

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, JULY 11, 2018; 4:00 PM

416 N HARRISON ST. DAVENPORT IA

COMMISSION JULY MEETING

I. Minutes

- A. June minutes
- B. July public hearing minutes

II. Financial Reports

- A. June financial report

III. Occupancy Report

- A. Occupancy report for June

IV. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/11/2018

Subject:
June minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	June minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/10/2018 - 11:05 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

June 13, 2018; 4:00 PM

Police Department Community Room,
416 N. Harrison St.

Members Present: Wissing, Ruiz, Mateo

Staff Present: Gerhardt, Tomlinson, Hoyt

- I. The June 13, 2018 meeting of the Davenport Housing Commission was called to order at 4:07 p.m.

- II. Roll Call-**ALL EXCEPT ROBERTS AND KLINE**

- III. Approval of May 2018 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for May 16, 2018.
Ruiz made a motion to accept, Mateo seconded the motion.
The motion was unanimously approved.

- IV. Approval of the April 2018 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for April, 2018.
Mateo made a motion to accept. Ruiz seconded that motion.
The motion was unanimously approved.

- V. Approval of May 2018 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for May, 2018.
Ruiz made a motion to accept. Mateo seconded that motion.
The motion was unanimously approved.

VI. Discussion

- A. Appeal Hearing-Win/loss record and amount of hearings.
- B. Vacancies in the Heritage
- C. S8 voucher totals
- D. Rent study questions

VII. Resolutions

A. Resolution 2018-02

ADOPTED

- 1. Resolution to support prohibiting the consumption of alcohol in the common areas of the Heritage High Rise.
Mateo moved to approve resolution 2018-02. Ruiz seconded that motion.
Resolution 2018-02 was approved unanimously.

B. Resolution 2018-03

ADOPTED

- 1. Resolution to support amending the Admission and Continued Occupancy Policy for the Heritage and Public Housing.
Ruiz moved to approve Resolution 2018-03. Mateo seconded that motion.
Resolution 2018-03 was approved unanimously.

VIII. Housing Commission Members

- A. Dawn Kline has declined renewing her position on the commission. Interim Housing Manager, Destiny Gerhardt, is in talks with the mayor on assigning a new member to the commission.
- B. Reminder of special meeting July 2, 2018.

IX. Meeting Adjourned-**4:36PM**

Ruiz made a motion to adjourn. Mateo seconded that motion.
The Motion was approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/11/2018

Subject:
July public hearing minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	July public hearing minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/10/2018 - 11:07 AM

DAVENPORT HOUSING COMMISSION

Public Hearing Minutes

July 2, 2018; 4:00 PM

Police Department Community Room,
416 N. Harrison St.

Members Present: Wissing, Ruiz, Kline

Staff Present: Gerhardt

I. The July 2, 2018 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

II. Roll Call-**ALL EXCEPT ROBERTS AND MATEO**

III. Annual and 5 Year plans for the Housing Choice Voucher Program **APPROVED**

No public comments were heard during the 45 day period and no public comments were made during the meeting.

Ruiz made a motion to accept, Kline seconded the motion.

The motion was unanimously approved.

IV. Annual and 5 Year plans for Capital Fund Projects **APPROVED**

No public comments were heard during the 45 day period ad no public comments were made during the meeting.

Ruiz made a motion to accept. Kline seconded that motion.

The motion was unanimously approved.

V. Meeting Adjourned-**4:03PM**

Ruiz made a motion to adjourn. Kline seconded the motion. The motion was approved.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/11/2018

Subject:
June financial report

ATTACHMENTS:

Type	Description
▯ Cover Memo	June financial report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/10/2018 - 11:46 AM

MONTHLY FINANCIALS REPORT
JUNE 2018

HERITAGE

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$119,466.00	\$7,671.49	\$97,620.28	81.71%	\$21,845.72
Office Supplies & Services	\$13,000.00	\$555.00	\$14,170.75	109.01%	(\$1,170.75)
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$9,577.48	\$126,031.13	100.82%	(\$1,031.13)
Telephone	\$1,500.00	\$0.00	\$1,554.74	103.65%	(\$54.74)
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$2,140.00	\$3,070.47	\$5,984.97	279.67%	(\$3,844.97)
Liability Insurance	\$3,605.00	\$0.00	\$3,605.00	100.00%	\$0.00
Rental Assistance	\$0.00			0.00%	\$0.00
Data Processing	\$5,200.00	\$0.00	\$4,763.00	91.60%	\$437.00
Facilities Maintenance	\$263,404.00	\$14,739.26	\$278,686.05	105.80%	(\$15,282.05)
Property Insurance	\$47,354.00	\$0.00	\$47,354.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$163.00	\$0.00	\$163.00	100.00%	\$0.00
Indirect Cost Allocation	\$68,889.00	\$0.00	\$63,151.00	91.67%	\$5,738.00
Rental Inspections	\$25.00	\$0.00	\$25.00	100.00%	\$0.00
TOTALS	\$650,196.00	\$35,613.70	\$643,108.92	98.91%	\$7,087.08

