

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, SEPTEMBER 12, 2018; 4:00 PM

416 N. HARRISON 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. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/12/2018

Subject:
August minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	August minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/11/2018 - 2:18 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

August 8, 2018; 4:00 PM

Police Department Community Room,
416 N. Harrison St.

Members Present: Wissing, Susich, Roberts

Staff Present: Gerhardt

I. The August 8, 2018 meeting of the Davenport Housing Commission was called to order at 4:26 p.m.

II. Roll Call-**ALL EXCEPT MATEOS AND RUIZ**

III. Approval of July 11, 2018 minutes **APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for July 11, 2018.
Roberts made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

IV. Approval of July 2018 Financials **APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for July, 2018.
Roberts made a motion to accept. Susich seconded that motion.
The motion was unanimously approved.

V. Approval of the Occupancy and Utilization Report **APPROVED**

Approval of the Davenport Housing Commission Meeting Occupancy report as of August 8, 2018 and Utilization report for July 2018.
Roberts made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

VI. Section 8 Management Assessment Program (SEMAP) Certification

APPROVED

Approval of the Davenport Housing Commission Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year 2018.

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

The motion was unanimously approved.

VII. Meeting Adjourned-**4:43PM**

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

The Motion was approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/12/2018

Subject:
August financial report

ATTACHMENTS:

Type	Description
▯ Cover Memo	August financial report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/11/2018 - 2:22 PM

MONTHLY FINANCIALS REPORT
AUGUST 2018

HERITAGE

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$129,495.00	\$10,865.63	\$15,979.10	12.34%	\$113,515.90
Office Supplies & Services	\$13,000.00	\$1,346.90	\$1,819.04	13.99%	\$11,180.96
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$13,195.19	\$17,204.81	13.76%	\$107,795.19
Telephone	\$0.00	\$142.98	\$282.68	#DIV/0!	(\$282.68)
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$3,570.00	\$0.00	\$85.00	2.38%	\$3,485.00
Liability Insurance	\$3,821.00	\$0.00	\$3,821.00	100.00%	\$0.00
Rental Assistance	\$0.00			0.00%	\$0.00
Data Processing	\$5,700.00	\$475.00	\$950.00	16.67%	\$4,750.00
Facilities Maintenance	\$264,704.00	\$52,174.80	\$60,991.12	23.04%	\$203,712.88
Property Insurance	\$50,195.00	\$0.00	\$50,195.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$173.00	\$0.00	\$173.00	100.00%	\$0.00
Indirect Cost Allocation	\$68,466.00	\$5,705.50	\$11,411.00	16.67%	\$57,055.00
Rental Inspections	\$25.00	\$0.00	\$25.00	100.00%	\$0.00
TOTALS	\$664,599.00	\$83,906.00	\$162,936.75	24.52%	\$501,662.25

MONTHLY FINANCIALS REPORT
AUGUST 2018

PUBLIC HOUSING

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$111,975.00	\$8,956.66	\$13,104.66	11.70%	\$98,870.34
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$164.17	\$178.17	8.91%	\$1,821.83
Telephone	\$300.00	\$27.67	\$54.71	18.24%	\$245.29
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00			0.00%	\$1,430.00
Liability Insurance	\$1,220.00	\$0.00	\$1,220.00	100.00%	\$0.00
Utility Reimbursements	\$22,100.00	\$3,419.72	\$6,501.14	29.42%	\$15,598.86
Data Processing	\$5,700.00	\$475.00	\$950.00	16.67%	\$4,750.00
Facilities Maintenance	\$111,967.00	\$14,371.50	\$17,013.39	15.20%	\$94,953.61
Property Insurance	\$30,764.00	\$0.00	\$30,764.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$188.00	\$0.00	\$188.00	100.00%	\$0.00
Indirect Cost Allocation	\$54,081.00	\$4,506.75	\$9,013.50	16.67%	\$45,067.50
Rental Inspections	\$525.00	\$0.00	\$525.00	100.00%	\$0.00
TOTALS	\$343,285.00	\$31,921.47	\$79,512.57	23.16%	\$263,772.43

