



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, JUNE 20, 2024, 10:30 AM
City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

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

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.

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

C. Approval of the Agenda.

1. Approval of the agenda for the Thursday, June 20, 2024 meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

1. Approval of the minutes from the March 14, 2024, meeting of the Green Bay Housing Authority.

E. Regular Business.

1. Consideration and possible action to approve allowing NeighborWorks Green Bay to split parcel 14-646 in which GBHA holds a lien
2. Consideration with possible action on approval of the GBHA operating budget and Budget

Resolution No. 2024-02, for Fiscal Year Beginning July 1, 2024.

3. Consideration with possible action on approval of Green Bay Housing Authority and Mason Manor updated design logos.

F. Informational.

1. GBHA Bills.
2. GBHA Financial Report.
3. Director's Report.
4. Occupancy Report.
5. Next Meeting: July 18, 2024.

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.



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

MEETING DATE

June 20, 2024

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.1

Consideration and possible action to approve allowing NeighborWorks Green Bay to split parcel 14-646 in which GBHA holds a lien

BACKGROUND

In 2006, the GBHA granted a deferred zero interest loan of \$100,000 to NeighborWorks GB for the creation of their office. The parcel holds the office building and the Farmory, which is an old armory that had been repurposed for an urban farm use, providing sustainable agriculture in produce and fish. Unfortunately, the armory project could not sustain itself and the building has been repurposed again. There is currently a wood fired pizza establishment located in the armory building. NeighborWorks has been asked to sell the armory building. In order for this to happen, the parcel will need to be split via a CSM (Certified Survey Map). The GBHA holds a lien on the entire parcel, and will need to approve splitting off the armory due to this encumbrance.

Originally, the GBHA lien was behind \$750,000 of debt. Today, that debt is \$611,000. When the parcel is split, the GBHA will hold a first lien position. The Brown County Housing Authority will hold a second position of \$100,000 and a private lender will hold a third position with approximately \$90,000 in debt. The property was valued in 2022 at \$930,000.

NeighborWorks GB continues to be a partner in creating and maintaining affordable housing in Green Bay. The GBHA's position will not be compromised as a result of this parcel split and, because of these factors, recommends approval of the request.

RECOMMENDATION

To approve allowing NeighborWorks Green Bay to split parcel 14-646 in which GBHA holds a lien

FISCAL IMPACT

ATTACHMENTS

1. GBHA Request - 06-11-2024
2. 437 S Jackson Appraisal - 2022
3. 815 Chicago Appraisal - 2023
4. Chicago & Jackson map

Green Bay Housing Authority
100 N. Jefferson Street, Room 608
Green Bay, WI 54301

June 11, 2024

Dear Ms. Renier-Wigg and Members of the Authority,

In 2006, NeighborWorks Green Bay asked for and received a deferred payment, no-interest loan of \$100,000 from the Green Bay Housing Authority ("GBHA") to contribute to our sources for the renovation of property at 437 S. Jackson Street for our offices and HomeOwnership Center. Since that time, we have renovated or built 257 dwelling units in the City of Green Bay, educated and counseled 13,980 households seeking to attain or retain homeownership, and facilitated 2,391 home purchases. For your past and continued support of our mission, thank you!

Today, we're requesting your approval of a Certified Survey Map ("CSM") that is splitting the parcel that includes both our office and the armory building behind it. In 2006, these buildings occupied separate lots, but they were joined after NeighborWorks Green Bay acquired the armory property (at 815 Chicago) from its subsidiary, the Urban partnership Community Development Corporation. We'd like to once again divide the parcels so that the Chicago Street property can be sold.

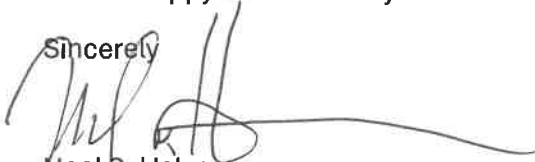
When GBHA made its no-interest, deferred payment \$100,000 loan to our project at 437 S. Jackson, it was subordinate to approximately \$750,000 in first mortgage debt. Today, the combined parcel is collateral for approximately \$611,000 in debt, mostly related to improvements in the armory building. If the Authority consents to the CSM, we will sell the armory property and pay off much of the existing debt, leaving approximately \$90,000 of "hard debt" on the property at 437 S. Jackson.

The joining of the two lots created a single parcel of approximately 47,178 square feet. The CSM would split this into two lots, one (437 S. Jackson) of approximately 27,942 square feet and another (815 Chicago) of approximately 19,236 square feet. In 2022, the 437 S. Jackson portion of the property was appraised at \$930,000. In 2023, the 815 Chicago portion was appraised at \$580,000.

In terms of lien positions, the Green Bay Housing Authority \$100,000 is superior to another \$100,000 deferred payment, no-interest loan from the Brown County Housing Authority and the current bank loan.

We believe that the splitting of these lots does not place the GBHA loan at risk. Given our 2022 appraised value of \$930,000, the full occupancy of the building, the post-sale hard debt decreasing 85% to ~\$90,000, and the improvement in value by getting the Chicago Street property into the hands of a new owner who will continue to improve that property, with a likely positive impact on the Jackson Street parcel, we ask that GBHA approve the CSM and direct staff to execute the necessary documents.

We are happy to meet with you to discuss this proposal. Thank you for your consideration and continuing support.

Sincerely

Noel S. Halvorsen

President & CEO

L&A Appraisal, Inc.

Commercial Real Estate Appraisers

APPRAISAL REPORT

Of The

Multi-Tenant Office

Located At

437 South Jackson Street, Green Bay, Brown County, Wisconsin 54301-3909



Pertinent Dates

Effective Date	January 28, 2022
Date of the Report	February 7, 2022
Inspection Date	January 28, 2022

Prepared For

Bank of Luxemburg
1014B Main Street
Union Grove, WI 53182

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1845 N. Farwell Ave., Suite 102 • Milwaukee, WI 53202 • P (414) 732-2880 • F (414) 732-2890

L&A Appraisal, Inc.
Commercial Real Estate Appraisers

Robert W. Quam Jr., MAI, ASA, GAA, President
Kelsey L. Bayba
Scott A. Chapko
Paul R. Lindstrom, MAI
www.la-appraisal.com

February 7, 2022

Bank of Luxemburg
1014B Main Street
Union Grove, WI 53182

Re: Neighborhood Housing Services of Green Bay Inc
437 South Jackson Street, Green Bay, Wisconsin

As you requested, an appraisal report of the market value opinion of the multi-tenant office located at 437 South Jackson Street, Green Bay, Wisconsin, has been prepared.

The report describes the method of appraisal, contains data gathered in the investigation and explains the analyses used in arriving at the value opinion. It is prepared in conformance with the Scope of Work detailed. Please refer to this section to understand the complexity and important facts affecting the value opinion.

