,000.00	-100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	15,330.70	5,352.19	22,000.00	0.00	-22,000.00	-100.0%
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	32,354.00	34,459.38	33,000.00	0.00	-33,000.00	-100.0%
4510.01 · Insurance Expenses - Liability	3,347.00	3,853.00	3,500.00	1,100.00	-2,400.00	-68.57%
4520.00 · PILOT	28,926.09	0.00	25,000.00	0.00	-25,000.00	-100.0%
4530.00 · Bank Fees	592.48	281.34	400.00	0.00	-400.00	-100.0%
4572.00 · Bad Debt - Tenant Rents	1,945.00	0.00	10,000.00	0.00	-10,000.00	-100.0%
4590.00 · Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4600.00 · Leases	0.00	0.00	10,800.00	0.00	-10,800.00	-100.0%
4800.00 · Depreciation Expense	137,080.62	0.00	135,000.00	0.00	-135,000.00	-100.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	552,168.81	205,908.30	561,571.76	1,100.00	-560,471.76	-99.8%
Net Income/(loss)	265,578.38	244,657.61	70,548.24	1,900.00		



Report to the
GBHA Properties 1, Inc.
of the City of Green Bay

MEETING DATE

June 20, 2024

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # F.1

Financial Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Monthly FS

**GBHA Properties 1, Inc.
Budget vs. Actual**

GBHA Properties 1, Inc

May-24

SS

	YTD	Budget
Total Income	450,565.91	632,120.00
Total Expense	206,063.84	561,571.76
Net Income	244,502.07	70,548.24

Net Income

**GBHA Properties 1, Inc.
Budget vs. Actual**

SS - Properites

	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	173,173.00	0.00	173,173.00	100.0%
3110.00 · Dwelling Rental	248,133.87	619,620.00	-371,486.13	40.05%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.0%
3610.00 · Int Income	5,016.09	1,000.00	4,016.09	501.61%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	6,280.73	2,500.00	3,780.73	251.23%
3690.02 · Other Income	17,962.22	9,000.00	8,962.22	199.58%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%
Total Income	450,565.91	632,120.00	-181,554.09	71.28%
Expense				
4110.00 · Admin Salaries	33,745.04	80,000.00	-46,254.96	42.18%
4120.00 · Compensated Absences	0.00	500.00	-500.00	0.0%
4130.00 · Legal Expense	65.00	2,000.00	-1,935.00	3.25%
4130.01 · Investigations Expense	112.61	5,000.00	-4,887.39	2.25%
4140.00 · Staff Training	1,147.09	5,000.00	-3,852.91	22.94%
4150.00 · Travel	273.27	500.00	-226.73	54.65%
4160.00 · Management Fee	13,971.29	35,141.76	-21,170.47	39.76%
4163.00 · BookKeeping Fee	1,717.50	4,320.00	-2,602.50	39.76%
4165.00 · Asset Management Fee	2,400.00	5,760.00	-3,360.00	41.67%
4171.00 · Auditing Fees	4,484.00	4,500.00	-16.00	99.64%
4182.00 · Employee Benefits - Admin	12,587.45	26,500.00	-13,912.55	47.5%
4190.01 · Printing	948.21	1,000.00	-51.79	94.82%
4190.02 · Postage	165.00	1,000.00	-835.00	16.5%
4190.03 · Paper & Office Supplies	271.26	1,000.00	-728.74	27.13%
4190.04 · Publications	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	66.35	50.00	16.35	132.7%
4190.06 · Computer Support	0.00	5,500.00	-5,500.00	0.0%
4190.07 · Tele Fax & Comm	300.68	1,400.00	-1,099.32	21.48%
4190.08 · Marketing	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	299.75	2,500.00	-2,200.25	11.99%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	1,200.00	-1,200.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%
4310.00 · Water	4,331.03	10,000.00	-5,668.97	43.31%
4320.00 · Electricity	636.08	2,000.00	-1,363.92	31.8%
4330.00 · Gas	362.97	2,000.00	-1,637.03	18.15%
4390.00 · Other Utilities	1,249.84	3,000.00	-1,750.16	41.66%
4410.00 · Maint - Labor	18,866.08	51,000.00	-32,133.92	36.99%
4420.00 · Maint - Supplies	12,573.52	22,500.00	-9,926.48	55.88%
4430.00 · Maint - Contracts	36,196.02	20,000.00	16,196.02	180.98%
4430.01 · Maint - Non-Contract	1,966.00	5,000.00	-3,034.00	39.32%
4430.03 · Maint - Truck Maint	691.41	2,000.00	-1,308.59	34.57%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	1,000.00	-1,000.00	0.0%
4430.11 · Snow Removal	95.10	1,000.00	-904.90	9.51%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	3,500.00	-3,500.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	3,415.00	1,000.00	2,415.00	341.5%
4430.17 · Extermination	1,140.00	3,000.00	-1,860.00	38.0%
4430.18 · Appliances	6,693.99	10,000.00	-3,306.01	66.94%
4430.19 · Garbage & Trash Removal	1,346.39	2,000.00	-653.61	67.32%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	5,352.19	22,000.00	-16,647.81	24.33%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	34,459.38	33,000.00	1,459.38	104.42%
4510.01 · Insurance Expenses - Liability	3,853.00	3,500.00	353.00	110.09%
4520.00 · PILOT	0.00	25,000.00	-25,000.00	0.0%
4530.00 · Bank Fees	281.34	400.00	-118.66	70.34%
4572.00 · Bad Debt - Tenant Rents	0.00	10,000.00	-10,000.00	0.0%
4600.00 · Leases	0.00	10,800.00	-10,800.00	0.0%
4800.00 · Depreciation Expense	0.00	135,000.00	-135,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%
Total Expense	206,063.84	561,571.76	-355,507.92	36.69%
Net Income/(Loss)	244,502.07	70,548.24	173,953.83	346.57%