MONTHLY FINANCIALS REPORT
AUGUST 2018

SECTION 8

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00	\$ -	\$ 99.00	6.19%	\$1,501.00
Payroll/Employee Benefits	\$420,651.00	38,718.85	56,361.23	13.40%	\$364,289.77
Office Supplies & Services	\$11,700.00	\$656.10	\$2,656.10	22.70%	\$9,043.90
Telephone	\$2,500.00	\$276.74	\$547.14	21.89%	\$1,952.86
Memberships & Publications	\$1,500.00			0.00%	\$1,500.00
Professional Services	\$2,861.00			0.00%	\$2,861.00
Liability Insurance	\$15,629.00	\$0.00	\$15,629.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,280,000.00	\$301,781.00	\$587,808.00	17.92%	\$2,692,192.00
Port-in rent	\$0.00			#DIV/0!	\$0.00
Project expense	\$5,500.00	\$690.20	\$1,461.60	26.57%	\$4,038.40
Other supplies	\$4,500.00			0.00%	\$4,500.00
Furniture	\$10,000.00	\$0.00	\$7,426.00	74.26%	\$2,574.00
Data Processing	\$27,900.00	\$2,325.00	\$4,650.00	16.67%	\$23,250.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$275.19	13.42%	\$1,774.81
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$298.94	44.95%	\$366.06
Workers Compensation	\$3,797.00	\$0.00	\$3,797.00	100.00%	\$0.00
Indirect Cost Allocation	\$50,790.00	\$4,232.50	\$8,465.00	16.67%	\$42,325.00
TOTALS	\$ 3,841,643.00	\$ 348,680.39	\$ 689,474.20	17.95%	\$3,152,168.80

MONTHLY FINANCIALS REPORT
AUGUST 2018

ALL PROGRAMS

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$662,121.00	\$58,541.14	\$85,444.99	12.90%	\$576,676.01
Office Supplies & Services	\$25,735.00	\$2,003.00	\$4,475.14	17.39%	\$21,259.86
Travel	\$ 1,600.00	\$0.00	\$99.00	6.19%	\$1,501.00
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$127,000.00	\$13,359.36	\$17,382.98	13.69%	\$109,617.02
Telephone	\$2,800.00	\$447.39	\$884.53	31.59%	\$1,915.47
Memberships & Publications	\$1,950.00	\$0.00	\$0.00	0.00%	\$1,950.00
Professional Services	\$7,861.00	\$0.00	\$85.00	1.08%	\$7,776.00
Liability Insurance	\$20,670.00	\$0.00	\$20,670.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,302,100.00	\$305,200.72	\$594,309.14	18.00%	\$2,707,790.86
Other supplies	\$4,500.00	\$0.00	\$0.00	0.00%	\$4,500.00
Furniture	\$10,000.00	\$0.00	\$7,426.00	74.26%	\$2,574.00
Data Processing	\$39,300.00	\$3,275.00	\$6,550.00	16.67%	\$32,750.00
Facilities Maintenance	\$376,671.00	\$66,546.30	\$78,004.51	20.71%	\$298,666.49
Property Insurance	\$80,959.00	\$0.00	\$80,959.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$275.19	13.42%	\$1,774.81
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$298.94	44.95%	\$366.06
Workers Compensation	\$4,158.00	\$0.00	\$4,158.00	100.00%	\$0.00
Indirect Cost Allocation	\$173,337.00	\$14,444.75	\$28,889.50	16.67%	\$144,447.50
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	\$4,849,527.00	\$464,507.86	\$931,923.52	19.22%	\$3,917,603.48

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/12/2018

Subject:
August Occupancy report

ATTACHMENTS:

Type	Description
▢ Cover Memo	August Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/11/2018 - 2:24 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF September 11, 2018

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	14	22	4	40
Allocation #	14	24	4	42
Occupancy %	100.0%	91.7%	100.0%	95.2%
Units Vacant:	1254 N. Zenith 808 Farnam			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	110	1	111
Allocation #	118	2	120
Occupancy %	93.2%	50.0%	92.5%
Units Vacant:	Apts. 203, 206, 210, 305 411, 908, 910 1004, 1103		

UTILIZATION REPORT FOR AUGUST 2018

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	8	224	264	154	20	2	672
<i>Current</i>	8	228	268	152	18	2	676
Funds available	\$ 260,482	Average funding available each month					
Funds spent	\$ 297,861						
% of Funds Used	114.3%	Average funding used each month					