



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, SEPTEMBER 19, 2024, 10:30 AM
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=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.

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

C. Approval of the Agenda.

I. Approval of the agenda for the Thursday, September 19, 2024 meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

I. Approval of the minutes from the June 20, 2024, meeting of the Green Bay Housing Authority.

E. Regular Business .

I. Consideration with possible action to approve the Payment In Lieu of Taxes Agreement between the City of Green Bay and Green Bay Housing Authority.

F. Informational.

1. GBHA Bills.
2. GBHA Financial Report.
3. Director's Report.
4. Occupancy Report.
5. Mason Manor Renovation Updates
6. Next Meeting: Thursday, October 17, 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
GBHA Properties 1, Inc.
of the City of Green Bay

MEETING DATE

September 19, 2024

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.I

Consideration with possible action to approve the Payment In Lieu of Taxes Agreement between the City of Green Bay and Green Bay Housing Authority.

BACKGROUND

While our units utilize a full range of City services, tax-exempt properties do not contribute to the operation of City government to the same extent that non-exempt properties do. While Green Bay Housing Authority is not obligated to pay property taxes, it is the staff recommendation that the Board acknowledge the local government services our units receive and agree to a voluntary payment, called a Payment In Lieu of Taxes (PILOT). The agreement between the City of Green Bay and Green Bay Housing Authority would use a revenue-based calculation, not the value of the property owned by the Authority.

RECOMMENDATION

Approve the PILOT agreement

FISCAL IMPACT

The estimated PILOT amount would be \$44,658.00 annually and recalculated at the end of every year.

ATTACHMENTS

1. Pilot Agreement - GBHA
2. Mason Manor Estimated PILOT 2024

PILOT AGREEMENT

This Agreement entered into this 19th day of September, 2024, by and between Green Bay Housing Authority, and the City of Green Bay (CITY), a municipal corporation, with an address of 100 N. Jefferson Street Green Bay, WI 54301, and collectively referred to as the (PARTIES):

WHEREAS, Green Bay Housing Authority owns a Property at 1424 Admiral Ct described as (PROPERTY), located in the City of Green Bay; and

WHEREAS, the CITY supports the rehabilitation of the PROPERTY by Green Bay Housing Authority to eliminate blight and to ensure the community has a variety of housing choices for low- and moderate-income families; and

WHEREAS, Green Bay Housing Authority wishes to obtain certain governmental services and benefits from the CITY for Green Bay Housing Authority and the PROPERTY, of the same type and to the same extent as are furnished from time to time, without cost or charge (except by means of property tax) to commercial, multi-unit residential, and single-family residential dwellings and inhabitants of the CITY; and

WHEREAS, the PARTIES understand that the PROPERTY qualifies for real and personal property tax exemption under Wisconsin State Law (Wis. Stats. §70.11(4)); and

WHEREAS, Green Bay Housing Authority nonetheless recognizes that, notwithstanding property tax exempt status, valuable governmental services and benefits will be provided to Green Bay Housing Authority, the PROPERTY and tenants there at and which include, but are not limited to, fire and police protection, street maintenance, garbage and recycling removal, snow removal and other City of Green Bay services; and

WHEREAS, Green Bay Housing Authority wishes to make payments to the CITY in recognition of those services and benefits.

WHEREAS, Green Bay Housing Authority and the CITY have each determined that it is in their best interest to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto do agree as follows:

1. Whenever used in this Agreement:
 - a. The term “PROPERTY” shall mean the property listed on Addendum A.
 - b. The term “TAXING BODY” shall mean the State of Wisconsin (“STATE”) or any political subdivision or taxing unit thereof in which the PROPERTY are situated, and which would have the authority to assess or level real or personal property taxes or to certify such taxes to a taxing body

or public officer to be levied for its use and benefit with respect to the PROPERTY if it were not exempt from taxation.

2. The CITY and Green Bay Housing Authority recognize the tax exempt status of Green Bay Housing Authority on the PROPERTY, from all real and personal property tax under the applicable statutes and regulations of the STATE. However, Green Bay Housing Authority has agreed to make a payment in lieu of taxes to the City of Green Bay contingent on this PILOT Agreement.

