

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, SEPTEMBER 21, 2020; 4:00 PM

CITY HALL COUNCIL CHAMBERS 226 W. 4TH ST. DAVENPORT IA

COMMISSION SEPTEMBER MEETING

I. Minutes

A. August minutes

II. Financial Reports

A. August Financial Report

III. Occupancy Report

A. August Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/21/2020

Subject:
August minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	August minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/17/2020 - 1:52 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

August 17, 2020; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Richards, Roberts, Susich

Staff Present: Gerhardt

I. The August, 17, 2020 meeting of the Davenport Housing Commission was called to order at 4:01 p.m.

II. Roll Call-all

III. Approval of July 20, 2020 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for July 20, 2020.

Roberts made a motion to accept. Susich seconded the motion.

The motion approved unanimously.

IV. Approval of July, 2020 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for July, 2020.

Miller made a motion to accept. Susich seconded that motion.

The motion approved unanimously.

V. Approval of the Occupancy and Utilization Report

APPROVED

Approval of the Davenport Housing Commission Meeting Occupancy report as of August 13, 2020 and Utilization report for July, 2020.

Richards made a motion to accept. Roberts seconded the motion.

The motion approved unanimously.

VI. Approval of Resolution 2020-02

APPROVED

Approval of Resolution 2020-02 supporting Fiscal Year 2020 Annual Section 8 Management Assessment Program (SEMAP) Certification.

Roberts made a motion to accept. Richards seconded the motion.

The motion approved unanimously.

VII. Meeting Adjourned-**5:04PM**

Roberts made a motion to adjourn. Susich seconded that motion.

The Motion approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
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Subject:
August Financial Report

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▣ Cover Memo	August Financial Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/17/2020 - 1:53 PM

MONTHLY FINANCIALS REPORT
AUGUST 2020

HERITAGE					
ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$121,407.00	\$9,116.66	\$17,843.65	14.70%	\$103,563.35
Office Supplies & Services	\$17,000.00	\$570.00	\$1,479.00	8.70%	\$15,521.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$150,000.00	\$14,948.11	\$27,905.44	18.60%	\$122,094.56
Telephone	\$1,700.00	\$0.00	\$150.98	8.88%	\$1,549.02
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$4,930.00	\$0.00	\$39.00	0.79%	\$4,891.00
Liability Insurance	\$11,914.00	\$0.00	\$11,914.00	100.00%	\$0.00
Rental Assistance	\$0.00			0.00%	\$0.00
Data Processing	\$6,800.00	\$0.00	\$566.67	8.33%	\$6,233.33
Facilities Maintenance	\$309,004.00	\$5,970.13	\$36,016.57	11.66%	\$272,987.43
Property Insurance	\$3,891.00	\$0.00	\$3,891.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$10,557.00	\$0.00	\$10,557.00	100.00%	\$0.00
Indirect Cost Allocation	\$75,526.00	\$0.00	\$6,293.83	8.33%	\$69,232.17
Rental Inspections	\$635.00			0.00%	\$635.00
TOTALS	\$713,364.00	\$30,604.90	\$116,657.14	16.35%	\$596,706.86

MONTHLY FINANCIALS REPORT
AUGUST 2020

PUBLIC HOUSING

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$91,381.00	\$6,112.29	\$11,758.84	12.87%	\$79,622.16
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$268.04	\$324.57	16.23%	\$1,675.43
Telephone	\$300.00	\$0.00	\$29.22	9.74%	\$270.78
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$22.70	\$22.70	1.62%	\$1,377.30
Liability Insurance	\$11,900.00	\$0.00	\$11,900.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$2,288.00	\$4,947.00	24.74%	\$15,053.00
Data Processing	\$6,800.00	\$0.00	\$566.67	8.33%	\$6,233.33
Facilities Maintenance	\$156,848.00	\$1,108.83	\$7,388.76	4.71%	\$149,459.24
Property Insurance	\$3,884.00	\$0.00	\$3,884.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$10,505.00	\$0.00	\$10,505.00	100.00%	\$0.00
Indirect Cost Allocation	\$59,671.00	\$0.00	\$4,972.58	8.33%	\$54,698.42
Rental Inspections	\$775.00			0.00%	\$775.00
TOTALS	\$366,499.00	\$9,799.86	\$56,299.34	15.36%	\$310,199.66