It is hereby certified that the property legally described in the report was inspected.

The purpose of the appraisal is to develop an 'as is' value opinion of the subject, as of the effective date, January 28, 2022, in leased fee interest. It is **Nine Hundred Thirty Thousand Dollars (\$930,000)**.

The property is appraised as a whole, owned in leased fee interest, and is subject to the Contingent and Limiting Conditions outlined herein. This appraisal conforms to the *Uniform Standards of Professional Appraisal Practice (USPAP)* of the Appraisal Foundation, and the *Code of Professional Ethics and Standards of Professional Appraisal Practice* of the Appraisal Institute, as interpreted by the appraisers.

L&A Appraisal, Inc.

Commercial Real Estate Appraisers

APPRAISAL REPORT

Of An

Special Use Industrial Facility

Located At

815 Chicago Street, Green Bay, Wisconsin 54301



Pertinent Dates

Effective Date	February 21, 2023
Date of the Report	February 27, 2023
Inspection Date	February 21, 2023

Prepared For

NeighborWorks Green Bay
Attn: David Erickson
437 S. Jackson St.
Green Bay, WI 54301

L&A Appraisal, Inc.
Commercial Real Estate Appraisers

Robert W. Quam Jr., MAI, ASA, GAA, President
Kelsey L. Bayba
Christopher G. Berge
Scott A. Chapko
Paul R. Lindstrom, MAI
www.la-appraisal.com

February 27, 2023

NeighborWorks Green Bay
Attn: David Erickson
437 S. Jackson St.
Green Bay, WI 54301

Re: 815 Chicago Street, Green Bay, Wisconsin

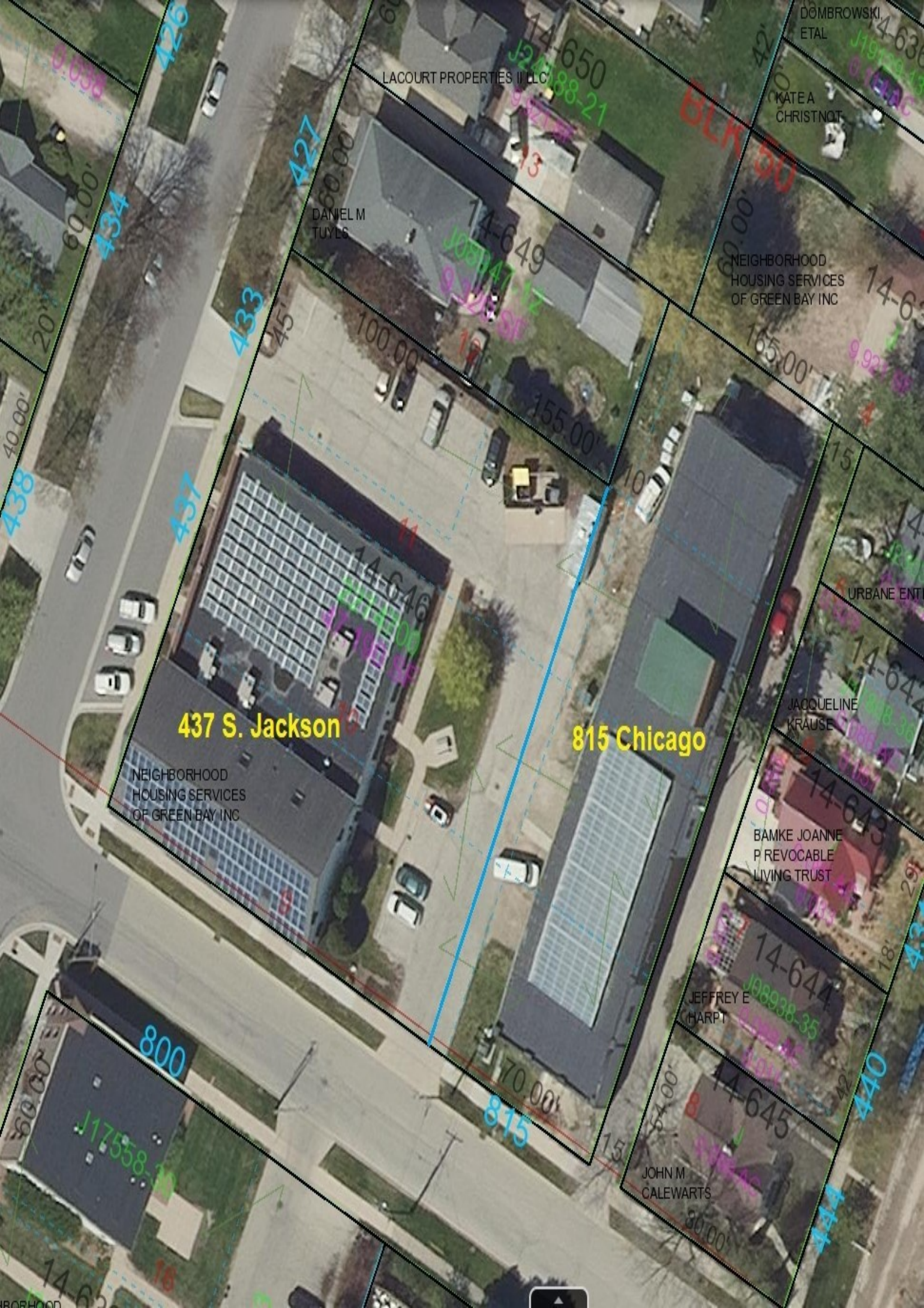
As you requested, an appraisal report in narrative format of the market value of the special use industrial building located at 815 Chicago Street, Green Bay, Wisconsin has been prepared. Enclosed is a report of 80 pages plus addenda.

This report describes the method of appraisal, contains data gathered in the investigation and explains the analyses used in arriving at the market value opinion. Please refer to the scope of work to understand the complexity and important facts affecting the value opinion.

It is hereby certified that the property legally described in the report was inspected.

The purpose of this appraisal is to develop an as-is market value opinion of the subject, in fee simple estate interest, as of the effective date, February 21, 2023.

The fee simple opinion of value is **Five Hundred Eighty Thousand Dollars (\$580,000)**.



LACOURT PROPERTIES II LLC

DOMBROWSKI
ETAL

KATE A
CHRISTNOT

DANIEL M
TUYLS

NEIGHBORHOOD
HOUSING SERVICES
OF GREEN BAY INC

437 S. Jackson

NEIGHBORHOOD
HOUSING SERVICES
OF GREEN BAY INC

815 Chicago

JACQUELINE
KRAUSE

BAMKE JOANNE
P REVOCABLE
LIVING TRUST

JEFFREY E
HARPT

JOHN M
CALEWARTS



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

MEETING DATE

June 20, 2024

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.2

Consideration with possible action on approval of the GBHA operating budget and Budget Resolution No. 2024-02, for Fiscal Year Beginning July 1, 2024.