3. The CITY agrees to furnish governmental services and benefits to Green Bay Housing Authority and the PROPERTY of the same type and to the same extent as are furnished from time to time, without cost or charge (except by means of property tax) to commercial, multi-unit residential, and single-family residential dwellings and inhabitants of the CITY. Green Bay Housing Authority understands that it may be subject to special assessments or special charges charged by the CITY in the same manner that such special assessments and special charges are charged for similar services or undertakings to commercial, multi-unit residential, and single-family residential dwellings in the city.

4. In consideration of those services and benefits provided under the terms of this Agreement, Green Bay Housing Authority agrees to pay the CITY an annual payment in lieu of taxes ("PILOT") for the PROPERTY for each calendar year during which Green Bay Housing Authority is the record owner of the PROPERTY, in accordance with the PILOT payment calculation, using the rental values calculated below. The PILOT payments hereunder shall be billed in December of each year and due and payable according to dates set forth in Wis. Stat. § 74.11.

Address / Tax ID	Estimated Fair Market Land Value	PILOT = (Estimated Fair Market Land Value / 1000 * City Mill Rate (7.582)) * 60%	Dwelling rents - less utilities expenses * 4.5%
1424 Admiral Ct PIN: 6-142	94,600	\$717	\$ 44,658

5. Every Fifth (5th) year, the City of Green Bay Assessors Office will determine a current Estimated Fair Market Land Value for the PROPERTY. Should Green Bay Housing Authority dispute the Assessors' valuation, Green Bay Housing Authority may supply the CITY with a current Estimated Fair Market Land Value prepared by a third-party appraiser or real estate broker (including a Broker Price Opinion). If the difference between the Assessors' Estimated Fair Market Land Value and the Green Bay Housing Authority-obtained Estimated Fair Market Land Value is less than or equal to ten percent (10%), both Green Bay Housing Authority and the CITY

agree to use the mean (average) value of the two estimates as the current Estimated Fair Market Value. Should the variance between the two (2) estimates exceed ten percent (10%) of the Assessors' proposed value, Green Bay Housing Authority may elect to either

- establish the current Estimated Fair Market Land Value as though the variance between the estimates were only ten percent (10%) (as described above), or,
- at its discretion and expense, obtain a third-party appraisal of the PROPERTY. Should Green Bay Housing Authority provide the CITY with a third-party appraisal, the Estimated Fair Market Land Value shall be equal to the mean (average) value of the three (3) appraisals.

6. The CITY may use and expend PILOT payments hereunder in such manner for such purposes as the CITY desires.

7. This Agreement shall terminate on the day before the respective January 1st of the year during which any of the following events occur:

- a. The CITY determines that all of the PROPERTY no longer qualifies for property tax exemption; OR
- b. Enactment of STATE legislation and or regulations requiring payment by property owners exempt from the general property tax and other similarly situated property exempt owners, for municipal services provided; OR
- c. Loss of property tax exempt status for the PROPERTY; OR
- d. Upon a determination by either of the PARTIES that a continuation of the Agreement is not in the best interest of that party, pursuant to a written ninety (90) day notice to the other party.

8. Green Bay Housing Authority agrees to cooperate with the CITY and with applicable Departments of the CITY (including, but not limited to, the CITY's Assessor's Office, the CITY'S Attorney Office, and the CITYS Finance Department) with respect to the Agreement by allowing inspection of the PROPERTY, upon reasonable written request of the CITY, and such documents that Green Bay Housing Authority and the CITY may reasonably agree are relevant to an exemption determination.

(Print or Type name of notary above)
Notary Public, Brown County, Wisconsin
My Commission Expires:

Green Bay Housing Authority

Dated: _____, 2024

Green Bay Housing Authority, Chair

STATE OF WISCONSIN)
) SS.
BROWN COUNTY)

Personally came before me this _____ day of _____, 2024 the above named William VandeCastle, Chair, to me known to be the person who executed the forgoing instrument and acknowledge the same.

