

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, OCTOBER 10, 2018; 4:00 PM

416 N. HARRISON ST. DAVENPORT IA

COMMISSION OCTOBER MEETING

I. Minutes

A. September minutes

II. Financial Reports

A. September financials

III. Occupancy Report

A. September Occupancy report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
10/10/2018

Subject:
September minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	September minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	10/9/2018 - 3:28 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

September 12, 2018; 4:00 PM

Police Department Community Room,
416 N. Harrison St.

Members Present: Wissing, Susich, Ruiz

Staff Present: Gerhardt

I. The September 12, 2018 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

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

III. Approval of August 8, 2018 minutes **APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for August 8, 2018.
Ruiz made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

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

Approval of the Davenport Housing Commission Meeting Financials for August, 2018.
Susich made a motion to accept. Ruiz 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 September 11, 2018 and Utilization report for August 2018.
Ruiz made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

VI. Suspend rules to add Resolution 2018-05

APPROVED

Approval to suspend the rules to add Resolution 2018-05
Ruiz made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

VII. Adoption of The Housing Choice Voucher Program's Payment Standards **APPROVED**

Approval of Resolution 2018-05, The Housing Choice Voucher Program's Payment Standards.
Susich made a motion to accept. Ruiz seconded the motion.
The motion was unanimously approved.

VIII. Meeting Adjourned-**4:24PM**

Ruiz 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
10/10/2018

Subject:
September financials

ATTACHMENTS:

Type	Description
▯ Cover Memo	September financials

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	10/9/2018 - 3:30 PM

MONTHLY FINANCIALS REPORT
SEPTEMBER 2018

HERITAGE

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$129,495.00	\$7,989.76	\$23,968.86	18.51%	\$105,526.14
Office Supplies & Services	\$13,000.00	\$645.85	\$2,522.03	19.40%	\$10,477.97
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$12,385.74	\$29,590.55	23.67%	\$95,409.45
Telephone	\$0.00	\$0.00	\$282.68	#DIV/0!	(\$282.68)
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$3,570.00	\$1,916.21	\$2,001.21	56.06%	\$1,568.79
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	\$1,425.00	25.00%	\$4,275.00
Facilities Maintenance	\$264,704.00	\$26,927.02	\$87,918.14	33.21%	\$176,785.86
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	\$17,116.50	25.00%	\$51,349.50
Rental Inspections	\$25.00	\$0.00	\$25.00	100.00%	\$0.00
TOTALS	\$664,599.00	\$56,045.08	\$219,038.97	32.96%	\$445,560.03

MONTHLY FINANCIALS REPORT
SEPTEMBER 2018

PUBLIC HOUSING

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$111,975.00	\$6,551.00	\$19,655.66	17.55%	\$92,319.34
Office Supplies & Services	\$1,035.00	\$12.80	\$12.80	1.24%	\$1,022.20
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$70.58	\$248.75	12.44%	\$1,751.25
Telephone	\$300.00	\$0.00	\$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	\$883.94	\$7,385.08	33.42%	\$14,714.92
Data Processing	\$5,700.00	\$475.00	\$1,425.00	25.00%	\$4,275.00
Facilities Maintenance	\$111,967.00	\$12,113.46	\$29,126.85	26.01%	\$82,840.15
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	\$13,520.25	25.00%	\$40,560.75
Rental Inspections	\$525.00	\$0.00	\$525.00	100.00%	\$0.00
TOTALS	\$343,285.00	\$24,613.53	\$104,126.10	30.33%	\$239,158.90

MONTHLY FINANCIALS REPORT
SEPTEMBER 2018

SECTION 8

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00	\$ -	\$ 99.00	6.19%	\$1,501.00
Payroll/Employee Benefits	\$420,651.00	28,179.75	84,540.98	20.10%	\$336,110.02
Office Supplies & Services	\$11,700.00	\$1,024.01	\$3,680.11	31.45%	\$8,019.89
Telephone	\$2,500.00	\$0.00	\$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	\$301,344.79	\$889,152.79	27.11%	\$2,390,847.21
Port-in rent	\$0.00			#DIV/0!	\$0.00
Project expense	\$5,500.00	\$717.06	\$2,178.66	39.61%	\$3,321.34
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	\$6,975.00	25.00%	\$20,925.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$275.19	13.42%	\$1,774.81
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$321.12	48.29%	\$343.88
Workers Compensation	\$3,797.00	\$0.00	\$3,797.00	100.00%	\$0.00
Indirect Cost Allocation	\$50,790.00	\$4,232.50	\$12,697.50	25.00%	\$38,092.50
TOTALS	\$ 3,841,643.00	\$ 337,823.11	\$ 1,027,319.49	26.74%	\$2,814,323.51

MONTHLY FINANCIALS REPORT
SEPTEMBER 2018

ALL PROGRAMS

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$662,121.00	\$42,720.51	\$128,165.50	19.36%	\$533,955.50
Office Supplies & Services	\$25,735.00	\$1,682.66	\$6,214.94	24.15%	\$19,520.06
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	\$12,456.32	\$29,839.30	23.50%	\$97,160.70
Telephone	\$2,800.00	\$0.00	\$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	\$1,916.21	\$2,001.21	25.46%	\$5,859.79
Liability Insurance	\$20,670.00	\$0.00	\$20,670.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,302,100.00	\$302,228.73	\$896,537.87	27.15%	\$2,405,562.13
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	\$9,825.00	25.00%	\$29,475.00
Facilities Maintenance	\$376,671.00	\$39,040.48	\$117,044.99	31.07%	\$259,626.01
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	\$321.12	48.29%	\$343.88
Workers Compensation	\$4,158.00	\$0.00	\$4,158.00	100.00%	\$0.00
Indirect Cost Allocation	\$173,337.00	\$14,444.75	\$43,334.25	25.00%	\$130,002.75
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	\$418,481.72	\$1,350,484.56	27.85%	\$3,499,042.44

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
10/10/2018

Subject:
September Occupancy report

ATTACHMENTS:

Type	Description
▯ Cover Memo	September Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	10/9/2018 - 3:32 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF October 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:	1254 N. Zenith 745 W 61st #3			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	111	1	112
Allocation #	118	2	120
Occupancy %	94.1%	50.0%	93.3%
Units Vacant:	Apts. 203, 206, 210 908, 910, 1002 1004, 1103		

UTILIZATION REPORT FOR SEPTEMBER 2018

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	8	228	268	152	18	2	676
<i>Current</i>	7	227	267	151	18	2	672
Funds available	\$ 260,482	Average funding available each month					
Funds spent	\$ 298,315						
% of Funds Used	114.5%	Average funding used each month					