BACKGROUND

The GBHA annual operating budget runs from July 1, 2024 through June 30, 2025. Much of the budget is consistent with prior years. Interest income was increased to reflect the market change to high interest rates overall. Overall, the budget is similar to last year's budget. Any major changes are listed below:

Central Office Coast Center (COCC): - Revenues were decreased by \$8,200 due to no longer receiving management fees, asset management fees and bookkeeping fees from Mason Manor and Scattered Sites, a loss of \$173,000. This is offset by a monthly management fee from GBHA Properties LLC of \$100,080 and HUD Asset Repositioning Fees of \$62,808. There was a total expense decrease of \$3,000 from the prior budget. This was due to a decrease of the \$12,000 that was cut from other general due to the RAD conversion being submitted and approved by HUD. There was also an increase in insurance premiums, wages and audit fees that offset these savings.

Mason Manor: Was moved out of Public Housing as of November 30, 2023, so the only budget item is interest.

Revenue Bonds: - Revenues were increased by \$105,000 to account for the cell tower lease payments that historically went into Mason Manor, but were not part of the RAD conversion. There were no significant changes to expenses.

HUD requires a board resolution showing approval of the budget, resolution No. 2024-02.

RECOMMENDATION

Approval of the GBHA operating budget and Budget Resolution No. 2024-02, for Fiscal Year Beginning July 1, 2024.

FISCAL IMPACT

ATTACHMENTS

1. 24-25 Budget
2. NO 2024-02 Budget Resolution
3. Training Needs - 24-25
4. 2024 GBHA Prop LLC Budget

COCC						
	PY	YTD 7/1-4/30	23-24 Budget	24-25 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	0.00	0.00	0.00	62,808.00	62,808.00	100.0% ^{^^}
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	142,770.90	60,338.89	131,781.60	0.00	-131,781.60	-100.0%
3520.00 · Asset Management Rev	24,120.00	10,050.00	24,000.00	0.00	-24,000.00	-100.0%
3530.00 · BookKeeping Fee Rev	17,865.00	7,417.50	18,000.00	0.00	-18,000.00	-100.0%
3610.00 · Int Income	13,926.09	67,642.46	250.00	3,000.00	2,750.00	1,100.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	159.52	322.09	100.00	0.00	-100.00	-100.0%
3690.02 · Other Income	1,871.09	41,700.00	0.00	100,080.00	100,080.00	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	200,712.60	187,470.94	174,131.60	165,888.00	-8,243.60	-4.73%
Expense						
4110.00 · Admin Salaries	71,999.65	49,004.24	71,500.00	78,500.00	7,000.00	9.79%
4120.00 · Compensated Absences	373.90	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	0.00	6,000.00	2,000.00	-4,000.00	-66.67%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	1,589.97	0.00	9,000.00	9,000.00	0.00	0.0%
4150.00 · Travel	158.19	40.81	200.00	200.00	0.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	2,166.00	2,242.00	2,500.00	12,000.00	9,500.00	380.0%
4182.00 · Employee Benefits - Admin	28,314.11	20,092.24	29,000.00	29,500.00	500.00	1.72%
4190.01 · Printing	39.60	303.69	300.00	300.00	0.00	0.0%
4190.02 · Postage	199.78	375.59	200.00	200.00	0.00	0.0%
4190.03 · Paper & Office Supplies	150.17	104.32	900.00	900.00	0.00	0.0%
4190.04 · Publications	20.83	0.00	300.00	300.00	0.00	0.0%
4190.05 · Membership Dues & Fees	70.00	75.41	400.00	400.00	0.00	0.0%
4190.06 · Computer Support	2,066.59	3,461.43	7,000.00	7,000.00	0.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	5,000.00	0.00	-5,000.00	-100.0%
4190.10 · Miscellaneous	27,381.02	11,408.64	15,000.00	15,000.00	0.00	0.0% [^]
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	100.00	100.00	0.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	2.58	0.00	100.00	0.00	-100.00	-100.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.00	0.00	0.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	0.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.00	0.00	0.0%
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	600.00	500.00	750.00	1,850.00	1,100.00	146.67%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	1,066.89	901.60	1,100.00	1,100.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	12,000.00	0.00	-12,000.00	-100.0%
4600.00 · Leases	0.00	0.00	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	650.00	650.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	136,199.28	88,509.97	162,000.00	159,000.00	-3,000.00	-1.85%
Net Income/(loss)	64,513.32	98,960.97	12,131.60	6,888.00		