(Print or Type name of notary above)

Notary Public, Brown County, Wisconsin

My Commission Expires: _____

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LOW-RENT HOUSING PROGRAM COMPUTATION OF PAYMENTS IN LIEU OF TAXES		TYPE OF PROJECT (S) ☒ LHA Owned Rental Housing ☐ LHA Owned Homeownership	
NAME OF LOCAL HOUSING AUTHORITY Green Bay Housing Authority Properties LLC		FOR FISCAL YEAR ENDED: 12/31/2024 CONTRACT NUMBER C-830	
ADDRESS 100 N. Jefferson St. Rm. 608 Green Bay, WI 54301		PROJECT NUMBER (S) WI-74-1	
COMPUTATION OF SHELTER RENT CHARGED			
1. Dwelling Rental (Account 3110).....		1,173,473.00	
2. Excess Utilities (Account 3120).....		0.00	
3. Nondwelling Rental (Account 3190).....			
Homebuyers Monthly Payments for:			
4. Earned Home Payments (Account 7712).....			
5. Nonroutine Maintenance Reserve (Account 7714).....			
6. Total Rental or homebuyers Payments Charged (Lines 1 to 5).....		1,173,473.00	
7. Total Utilities Expense (Accounts in 4300 group).....		181,069.17	
8. SHELTER RENT CHARGED (Line 6 minus Line 7).....		992,403.83	
COMPUTATION OF SHELTER RENT COLLECTED (To be completed only if Cooperation Agreement provides for payment of PILOT on basis of Shelter Rent Collected)			
9. Accounts Receivable (Account 1122 or 1124) at beginning of fiscal year			
10. Total of Lines 8 and 9.....			
Deductions:			
11. Collection Losses (Account 4570) during current fiscal year.....			
12. Accounts Receivable (Account 1122 or 1124) at end of year.....			
13. SHELTER RENT COLLECTED (Line 10 minus total of Lines 11 & 12)			
COMPUTATION OF APPROXIMATE FULL REAL PROPERTY TAXES			
TAXING DISTRICTS (1)	ASSESSABLE VALUE (2)	TAX RATE (3)	AMOUNT (4)
City of Green Bay	94,600	7.582	717.26
14. Approximate Full Real Property Taxes (Total of amounts in Col. (4)).....			717.26
PAYMENTS IN LIEU OF TAXES			
15. 4.5% of Line 8 or Line 13, whichever is applicable ^{1/} (see instructions on reverse side)...			44,658.17
16. PAYMENTS IN LIEU OF TAXES (Line 15 or Line 14, whichever is greater).....			\$ 44,658
Were any expenses incurred for the project(s) during the fiscal year for services or facilities which the local taxing body should have furnished under the terms of the Cooperation Agreement? <u> </u> YES <u> x </u> NO. If the answer is "yes", will such expenses be deducted from PILOT or otherwise collected from the applicable taxing body? <u> </u> YES <u> </u> NO. If the answer is "no", attach a statement showing the amount of such expenses incurred and the reason for not collecting.			
^{1/} If the percentage specified in the Cooperation Agreement or the Contract with HUD is lower, such lower percentage shall be used.			
PREPARED BY:		APPROVED BY:	
Name Stephanie Schmutzer		Name: Cheryl Renier-Wigg	
Title Senior Accountant	9/16/2024	Title: Executive Director	Date



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

September 19, 2024

PREPARED BY

AGENDA ITEM # F.I

GBHA Bills.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Check Report - Aug
2. Check Report - July
3. Check Report - June