MONTHLY FINANCIALS REPORT
AUGUST 2020

SECTION 8

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$400,250.00	29,264.74	55,966.70	13.98%	\$ 344,283.30
Office Supplies & Services	\$13,700.00	-	2,450.00	17.88%	\$ 11,250.00
Telephone	\$3,300.00	-	292.21	8.85%	\$ 3,007.79
Memberships & Publications	\$250.00			0.00%	\$ 250.00
Professional Services	\$5,000.00			0.00%	\$ 5,000.00
Liability Insurance	\$15,477.00	-	15,477.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,600,000.00	318,188.00	636,623.00	17.68%	\$ 2,963,377.00
Port-in rent	\$50,000.00	401.00	802.00	1.60%	\$ 49,198.00
Project expense	\$10,000.00	811.62	1,803.60	18.04%	\$ 8,196.40
Other supplies	\$8,000.00			0.00%	\$ 8,000.00
Property Insurance	\$4,850.00			0.00%	\$ 4,850.00
Data Processing	\$30,500.00	-	2,541.67	8.33%	\$ 27,958.33
Maintenance-Machinery & Equip	\$1,800.00	275.19	275.19	15.29%	\$ 1,524.81
Maintenance-Motor Vehicles	\$950.00	-	13.79	1.45%	\$ 936.21
Workers Compensation	\$12,235.00	-	12,235.00	100.00%	\$ -
Indirect Cost Allocation	\$64,979.00	-	5,414.92	8.33%	\$ 59,564.08
TOTALS	\$ 4,222,891.00	\$ 348,940.55	\$ 733,895.08	17.38%	\$ 3,488,995.92

MONTHLY FINANCIALS REPORT
AUGUST 2020

ALL PROGRAMS

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$613,038.00	\$44,493.69	\$85,569.19	13.96%	\$527,468.81
Office Supplies & Services	\$31,735.00	\$570.00	\$1,479.00	4.66%	\$30,256.00
Travel	\$ 1,600.00	\$0.00	\$0.00	0.00%	\$1,600.00
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$152,000.00	\$15,216.15	\$28,230.01	18.57%	\$123,769.99
Telephone	\$5,300.00	\$0.00	\$180.20	3.40%	\$5,119.80
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$11,330.00	\$22.70	\$61.70	0.54%	\$11,268.30
Liability Insurance	\$39,291.00	\$0.00	\$23,814.00	60.61%	\$15,477.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$320,877.00	\$323,536.00	8.82%	\$3,346,464.00
Other supplies	\$8,000.00	\$0.00	\$0.00	0.00%	\$8,000.00
Property Insurance	\$4,850.00	\$0.00	\$0.00	0.00%	\$4,850.00
Data Processing	\$44,100.00	\$0.00	\$1,133.34	2.57%	\$42,966.66
Facilities Maintenance	\$465,852.00	\$7,078.96	\$43,405.33	9.32%	\$422,446.67
Property Insurance	\$7,775.00	\$0.00	\$7,775.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$1,800.00	\$275.19	\$275.19	15.29%	\$1,524.81
Maintenance-Motor Vehicles	\$950.00	\$0.00	\$13.79	1.45%	\$936.21
Workers Compensation	\$33,297.00	\$0.00	\$33,297.00	100.00%	\$0.00
Indirect Cost Allocation	\$200,176.00	\$0.00	\$16,681.33	8.33%	\$183,494.67
Rental Inspections	\$1,410.00	\$0.00	\$0.00	0.00%	\$1,410.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$5,302,754.00	\$389,345.31	\$906,851.56	17.10%	\$4,395,902.44

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/21/2020

Subject:
August Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	August Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/17/2020 - 1:55 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF SEPTEMBER 17, 2020

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	13	22	4	39
Allocation #	14	24	4	42
Occupancy %	92.9%	91.7%	100.0%	92.9%
Units Vacant:	747 W 61st St. #5 2022 E 38th St. 1344 W 16th St			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	115	2	117
Allocation #	118	2	120
Occupancy %	97.5%	100.0%	97.5%
Units Vacant:	Apts. 202 902 812		

UTILIZATION REPORT FOR AUGUST 2020

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
Previous Month	12	259	267	138	16	2	1	695
Current	12	258	265	142	16	2	1	696
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 318,456							
% of Funds Used	103.4%	Average funding used each month						