[^]City fees for services

^{^^}Asset Repositioning Fees

Mason Manor						
	PY	YTD 7/1-4/30	23-24 Budget	24-25 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	223,599.00	187,889.00	217,980.00	0.00	-217,980.00	-100.0%
3110.00 · Dwelling Rental	497,319.84	194,774.00	505,630.00	0.00	-505,630.00	-100.0%
3120.00 · Excess Utilities	5,060.00	2,028.00	5,000.00	0.00	-5,000.00	-100.0%
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	40,403.44	79,073.63	2,000.00	3,000.00	1,000.00	50.0%
3690.00 · Other Income - Tenants	5,439.00	2,900.00	4,000.00	0.00	-4,000.00	-100.0%
3690.01 · Other Income - Ins Dividends	4,306.65	9,501.62	5,750.00	0.00	-5,750.00	-100.0%
3690.02 · Other Income	23,783.46	10,258.45	15,000.00	0.00	-15,000.00	-100.0%
3690.03 · Cell Tower Rent	129,467.53	23,045.50	112,875.02	0.00	-112,875.02	-100.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	929,378.92	509,470.20	868,235.02	3,000.00	-865,235.02	-99.65%
Expense						
4110.00 · Admin Salaries	111,586.96	39,886.32	117,500.00	0.00	-117,500.00	-100.0%
4120.00 · Compensated Absences	1,459.26	0.00	500.00	0.00	-500.00	-100.0%
4130.00 · Legal Expense	400.44	267.65	750.00	0.00	-750.00	-100.0%
4130.01 · Investigations Expense	56.16	712.00	1,300.00	0.00	-1,300.00	-100.0%
4140.00 · Staff Training	79.00	1,147.10	5,000.00	0.00	-5,000.00	-100.0%
4150.00 · Travel	244.78	199.26	250.00	0.00	-250.00	-100.0%
4160.00 · Management Fee	109,321.44	46,367.60	96,639.84	0.00	-96,639.84	-100.0%
4163.00 · BookKeeping Fee	13,680.00	5,700.00	13,680.00	0.00	-13,680.00	-100.0%
4165.00 · Asset Management Fee	18,360.00	7,650.00	18,240.00	0.00	-18,240.00	-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	41,175.71	14,354.58	38,000.00	0.00	-38,000.00	-100.0%
4190.01 · Printing	794.92	1,048.14	1,000.00	0.00	-1,000.00	-100.0%
4190.02 · Postage	583.50	167.61	1,100.00	0.00	-1,100.00	-100.0%
4190.03 · Paper & Office Supplies	1,332.41	183.25	1,500.00	0.00	-1,500.00	-100.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	239.00	51.00	0.00	0.00	0.00	0.0%
4190.06 · Computer Support	7,233.09	9,311.13	7,500.00	0.00	-7,500.00	-100.0%
4190.07 · Tele Fax & Comm	2,117.17	746.84	2,250.00	0.00	-2,250.00	-100.0%
4190.08 · Marketing	1,189.00	100.00	2,300.00	0.00	-2,300.00	-100.0%
4190.10 · Miscellaneous	1,358.46	299.75	1,500.00	0.00	-1,500.00	-100.0%
4220.00 · Ten Ser-Recr Etc	28.45	0.00	200.00	0.00	-200.00	-100.0%
4220.01 · Ten Ser - Resident Part	3,122.39	526.18	2,900.00	0.00	-2,900.00	-100.0%
4230.00 · Ten Ser-Contrs	44,694.02	22,669.44	47,433.92	0.00	-47,433.92	-100.0%
4310.00 · Water	37,677.61	15,333.63	37,500.00	0.00	-37,500.00	-100.0%
4320.00 · Electricity	75,733.18	31,947.45	66,000.00	0.00	-66,000.00	-100.0%
4330.00 · Gas	48,663.02	7,089.16	46,000.00	0.00	-46,000.00	-100.0%
4390.00 · Other Utilities	5,188.38	2,159.70	5,000.00	0.00	-5,000.00	-100.0%
4410.00 · Maint - Labor	135,173.21	50,245.20	134,000.00	0.00	-134,000.00	-100.0%
4420.00 · Maint - Supplies	13,158.47	5,867.95	10,000.00	0.00	-10,000.00	-100.0%
4430.00 · Maint - Contracts	26,236.41	2,965.40	10,000.00	0.00	-10,000.00	-100.0%
4430.01 · Maint - Non-Contract	7,349.72	958.00	5,000.00	0.00	-5,000.00	-100.0%
4430.03 · Maint - Truck Maint	4,731.83	976.11	3,000.00	0.00	-3,000.00	-100.0%
4430.09 · Fire Protection - Maint	5,337.38	1,646.00	5,000.00	0.00	-5,000.00	-100.0%
4430.10 · Heating and Cooling	3,705.78	51.00	5,000.00	0.00	-5,000.00	-100.0%
4430.11 · Snow Removal	1,111.77	0.00	3,000.00	0.00	-3,000.00	-100.0%
4430.12 · Elevator Maintenance	12,232.44	6,523.00	14,500.00	0.00	-14,500.00	-100.0%
4430.13 · Landscape and Grounds	2,078.45	159.88	1,500.00	0.00	-1,500.00	-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	1,542.65	1,662.47	1,500.00	0.00	-1,500.00	-100.0%
4430.17 · Extermination	18,012.12	9,609.52	17,500.00	0.00	-17,500.00	-100.0%
4430.18 · Appliances	0.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	5,202.10	2,829.84	7,000.00	0.00	-7,000.00	-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	48,350.04	16,668.81	37,000.00	0.00	-37,000.00	-100.0%
4480.00 · Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	38,799.00	42,955.71	40,000.00	0.00	-40,000.00	-100.0%
4510.01 · Insurance Expenses - Liability	8,126.00	8,205.00	8,500.00	0.00	-8,500.00	-100.0%
4520.00 · PILOT	33,511.77	0.00	38,000.00	0.00	-38,000.00	-100.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	2,080.50	0.00	5,000.00	0.00	-5,000.00	-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	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	105,670.59	0.00	150,000.00	0.00	-150,000.00	-100.0%
9120.00 · Transfers Out	0.00	1,036,702.00	0.00	0.00	0.00	0.0%
Total Expense	1,003,060.58	1,400,427.68	1,014,043.76	0.00	-1,014,043.76	-100.0%
Net Income/(loss)	(73,681.66)	(890,957.48)	(145,808.74)	3,000.00		

RevBonds					
PY	YTD 7/1-4/30	23-24 Budget	24-25 Budget	\$ Budget changed	% of Budget changed
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
34,935.72	0.00	250.00	5,000.00	4,750.00	1,900.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
59,530.00	57,098.96	63,091.84	63,091.84	0.00	0.0%
0.00	28,238.66	0.00	105,752.69	105,752.69	100.0%
0.00	0.00	0.00	0.00	0.00	0.0%
94,465.72	85,337.62	63,341.84	173,844.53	110,502.69	174.45%
81.69	34.60	550.00	550.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
570.00	590.00	600.00	600.00	0.00	0.0%
35.89	14.73	250.00	250.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
5.57	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	3,000.00	0.00	-3,000.00	-100.0%
0.00	0.00	500.00	1,000.00	500.00	100.0%
0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0.00	0.00	0.00	0.0%
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0.00	0.00	0.00	0.00	0.00	0.0%
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0.00	0.00	0.00	0.00	0.00	0.0%
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0.00	0.00	0.00	0.00	0.00	0.0%
0.00	0.00	0			

PHA Board Resolution

Approving Operating Budget

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

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

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

PHA Name:

PHA Code:

PHA Fiscal Year Beginning:

Board Resolution Number:

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

DATE

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

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

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

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

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

Print Board Chairperson's Name:	Signature:	Date:
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TRAINING NEEDS -FYE 2024-2025
GBHA & GBHA Properties LLC

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals Subtotal</u>	<u>Registration</u>	<u>Travel</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
BDO Location: TBD - Out of State, Dates: TBD												
	Stephanie	\$200	\$75	1	2	\$400	\$150	\$800	\$700			\$2,050
LITCH Training - Location: TBD - out of state, Dates: TBD												
	Sr Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$700			\$2,275
Nan Mckay - HQS training - Location: TBD - out of state, Dates: TBD												
	Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$400			\$1,975
	Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$400			\$1,975
TDB - training new entity - Location: TBD - out of state, Dates: TBD												
	Stephanie	\$200	\$75	1	3	\$600	\$225	\$750	\$400			\$1,975
	Jayme	\$200	\$75	1	3	\$600	\$225	\$750	\$400			\$1,975