2:27 PM

09/04/24

Green Bay Housing Authority
Check Detail
August 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	7377	08/08/2024	CITY OF GREEN B...	wages	1111.01 · General ...	
Bill	970-12422 /2024	07/31/2024		wages	4110.00 · Admin Sa...	-6,043.62
				benefits	4182.00 · Employe...	-2,284.86
				wages	4110.00 · Admin Sa...	-18.73
				benefits	4182.00 · Employe...	-7.34
TOTAL						-8,354.55
Bill Pmt -Check	7378	08/08/2024	HOUSING AUTHO...	ins	1111.01 · General ...	
Bill	HG00127067	08/01/2024		Commercial ...	4510.01 · Insurance...	-3,000.00
TOTAL						-3,000.00
Bill Pmt -Check	7379	08/08/2024	HOUSING INSURA...	ins	1111.01 · General ...	
Bill	HP00128927	08/01/2024		liability ins	4510.01 · Insurance...	-956.00
TOTAL						-956.00
Bill Pmt -Check	7380	08/08/2024	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	170754	06/30/2024		social worker...	4210.00 · Ten Ser-...	-6,693.10
TOTAL						-6,693.10

2:27 PM

09/04/24

Green Bay Housing Authority

Check Detail

July 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		07/31/2024		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7371	07/12/2024	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-1240 6/3/24	06/03/2024		cc fees collec...	1242.00 · Fees coll...	-75.45
Bill	970-12422 6/2024	06/30/2024		Wages	4110.00 · Admin Sa...	-5,571.34
				Benefits	4182.00 · Employe...	-2,131.59
				Wages	4110.00 · Admin Sa...	-36.51
				Benefits	4182.00 · Employe...	-14.57
TOTAL						-7,829.46
Bill Pmt -Check	7372	07/12/2024	Jayne Valentine	WAHA meeti...	1111.01 · General ...	
Bill	5/23/24 meeting	05/23/2024		WAHA meeting	4140.00 · Staff Trai...	-33.41
TOTAL						-33.41
Bill Pmt -Check	7373	07/12/2024	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	170362	05/31/2024		social worker	4210.00 · Ten Ser...	-6,428.55
TOTAL						-6,428.55
Bill Pmt -Check	7374	07/12/2024	Samantha Mirkes		1111.01 · General ...	
Bill	3301	06/28/2024		logo design p...	4190.08 · Marketing	-1,900.00
Bill	3302	06/28/2024		logo design p...	4190.08 · Marketing	-1,900.00
TOTAL						-3,800.00
Bill Pmt -Check	7375	07/12/2024	Stephanie Schmut...	mileage	1111.01 · General ...	
Bill	1/1/-6/30/24 mileage	06/30/2024		mileage	4150.00 · Travel	-10.05
TOTAL						-10.05
Bill Pmt -Check	7376	07/25/2024	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 7/1/24	07/01/2024		buildium cc f...	1242.00 · Fees coll...	-80.86
Bill	188440	07/24/2024		HR charges	4190.10 · Miscellan...	-3,057.10
TOTAL						-3,137.96

2:28 PM

09/04/24

Green Bay Housing Authority
Check Detail
June 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		06/30/2024		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7369	06/12/2024	CITY OF GREEN B...	wages	1111.01 · General ...	
Bill	970-12422 5/2024	05/31/2024		Wages	4110.00 · Admin Sa...	-5,405.23
				Benefits	4182.00 · Employe...	-2,083.31
				wages	4110.00 · Admin Sa...	-157.63
				benefits	4182.00 · Employe...	-58.54
TOTAL						-7,704.71
Bill Pmt -Check	7370	06/12/2024	Husch Blackwell L...	legal	1111.01 · General ...	
Bill	3536418	05/30/2024		RAD convers...	4130.00 · Legal Ex...	-1,777.53
TOTAL						-1,777.53



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

September 19, 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

Aug-24

	COCC		Mason Manor		RevBonds		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	66,423.54	165,888.00	0.00	3,000.00	27,192.64	173,844.53	93,616.18	342,732.53
Total Expense	8,513.23	159,000.00	0.00	0.00	0.00	2,400.00	8,513.23	161,400.00
Net Income	<u>57,910.31</u>	<u>6,888.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>27,192.64</u>	<u>171,444.53</u>	<u>85,102.95</u>	<u>181,332.53</u>

Reserve Spreadsheet

	MM
2024 Unaudited Report	2,024,343
YTD Net Income/(loss)	-
Without Depreciation	
Committed Funds	(2,024,343)
Remaining Projects	-
Subtotal	-
Transfer	-
Projected Reserve	-
6 Month Expenses	-
Excess/shortfall	0