MONTHLY FINANCIALS REPORT
JUNE 2018

PUBLIC HOUSING

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$102,761.00	\$6,306.91	\$70,723.58	68.82%	\$32,037.42
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$111.43	\$2,790.13	139.51%	(\$790.13)
Telephone	\$300.00	\$0.00	\$300.91	100.30%	(\$0.91)
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services				0.00%	\$0.00
Liability Insurance	\$1,151.00	\$0.00	\$1,151.00	100.00%	\$0.00
Utility Reimbursements	\$22,100.00	\$1,458.86	\$19,369.96	87.65%	\$2,730.04
Data Processing	\$5,200.00	\$0.00	\$4,763.00	91.60%	\$437.00
Facilities Maintenance	\$169,017.00	\$4,255.35	\$168,315.92	99.59%	\$701.08
Property Insurance	\$29,023.00	\$0.00	\$29,023.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$177.00	\$0.00	\$177.00	100.00%	\$0.00
Indirect Cost Allocation	\$54,912.00	\$0.00	\$50,336.00	91.67%	\$4,576.00
Rental Inspections	\$525.00	\$0.00	\$525.00	100.00%	\$0.00
TOTALS	\$388,201.00	\$12,132.55	\$347,475.50	89.51%	\$40,725.50

MONTHLY FINANCIALS REPORT
JUNE 2018

SECTION 8

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00	\$ -	\$ 1,393.25	87.08%	\$206.75
Payroll/Employee Benefits	\$354,692.00	27,362.59	411,853.85	116.12%	(\$57,161.85)
Office Supplies & Services	\$11,700.00	\$124.06	\$9,929.30	84.87%	\$1,770.70
Telephone	\$2,500.00	\$0.00	\$3,009.12	120.36%	(\$509.12)
Memberships & Publications	\$1,500.00	\$0.00	\$199.00	13.27%	\$1,301.00
Professional Services	\$0.00	\$0.00	\$3,686.07	#DIV/0!	(\$3,686.07)
Liability Insurance	\$14,744.00	\$0.00	\$14,744.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,300,000.00	\$321,276.00	\$3,379,307.00	102.40%	(\$79,307.00)
Port-in rent	\$0.00			#DIV/0!	\$0.00
Other supplies	\$4,500.00	\$0.00	\$4,500.00	100.00%	\$0.00
Furniture	\$21,000.00	\$3,566.38	\$15,710.38	74.81%	\$5,289.62
Data Processing	\$23,800.00	\$0.00	\$21,813.00	91.65%	\$1,987.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$1,297.08	63.27%	\$752.92
Maintenance-Motor Vehicles	\$1,450.00	\$0.00	\$282.32	19.47%	\$1,167.68
Workers Compensation	\$3,582.00	\$0.00	\$3,582.00	100.00%	\$0.00
Indirect Cost Allocation	\$62,466.00	\$0.00	\$57,266.00	91.68%	\$5,200.00
 TOTALS	 \$ 3,805,584.00	 \$ 352,329.03	 \$ 3,928,572.37	 103.23%	 (\$122,988.37)

MONTHLY FINANCIALS REPORT
JUNE 2018

ALL PROGRAMS

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$576,919.00	\$41,340.99	\$580,197.71	100.57%	(\$3,278.71)
Office Supplies & Services	\$25,735.00	\$679.06	\$24,100.05	93.65%	\$1,634.95
Travel	\$ 1,600.00	-	\$ 1,393.25	87.08%	\$206.75
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$127,000.00	\$9,688.91	\$128,821.26	101.43%	(\$1,821.26)
Telephone	\$4,300.00	\$0.00	\$4,864.77	113.13%	(\$564.77)
Memberships & Publications	\$1,950.00	\$0.00	\$199.00	10.21%	\$1,751.00
Professional Services	\$2,140.00	\$3,070.47	\$9,671.04	451.92%	(\$7,531.04)
Liability Insurance	\$19,500.00	\$0.00	\$19,500.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,322,100.00	\$322,734.86	\$3,398,676.96	102.31%	(\$76,576.96)
Other supplies	\$4,500.00	\$0.00	\$4,500.00	100.00%	\$0.00
Furniture	\$21,000.00	\$3,566.38	\$15,710.38	74.81%	\$5,289.62
Data Processing	\$34,200.00	\$0.00	\$31,339.00	91.63%	\$2,861.00
Facilities Maintenance	\$432,421.00	\$18,994.61	\$447,001.97	103.37%	(\$14,580.97)
Property Insurance	\$76,377.00	\$0.00	\$76,377.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$1,297.08	63.27%	\$752.92
Maintenance-Motor Vehicles	\$1,450.00	\$0.00	\$282.32	19.47%	\$1,167.68
Workers Compensation	\$3,922.00	\$0.00	\$3,922.00	100.00%	\$0.00
Indirect Cost Allocation	\$186,267.00	\$0.00	\$170,753.00	91.67%	\$15,514.00
Rental Inspections	\$550.00	\$0.00	\$550.00	100.00%	\$0.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$4,843,981.00	\$400,075.28	\$4,919,156.79	101.55%	(\$75,175.79)

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/11/2018

Subject:
Occupancy report for June

ATTACHMENTS:

Type	Description
▯ Cover Memo	Occupancy report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/10/2018 - 11:08 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF July 9, 2018

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	13	23	4	40
Allocation #	14	24	4	42
Occupancy %	92.9%	95.8%	100.0%	95.2%
Units Vacant:	745 W 61st St. #1 4205 N Elsie			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	109	1	110
Allocation #	118	2	120
Occupancy %	92.4%	50.0%	91.7%
Units Vacant:	Apts. 206, 210, 305 307, 411, 602 903, 912, 1003, 203		

UTILIZATION REPORT FOR JUNE 2018

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	10	229	265	162	21	2	689
<i>Current</i>	9	231	266	157	21	2	686
Funds available	\$ 260,482	Average funding available each month					
Funds spent	\$ 304,376						
% of Funds Used	116.9%	Average funding used each month					