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals</u>	<u>Registration</u>	<u>Travel Sub</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
WAHA "Fall" Conference - Location: TBD, Dates: Sept 2024												
	Cheryl	\$115	\$55	1	3	\$345	\$165	\$325	\$152	1	260	\$987
	Jayme/Ka/Kaycee	\$115	\$55	1	3	\$345	\$165	\$325	\$0	0	260	\$835
	Stephanie	\$115	\$55	1	3	\$345	\$165	\$325	\$152	1	260	\$987
GBHA	Commissioner	\$115	\$55	1	3	\$345	\$165	\$325	\$152	1	260	\$987
GBHA	Commissioner	\$115	\$55	1	3	\$345	\$165	\$325	\$0	0	260	\$835
WAHA "Spring" Conferences - Location: TBD Date: April 2025												
	Cheryl	\$115	\$50	1	1	\$115	\$50	\$100	\$117	1	200	\$382
	Stephanie	\$115	\$50	1	1	\$115	\$50	\$100	\$117	1	200	\$382
	Jayme- cocc	\$115	\$50	1	1	\$115	\$50	\$100	\$0	0	200	\$265

\$17,885.30

MM-LLC	4,517.50
SS- LLC	4,517.50
COCC	\$8,850
	<u>\$ 17,885.30</u>

Green Bay Housing Authority Properties LLC

<u>Expense</u>	<u>2024 Budget</u>
4110.00 · Admin Salaries	\$ 170,076.00
4130.00 · Legal Expense	\$ 2,750.00
4130.01 · Investigations Expense	\$ 4,157.00
4140.00 · Staff Training	\$ 8,684.00
4150.00 · Travel	\$ 938.00
4171.00 · Auditing Fees	\$ 11,502.00
4182.00 · Employee Benefits - Admin	\$ 92,143.00
4190.01 · Printing	\$ 2,272.00
4190.02 · Postage	\$ 2,272.00
4190.03 · Paper & Office Supplies	\$ 3,211.00
4190.04 · Publications	\$ 98.00
4190.05 · Membership Dues & Fees	\$ 445.00
4190.06 · Computer Support	\$ 15,807.00
4190.07 · Tele Fax & Comm	\$ 3,200.00
4190.08 · Marketing	\$ 1,500.00
4190.10 · Miscellaneous	\$ 15,645.00
4220.00 · Ten Ser-Recr Etc	\$ 198.00
4220.01 · Ten Ser - Resident Part	\$ 2,865.00
4230.00 · Ten Ser-Contrs	\$ 39,289.00
4310.00 · Water	\$ 46,709.00
4320.00 · Electricity	\$ 66,514.00
4330.00 · Gas	\$ 47,511.00
4390.00 · Other Utilities	\$ 7,903.00
4410.00 · Maint - Labor	\$ 192,688.00
4420.00 · Maint - Supplies	\$ 27,005.00
4430.00 · Maint - Contracts	\$ 25,005.00
4430.01 · Maint - Non-Contract	\$ 5,927.00
4430.03 · Maint - Truck Maint	\$ 2,000.00
4430.09 · Fire Protection - Maint	\$ 4,940.00
4430.10 · Heating and Cooling	\$ 2,750.00
4430.11 · Snow Removal	\$ 3,000.00
4430.12 · Elevator Maintenance	\$ 12,003.00
4430.13 · Landscape and Grounds	\$ 3,502.00
4430.16 · Plumbing	\$ 1,976.00
4430.17 · Extermination	\$ 18,504.00
4430.18 · Appliances	\$ 2,964.00
4430.19 · Garbage & Trash Removal	\$ 8,001.00
4433.00 · Emp Ben Contr-ord maint	\$ 58,342.00
4510.00 · Insurance Expense - Property	\$ 95,167.00
4510.01 · Insurance Expenses - Liability	\$ 11,855.00
4520.00 · Real Estate Taxes	\$ 118,544.00
4530.00 · Bank Fees	\$ 1,462.00
4590.00 · Other General	\$ 19,626.00
4600.00 · Leases	\$ 12,003.00
9999.00 · Replacement Reserves	\$ 66,965.00
0000.00 · Admin Salaries	\$ 93,861.00
Total	\$ 1,333,779.00



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

MEETING DATE

June 20, 2024

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # E.3

Consideration with possible action on approval of Green Bay Housing Authority and Mason Manor updated design logos.

BACKGROUND

Over the past few months, Green Bay Housing Authority staff have worked together with the City of Green Bay's Public Arts Coordinator to establish an updated logo for the Green Bay Housing Authority and Mason Manor.

A design request was sent to three separate graphic designers that have worked with the City of Green Bay in the past. Sam Design Company responded with the lowest and responsive quote.

Once the contract was established between the GBHA and Sam Design Company, an initial meeting was set to go over GBHA's vision for both the Green Bay Housing Authority and Mason Manor logo. After a few meetings of going back and forth with different tweaks and color schemes, the final designs (attached) were finalized.

RECOMMENDATION

Approval of one Green Bay Housing Authority logo and one Mason Manor logo.

FISCAL IMPACT**ATTACHMENTS**

1. Revision 2_GBHA
2. Revision 2_MMI

1



GREEN BAY
HOUSING
AUTHORITY



GREEN BAY
HOUSING AUTHORITY

2



GREEN BAY
HOUSING
AUTHORITY



GREEN BAY
HOUSING AUTHORITY

GRAYSCALE



GREEN BAY
HOUSING
AUTHORITY



GREEN BAY
HOUSING AUTHORITY

ONE-COLOR
BLACK



GREEN BAY
HOUSING
AUTHORITY



GREEN BAY
HOUSING AUTHORITY

ONE-COLOR
WHITE



GREEN BAY
HOUSING
AUTHORITY



GREEN BAY
HOUSING AUTHORITY

ONE-COLOR
BLACK
INVERTED



GREEN BAY
HOUSING
AUTHORITY



GREEN BAY
HOUSING AUTHORITY

ONE-COLOR
WHITE
INVERTED



GREEN BAY
HOUSING
AUTHORITY



GREEN BAY
HOUSING AUTHORITY

1



MASON
MANOR



| MASON
MANOR

2



MASON
MANOR



MASON
MANOR

3



MASON
MANOR



| MASON
MANOR

GRAYSCALE



MASON
MANOR



MASON
MANOR

ONE-COLOR
BLACK



MASON
MANOR



MASON
MANOR

ONE-COLOR
WHITE



MASON
MANOR



| MASON
MANOR



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 20, 2024

PREPARED BY

AGENDA ITEM # F.I

GBHA Bills.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Check Detail - March
2. Check Detail - April
3. Check Detail - May