☹

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	29,171.00	62,808.00	-33,637.00	46.45%	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
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	19,292.51	3,000.00	16,292.51	643.08%	0.00	3,000.00	-3,000.00	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%	0.00	0.00	0.00	0.0%
3690.02 · Other Income	17,960.03	100,080.00	-82,119.97	17.95%	0.00	0.00	0.00	0.0%
3690.03 · Cell Tower Rent	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	66,423.54	165,888.00	-99,464.46	40.04%	0.00	3,000.00	-3,000.00	0.0%
Expense								
4110.00 · Admin Salaries	1,902.74	78,500.00	-76,597.26	2.42%	0.00	0.00	0.00	0.0%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	2,000.00	-2,000.00	0.0%	0.00	0.00	0.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	9,000.00	-9,000.00	0.0%	0.00	0.00	0.00	0.0%
4150.00 · Travel	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	0.00	12,000.00	-12,000.00	0.0%	0.00	0.00	0.00	0.0%
4182.00 · Employee Benefits - Admin	503.39	29,500.00	-28,996.61	1.71%	0.00	0.00	0.00	0.0%
4190.01 · Printing	0.00	300.00	-300.00	0.0%	0.00	0.00	0.00	0.0%
4190.02 · Postage	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.0%
4190.03 · Paper & Office Supplies	0.00	900.00	-900.00	0.0%	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.0%
4190.06 · Computer Support	0.00	7,000.00	-7,000.00	0.0%	0.00	0.00	0.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	3,057.10	15,000.00	-11,942.90	20.38%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	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%	0.00	0.00	0.00	0.0%
4320.00 · Electricity	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%	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	0.00	0.00	0.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	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%	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
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%	0.00	0.00	0.00	0.0%
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%	0.00	0.00	0.00	0.0%
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%	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	3,000.00	1,850.00	1,150.00	162.16%	0.00	0.00	0.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	50.00	1,100.00	-1,050.00	4.55%	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

Green Bay Housing Authority
Budget vs. Actual

	COCC				Mason Manor			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	8,513.23	159,000.00	-150,486.77	5.35%	0.00	0.00	0.00	0.0%
Net Income/(Loss)	57,910.31	6,888.00	51,022.31	840.74%	0.00	3,000.00	-3,000.00	0.0%

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%	29,171.00	62,808.00	-33,637.00	46.45%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
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	5,000.00	-5,000.00	0.0%	19,292.51	11,000.00	8,292.51	175.39%
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%	0.00	0.00	0.00	0.0%
3690.02 · Other Income	13,177.38	63,091.84	-49,914.46	20.89%	31,137.41	163,171.84	-132,034.43	19.08%
3690.03 · Cell Tower Rent	14,015.26	105,752.69	-91,737.43	13.25%	0.00	105,752.69	-105,752.69	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	27,192.64	173,844.53	-146,651.89	15.64%	79,600.92	342,732.53	-263,131.61	23.23%
Expense								
4110.00 · Admin Salaries	0.00	550.00	-550.00	0.0%	0.00	79,050.00	-79,050.00	0.0%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	0.00	0.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	0.00	9,000.00	-9,000.00	0.0%
4150.00 · Travel	0.00	0.00	0.00	0.0%	0.00	200.00	-200.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	0.00	600.00	-600.00	0.0%	0.00	12,600.00	-12,600.00	0.0%
4182.00 · Employee Benefits - Admin	0.00	250.00	-250.00	0.0%	0.00	29,750.00	-29,750.00	0.0%
4190.01 · Printing	0.00	0.00	0.00	0.0%	0.00	300.00	-300.00	0.0%
4190.02 · Postage	0.00	0.00	0.00	0.0%	0.00	200.00	-200.00	0.0%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	0.00	900.00	-900.00	0.0%
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%	0.00	400.00	-400.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%	0.00	7,000.00	-7,000.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%	0.00	16,000.00	-16,000.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	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%	0.00	0.00	0.00	0.0%
4320.00 · Electricity	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%	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	0.00	100.00	-100.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	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%	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
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%	0.00	0.00	0.00	0.0%
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%	0.00	0.00	0.00	0.0%
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%	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	0.00	1,850.00	-1,850.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%	0.00	1,100.00	-1,100.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