9:02 AM

06/05/24

Green Bay Housing Authority

Check Detail

March 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		03/31/2024		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-84.29
TOTAL						-84.29
Bill Pmt -Check	7350	03/06/2024	CITY OF GREEN B...		1111.01 · General ...	
Bill	182991	02/23/2024		postage	4190.02 · Postage	-10.92
Bill	970-12422 2/2024	02/29/2024		wages	4110.00 · Admin Sa...	-8,127.54
				Benifits	4182.00 · Employee...	-3,145.77
TOTAL						-11,284.23
Bill Pmt -Check	7351	03/06/2024	Clean By Design L...	1337 Univer...	1111.01 · General ...	
Bill	1652	07/01/2023		cleaning 133...	4430.00 · Maint - C...	-950.00
TOTAL						-950.00
Bill Pmt -Check	7352	03/06/2024	HAWKINS ASH BA...	6/31/23 audit	1111.01 · General ...	
Bill	3194937	01/19/2024		6/31/23 audit	4171.00 · Auditing ...	-4,484.00
				6/31/23 audit	4171.00 · Auditing ...	-4,484.00
				6/31/23 audit	4171.00 · Auditing ...	-2,242.00
				6/31/23 audit	4171.00 · Auditing ...	-590.00
TOTAL						-11,800.00
Bill Pmt -Check	7356	03/20/2024	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 3/2/24	03/02/2024		CC fees colle...	1242.00 · Fees coll...	-77.98
Bill	183434	03/08/2024		mailings	4190.02 · Postage	-4.16
TOTAL						-82.14
Bill Pmt -Check	7357	03/20/2024	Latasha Dixson	Refund	1111.01 · General ...	
Bill	3/13/24 TRIP refund	03/13/2024		Refund tax in...	2119.03 · A/P Tena...	-324.10
TOTAL						-324.10
Bill Pmt -Check	7358	03/20/2024	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	169443	02/29/2024		social worker	4210.00 · Ten Ser...	-6,107.12
TOTAL						-6,107.12

9:01 AM

06/05/24

Green Bay Housing Authority

Check Detail

April 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		04/30/2024		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-84.29
TOTAL						-84.29
Bill Pmt -Check	7359	04/04/2024	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 3/11/24	03/11/2024		QuickBooks	4190.06 · Computer...	-415.22
Bill	970-12420 3/25/24	03/25/2024		990 filing	4190.03 · Paper & ...	-41.00
Bill	970-12422 3/2024	03/31/2024		wages	4110.00 · Admin Sa...	-5,389.15
				benefits	4182.00 · Employe...	-2,065.10
TOTAL						-7,910.47
Bill Pmt -Check	7360	04/08/2024	Jay Vandebush	Refund	1111.01 · General ...	
Bill	Refund	04/08/2024		Refund - J. ...	2103.00 · Due to/fro...	-226.50
TOTAL						-226.50
Bill Pmt -Check	7363	04/17/2024	CITY OF GREEN B...	p card	1111.01 · General ...	
Bill	970-12420 4/1/24	04/01/2024		cc fees from ...	1242.00 · Fees coll...	-137.36
TOTAL						-137.36
Bill Pmt -Check	7364	04/17/2024	Lutheran Social S...	ross	1111.01 · General ...	
Bill	169524	03/31/2024		socal worker	4210.00 · Ten Ser...	-6,428.55
TOTAL						-6,428.55

9:00 AM

06/05/24

Green Bay Housing Authority

Check Detail

May 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	7365	05/01/2024	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 3/27/24	03/27/2024		mailing	4190.02 · Postage	-30.45
Bill	184362	04/16/2024		mailings	4190.02 · Postage	-10.92
TOTAL						-41.37
Bill Pmt -Check	7366	05/15/2024	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 4/29/24	04/29/2024		taxes	4190.03 · Paper & ...	-47.00
Bill	970-12422 4/2024	04/30/2024		wages	4110.00 · Admin Sa...	-5,473.50
				benefits	4182.00 · Employe...	-2,106.91
Bill	970-12420 5/2/24	05/02/2024		cc fees collec...	1242.00 · Fees coll...	-60.18
Bill	185045	05/08/2024		mailings	4190.02 · Postage	-4.68
TOTAL						-7,692.27
Bill Pmt -Check	7367	05/15/2024	Lutheran Social S...		1111.01 · General ...	
Bill	169897	04/30/2024		social worker...	4210.00 · Ten Ser...	-6,428.55
TOTAL						-6,428.55
Bill Pmt -Check	7368	05/30/2024	CITY OF GREEN B...	fuel	1111.01 · General ...	
Bill	180593	11/30/2023		fuel	4430.03 · Maint - Tr...	-108.53
				fuel	4430.03 · Maint - Tr...	-108.54
TOTAL						-217.07



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 20, 2024

PREPARED BY

AGENDA ITEM # F.2

GBHA Financial Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Monthly FS

Green Bay Housing Authority Budget vs. Actual Green Bay Housing Authority

May-24

	COCC		Mason Manor		RevBonds		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	240,137.49	174,131.60	509,470.20	868,235.02	91,055.25	63,341.84	840,662.94	1,105,708.46
Total Expense	88,514.65	162,000.00	1,400,536.21	1,014,043.76	639.33	4,900.00	1,489,690.19	1,180,943.76
Net Income	151,622.84	12,131.60	-891,066.01	-145,808.74	90,415.92	58,441.84	-649,027.25	-75,235.30

Reserve Spreadsheet

	MM
2023 Unaudited Report	1,140,399
YTD Net Income/(loss)	(891,066)
Without Depreciation	
Committed Funds	-
Remaining Projects	-
Subtotal	249,333
Transfer	-
Projected Reserve	249,333
6 Month Expenses	455,052
Excess/shortfall	(205,719)
	☹