Green Bay Housing Authority
Budget vs. Actual

	RevBonds				TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	650.00	-650.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	0.00	2,400.00	-2,400.00	0.0%	0.00	161,400.00	-161,400.00	0.0%
Net Income/(Loss)	27,192.64	171,444.53	-144,251.89	15.86%	79,600.92	181,332.53	-101,731.61	43.9%



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

September 19, 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

September 19, 2024

PREPARED BY

AGENDA ITEM # F.4

Occupancy Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. SEPT 2024 OCC REPORT

**GREEN BAY HOUSING AUTHORITY
SEPTEMBER 2024 OCCUPANCY REPORT**

TOTAL= 51 VACANCIES					
#	AP	BD	MOVEOUT	MOVEOUT REASON	CURRENT STATUS
1	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
2	###	1	8/1/24	income ineligible	VACANT FOR RENOVATIONS
3	###	1	6/5/24	income ineligible	VACANT FOR RENOVATIONS
4	###	1	9/10/24	moved to renovated unit	VACANT FOR RENOVATIONS
5	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
6	###	1	7/31/24	income ineligible	VACANT FOR RENOVATIONS
7	###	2	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
8	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
9	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
10	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
11	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
12	###	2	6/30/23	deceased	VACANT FOR RENOVATIONS
13	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
14	###	1	3/31/22	moved out of GB	VACANT FOR RENOVATIONS
15	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
16	###	1	6/30/24	income ineligible	VACANT FOR RENOVATIONS
17	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
18	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
19	###	2	9/11/24	moved to renovated unit	VACANT FOR RENOVATIONS
20	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
21	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
22	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
23	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
24	###	1	7/31/23	deceased	VACANT FOR RENOVATIONS
25	###	1	7/31/23	moved to renovated unit	VACANT FOR RENOVATIONS
26	###	1	12/21/23	went to assisted living	VACANT FOR RENOVATIONS
27	###	1	6/30/24	moved to renovated unit	VACANT FOR RENOVATIONS
28	###	1	5/31/24	moved to temporary unit	VACANT FOR RENOVATIONS
29	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
30	###	1	7/31/22	moved to renovated unit	VACANT FOR RENOVATIONS
31	###	1	3/3/22	moved out of GB	VACANT FOR RENOVATIONS
32	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
33	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
34	###	1	7/31/22	moved to renovated unit	VACANT FOR RENOVATIONS
35	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
36	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
37	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
38	###	1	9/30/22	moved out of GB	VACANT FOR RENOVATIONS
39	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
40	###	1	7/3/24	eviction	VACANT FOR RENOVATIONS
41	###	1	8/1/24	moved to live with family	VACANT FOR RENOVATIONS
42	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
43	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
44	###	1	3/1/24	deceased	VACANT FOR RENOVATIONS
45	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
46	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
47	###	1	4/19/23	moved out of GB	VACANT FOR RENOVATIONS
48	###	1	4/23/24	eviction	VACANT FOR RENOVATIONS
49	###	1	7/31/24	moved to renovated unit	VACANT FOR RENOVATIONS
50	###	1	12/31/22	transferred to SS unit	VACANT FOR RENOVATIONS
51	###	1	4/15/22	eviction	VACANT FOR RENOVATIONS
UPCOMING VACANCIES					
UNIT			STATUS		
0			N/A		



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

September 19, 2024

PREPARED BY

AGENDA ITEM # F.5

Mason Manor Renovation Updates

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. MM RENOVATION PP. pdf

***MASON MANOR
APT
RENOVATIONS
BEFORE & AFTER
PICTURES***



APT ENTRY DOORKNOB&OLD KEY

BEFORE



**OLD
UNIT
KEY**

APT ENTRY DOOR NEW KEYPAD&KEY FOB

AFTER



**NEW
KEY
FOB**



OLD CLOSETS & DOORS



NEW CLOSETS ROD/CURTAINS



CEILING FAN IN LIVING RM

**NO LIGHT BEFORE NOW LIGHT
INCLUDED!**

OLD



NEW



OLD WINDOWS/BLINDS/DRAPE



NEW WINDOWS/BLINDS

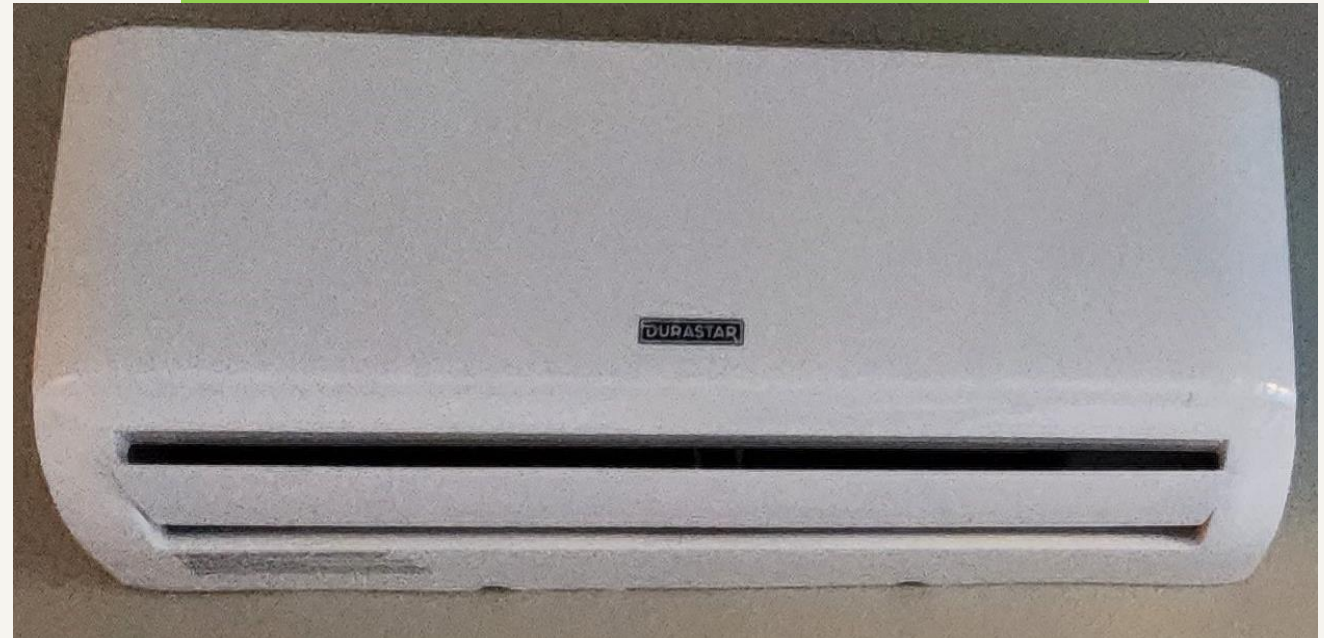


NEW AC UNIT (2 IN APTS-LIVING RM & BEDRM)