Green Bay Housing Authority Budget vs. Actual

	COCC				Mason Manor			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	44,326.55	0.00	0.00	100.0%	187,889.00	217,980.00	-30,091.00	86.2%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	194,774.00	505,630.00	-310,856.00	38.52%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	2,028.00	5,000.00	-2,972.00	40.56%
3510.00 · Management Fee Revenue	60,338.89	131,781.60	129,864.00	45.79%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	10,050.00	24,000.00	24,000.00	41.88%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	7,417.50	18,000.00	18,000.00	41.21%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	67,642.46	250.00	2,500.00	27,056.98%	79,073.63	2,000.00	77,073.63	3,953.68%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	2,900.00	4,000.00	-1,100.00	72.5%
3690.01 · Other Income - Ins Dividends	322.09	100.00	15.00	322.09%	9,501.62	5,750.00	3,751.62	165.25%
3690.02 · Other Income	50,040.00	0.00	50,040.00	100.0%	10,258.45	15,000.00	-4,741.55	68.39%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	23,045.50	112,875.02	-89,829.52	20.42%
Total Income	240,137.49	174,131.60	66,005.89	137.91%	509,470.20	868,235.02	-358,764.82	58.68%
Expense								
4110.00 · Admin Salaries	49,004.24	71,500.00	-22,495.76	68.54%	39,886.32	117,500.00	-77,613.68	33.95%
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%	267.65	750.00	-482.35	35.69%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	712.00	1,300.00	-588.00	54.77%
4140.00 · Staff Training	0.00	9,000.00	-9,000.00	0.0%	1,147.10	5,000.00	-3,852.90	22.94%
4150.00 · Travel	40.81	200.00	-159.19	20.41%	199.26	250.00	-50.74	79.7%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	46,367.60	96,639.84	-50,272.24	47.98%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	5,700.00	13,680.00	-7,980.00	41.67%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	7,650.00	18,240.00	-10,590.00	41.94%
4171.00 · Auditing Fees	2,242.00	2,500.00	-258.00	89.68%	4,484.00	4,500.00	-16.00	99.64%
4182.00 · Employee Benefits - Admin	20,092.24	29,000.00	-8,907.76	69.28%	14,354.58	38,000.00	-23,645.42	37.78%
4190.01 · Printing	303.69	300.00	3.69	101.23%	1,048.14	1,000.00	48.14	104.81%
4190.02 · Postage	380.27	200.00	180.27	190.14%	167.61	1,100.00	-932.39	15.24%
4190.03 · Paper & Office Supplies	104.32	900.00	-795.68	11.59%	183.25	1,500.00	-1,316.75	12.22%
4190.04 · Publications	0.00	300.00	-300.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	75.41	400.00	-324.59	18.85%	51.00	0.00	51.00	100.0%
4190.06 · Computer Support	3,461.43	7,000.00	-3,538.57	49.45%	9,311.13	7,500.00	1,811.13	124.15%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	746.84	2,250.00	-1,503.16	33.19%
4190.08 · Marketing	0.00	5,000.00	-5,000.00	0.0%	100.00	2,300.00	-2,200.00	4.35%
4190.10 · Miscellaneous	11,408.64	15,000.00	-3,591.36	76.06%	299.75	1,500.00	-1,200.25	19.98%
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%	526.18	2,900.00	-2,373.82	18.14%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	22,669.44	47,433.92	-24,764.48	47.79%
4310.00 · Water	0.00	0.00	0.00	0.0%	15,333.63	37,500.00	-22,166.37	40.89%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	31,947.45	66,000.00	-34,052.55	48.41%
4330.00 · Gas	0.00	0.00	0.00	0.0%	7,089.16	46,000.00	-38,910.84	15.41%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	2,159.70	5,000.00	-2,840.30	43.19%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	50,245.20	134,000.00	-83,754.80	37.5%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	5,867.95	10,000.00	-4,132.05	58.68%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	2,965.40	10,000.00	-7,034.60	29.65%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	958.00	5,000.00	-4,042.00	19.16%
4430.03 · Maint - Truck Maint	0.00	100.00	-100.00	0.0%	1,084.64	3,000.00	-1,915.36	36.16%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	1,646.00	5,000.00	-3,354.00	32.92%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	51.00	5,000.00	-4,949.00	1.02%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	6,523.00	14,500.00	-7,977.00	44.99%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	159.88	1,500.00	-1,340.12	10.66%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	1,662.47	1,500.00	162.47	110.83%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	9,609.52	17,500.00	-7,890.48	54.91%
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%	2,829.84	7,000.00	-4,170.16	40.43%
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%	16,668.81	37,000.00	-20,331.19	45.05%
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%	42,955.71	40,000.00	2,955.71	107.39%
4510.01 · Insurance Expenses - Liability	500.00	750.00	-250.00	66.67%	8,205.00	8,500.00	-295.00	96.53%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	38,000.00	-38,000.00	0.0%
4530.00 · Bank Fees	901.60	1,100.00	-198.40	81.96%	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%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%	0.00	150,000.00	-150,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	1,036,702.00	0.00	1,036,702.00	100.0%
Total Expense	88,514.65	162,000.00	-73,485.35	54.64%	1,400,536.21	1,014,043.76	386,492.45	138.11%
Net Income/(Loss)	151,622.84	12,131.60	139,491.24	1,249.82%	-891,066.01	-145,808.74	-745,257.27	611.12%

Green Bay Housing Authority

Budget vs. Actual

	RevBonds				TOTAL			
	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%	232,215.55	217,980.00	14,235.55	106.53%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	194,774.00	505,630.00	-310,856.00	38.52%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	2,028.00	5,000.00	-2,972.00	40.56%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%	60,338.89	131,781.60	-71,442.71	45.79%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.0%	10,050.00	24,000.00	-13,950.00	41.88%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.0%	7,417.50	18,000.00	-10,582.50	41.21%
3610.00 · Int Income	0.00	250.00	-250.00	0.0%	146,716.09	2,500.00	144,216.09	5,868.64%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	2,900.00	4,000.00	-1,100.00	72.5%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%	9,823.71	5,850.00	3,973.71	167.93%
3690.02 · Other Income	57,098.96	63,091.84	-5,992.88	90.5%	117,397.41	78,091.84	39,305.57	150.33%
3690.03 · Cell Tower Rent	33,956.29	0.00	33,956.29	100.0%	57,001.79	112,875.02	-55,873.23	50.5%
Total Income	91,055.25	63,341.84	27,713.41	143.75%	840,662.94	1,105,708.46	-265,045.52	76.03%
Expense								
4110.00 · Admin Salaries	34.60	550.00	-515.40	6.29%	88,925.16	189,550.00	-100,624.84	46.91%
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%	267.65	6,750.00	-6,482.35	3.97%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	712.00	1,300.00	-588.00	54.77%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	1,147.10	14,000.00	-12,852.90	8.19%
4150.00 · Travel	0.00	0.00	0.00	0.0%	240.07	450.00	-209.93	53.35%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	46,367.60	96,639.84	-50,272.24	47.98%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	5,700.00	13,680.00	-7,980.00	41.67%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	7,650.00	18,240.00	-10,590.00	41.94%
4171.00 · Auditing Fees	590.00	600.00	-10.00	98.33%	7,316.00	7,600.00	-284.00	96.26%
4182.00 · Employee Benefits - Admin	14.73	250.00	-235.27	5.89%	34,461.55	67,250.00	-32,788.45	51.24%
4190.01 · Printing	0.00	0.00	0.00	0.0%	1,351.83	1,300.00	51.83	103.99%
4190.02 · Postage	0.00	0.00	0.00	0.0%	547.88	1,300.00	-752.12	42.15%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	287.57	2,400.00	-2,112.43	11.98%
4190.04 · Publications	0.00	0.00	0.00	0.0%	0.00	300.00	-300.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.0%	126.41	400.00	-273.59	31.6%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%	12,772.56	14,500.00	-1,727.44	88.09%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	746.84	2,250.00	-1,503.16	33.19%
4190.08 · Marketing	0.00	3,000.00	-3,000.00	0.0%	100.00	10,300.00	-10,200.00	0.97%
4190.10 · Miscellaneous	0.00	500.00	-500.00	0.0%	11,708.39	17,000.00	-5,291.61	68.87%
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%	526.18	2,900.00	-2,373.82	18.14%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	22,669.44	47,433.92	-24,764.48	47.79%
4310.00 · Water	0.00	0.00	0.00	0.0%	15,333.63	37,500.00	-22,166.37	40.89%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	31,947.45	66,000.00	-34,052.55	48.41%
4330.00 · Gas	0.00	0.00	0.00	0.0%	7,089.16	46,000.00	-38,910.84	15.41%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	2,159.70	5,000.00	-2,840.30	43.19%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	50,245.20	134,000.00	-83,754.80	37.5%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	5,867.95	10,100.00	-4,232.05	58.1%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	2,965.40	10,000.00	-7,034.60	29.65%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	958.00	5,000.00	-4,042.00	19.16%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	1,084.64	3,100.00	-2,015.36	34.99%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	1,646.00	5,000.00	-3,354.00	32.92%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	51.00	5,000.00	-4,949.00	1.02%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	6,523.00	14,500.00	-7,977.00	44.99%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	159.88	1,500.00	-1,340.12	10.66%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	1,662.47	1,500.00	162.47	110.83%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	9,609.52	17,500.00	-7,890.48	54.91%
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%	2,829.84	7,000.00	-4,170.16	40.43%
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%	16,668.81	37,000.00	-20,331.19	45.05%
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%	42,955.71	40,000.00	2,955.71	107.39%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	8,705.00	9,250.00	-545.00	94.11%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	38,000.00	-38,000.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%	901.60	1,100.00	-198.40	81.96%
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	0.00	0.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	150,650.00	-150,650.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	1,036,702.00	0.00	1,036,702.00	100.0%
Total Expense	639.33	4,900.00	-4,260.67	13.05%	1,489,690.19	1,180,943.76	308,746.43	126.14%
Net Income/(Loss)	90,415.92	58,441.84	31,974.08	154.71%	-649,027.25	-75,235.30	-573,791.95	862.66%