**OLD AC UNIT
WINDOW UNIT**



**NEW AC UNIT
WALL MOUNT**

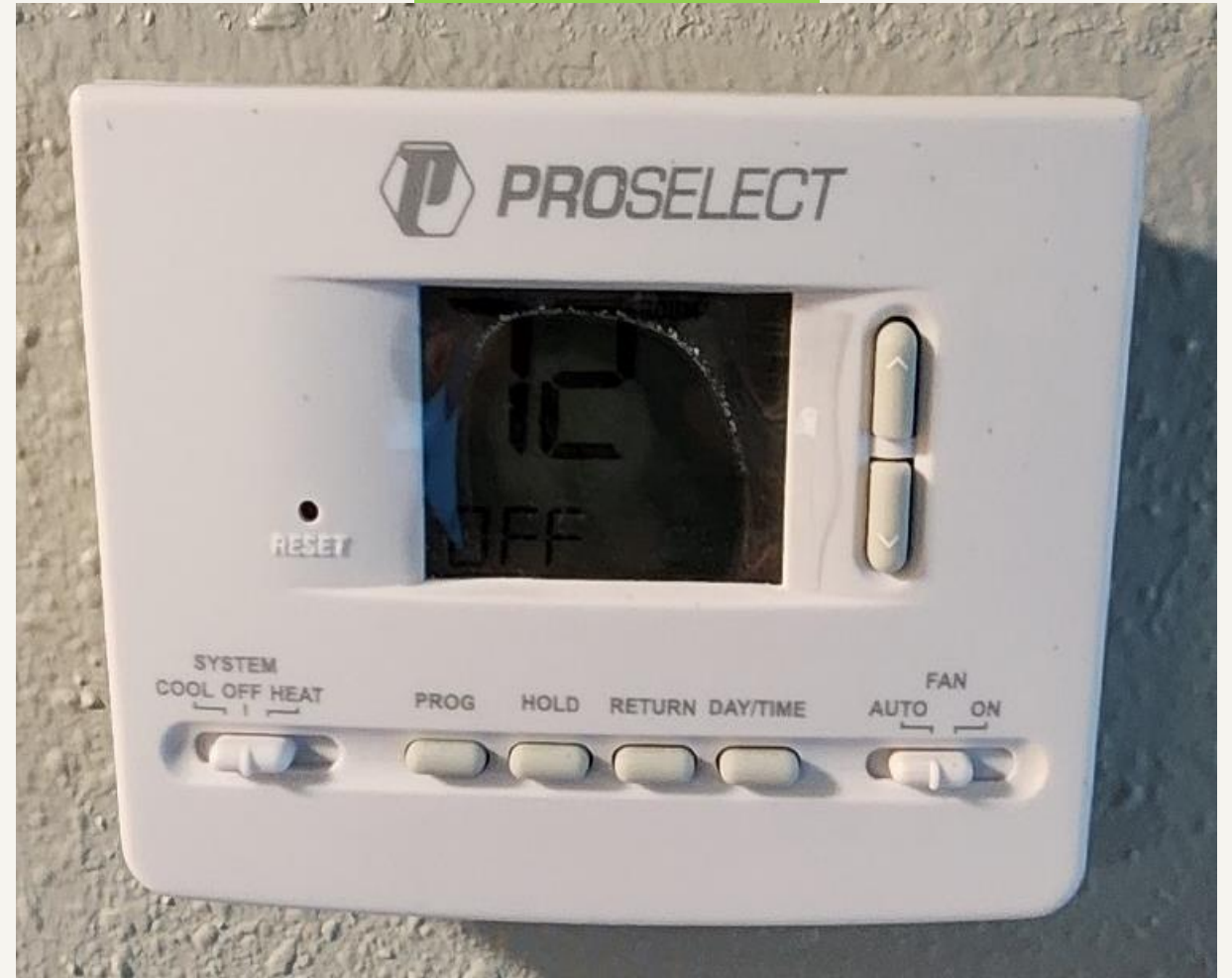


THERMOSTAT: HEAT CONTROL

OLD



NEW



BATHROOM

OLD



NEW



WALK-IN SHOWER



BATHROOM SINK/VANITY



BATHRM CLOSET/STORAGE



KITCHEN AREA



KITCHEN SINK/COUNTER SPACE

**MORE COUNTER SPACE
ADDED BY KITCHEN SINK**

OLD

NEW

KITCHEN STOVE

**ADDED RANGEHOOD &
FIRE SAFETY**



NEW FIRE SAFETY:AFS

AUTOMATIC FIRE SUPPRESSORS



**FLAMES ACTIVATE, WHEN EXPOSED, CANISTER
WILL RELEASE A POWDER TO SUPPRESS COOKING FIRE.**

ACCESSIBLE APARTMENT BATHROOM



ACCESSIBLE APT KITCHEN

OLD



NEW ACCESSIBLE APT KITCHEN

NEW



***THAT IS ALL
FOR NOW!***