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 20, 2024

PREPARED BY

AGENDA ITEM # F.3

Director's Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 20, 2024

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # F.4

Occupancy Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. JUNE 2024 OCC REPORT

GREEN BAY HOUSING AUTHORITY
JUNE 2024 OCCUPANCY REPORT

TOTAL= 44 VACANCIES					
#	UNIT	SIZE	MOVE DATE	MOVEOUT REASON	CURRENT STATUS
1	###	1	1/31/22	DECEASED	VACANT FOR RENOVATIONS
2	###	1	2/11/22	MOVED OUT OF STATE	VACANT FOR RENOVATIONS
3	###	1	3/31/22	IN HOUSE TRANSFER	VACANT FOR RENOVATIONS
4	###	1	4/13/22	DECEASED	VACANT FOR RENOVATIONS
5	###	1	4/15/22	EVICTON	VACANT FOR RENOVATIONS
6	###	1	4/18/22	DECEASED	VACANT FOR RENOVATIONS
7	###	2	6/30/22	IN HOUSE TRANSFER	VACANT FOR RENOVATIONS
8	###	1	7/1/22	DECEASED	VACANT FOR RENOVATIONS
9	###	1	7/31/22	EVICTON	VACANT FOR RENOVATIONS
10	###	1	8/19/22	MOVED IN W/FAMILY	VACANT FOR RENOVATIONS
11	###	1	8/31/22	ASSISTED LIVING	VACANT FOR RENOVATIONS
12	###	2	9/30/22	MOVED OUT OF STATE	VACANT FOR RENOVATIONS
13	###	1	9/30/22	MOVED IN W/FAMILY	VACANT FOR RENOVATIONS
14	###	1	10/1/22	DECEASED	VACANT FOR RENOVATIONS
15	###	1	10/1/22	IN HOUSE TRANSFER	VACANT FOR RENOVATIONS
16	###	1	10/31/22	MOVED IN W/FAMILY	VACANT FOR RENOVATIONS
17	###	1	11/30/22	DECEASED	VACANT FOR RENOVATIONS
18	###	1	12/31/22	MOVED OUT OF GB	VACANT FOR RENOVATIONS
19	###	2	12/31/22	TRANSFERRED TO SS	VACANT FOR RENOVATIONS
20	###	1	1/6/23	MOVED OUT OF GB	VACANT FOR RENOVATIONS
21	###	1	1/31/23	NONRENEWAL LEASE	VACANT FOR RENOVATIONS
22	###	1	1/31/23	EVICTON	VACANT FOR RENOVATIONS
23	###	1	1/31/23	DECEASED	VACANT FOR RENOVATIONS
24	###	1	2/2/23	EVICTON	VACANT FOR RENOVATIONS
25	###	1	3/1/23	EVICTON	VACANT FOR RENOVATIONS
26	###	1	3/1/23	MOVED IN W/FAMILY	VACANT FOR RENOVATIONS
27	###	1	3/3/22	MOVED OUT OF STATE	VACANT FOR RENOVATIONS
28	###	1	4/19/23	MOVED OUT OF GB	VACANT FOR RENOVATIONS
29	###	1	5/1/23	EVICTON	VACANT FOR RENOVATIONS
30	###	1	5/31/23	ASSISTED LIVING	VACANT FOR RENOVATIONS
31	###	1	6/30/23	DECEASED	VACANT FOR RENOVATIONS
32	###	1	7/31/23	DECEASED	VACANT FOR RENOVATIONS
33	###	1	9/11/23	ASSISTED LIVING	VACANT FOR RENOVATIONS
34	###	1	10/2/23	ASSISTED LIVING	VACANT FOR RENOVATIONS
35	###	1	10/31/23	ASSISTED LIVING	VACANT FOR RENOVATIONS
36	###	1	10/31/23	ASSISTED LIVING	VACANT FOR RENOVATIONS
37	###	1	11/3/23	EVICTON	VACANT FOR RENOVATIONS
38	###	1	11/6/23	MOVED IN W/FAMILY	VACANT FOR RENOVATIONS
39	###	1	11/30/23	DECEASED	VACANT FOR RENOVATIONS
40	###	1	12/1/23	EVICTON	VACANT FOR RENOVATIONS
41	###	1	12/21/23	ASSISTED LIVING	VACANT FOR RENOVATIONS
42	###	1	1/18/24	MOVED OUT OF GB	VACANT FOR RENOVATIONS
43	###	1	3/1/24	DECEASED	VACANT FOR RENOVATIONS
44	###	1	4/23/24	EVICTON	VACANT FOR RENOVATIONS
45	###	1	6/5/24	EVICTON	VACANT FOR RENOVATIONS
UPCOMING VACANCIES					
UNIT			STATUS		
0			N/A		