

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

THURSDAY, DECEMBER 20, 2018; 4:00 PM

CITY HALL COUNCIL CHAMBERS-226 W 4TH ST

COMMISSION DECEMBER MEETING

I. Minutes

- A. November minutes

II. Financial Reports

- A. Financial Reports for November

III. Occupancy Report

- A. Occupancy report for November

IV. Consideration Items

- A. Resolution 2018-06 Adoption of By-Laws

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/20/2018

Subject:
November minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	November minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2018 - 9:13 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

November 15, 2018; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Mateos, Susich, Ruiz

Staff Present: Gerhardt

I. The November 15, 2018 meeting of the Davenport Housing Commission was called to order at 4:02 p.m.

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

III. Approval of October 10, 2018 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for October 10, 2018. Ruiz made a motion to accept. Mateos seconded the motion. The motion was unanimously approved.

IV. Approval of October 2018 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for October, 2018. Mateos 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 November 13, 2018 and Utilization report for October 2018. Susich made a motion to accept. Ruiz seconded the motion. The motion was unanimously approved.

VI. Meeting Adjourned-**4:20PM**

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
12/20/2018

Subject:
Financial Reports for November

ATTACHMENTS:

Type	Description
▯ Cover Memo	Financial Reports for November

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2018 - 9:15 AM

MONTHLY FINANCIALS REPORT
NOVEMBER 2018

HERITAGE

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$129,495.00	\$8,092.57	\$34,891.03	26.94%	\$94,603.97
Office Supplies & Services	\$13,000.00	\$2,105.21	\$5,352.22	41.17%	\$7,647.78
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$9,235.73	\$50,530.83	40.42%	\$74,469.17
Telephone	\$0.00	\$152.05	\$759.13	#DIV/0!	(\$759.13)
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$3,570.00	\$476.10	\$3,399.51	95.22%	\$170.49
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	\$2,375.00	41.67%	\$3,325.00
Facilities Maintenance	\$264,704.00	\$32,536.73	\$138,358.59	52.27%	\$126,345.41
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	\$28,527.50	41.67%	\$39,938.50
Rental Inspections	\$25.00	\$0.00	\$25.00	100.00%	\$0.00
TOTALS	\$664,599.00	\$58,778.89	\$318,407.81	47.91%	\$346,191.19

MONTHLY FINANCIALS REPORT
NOVEMBER 2018

PUBLIC HOUSING

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$111,975.00	\$6,552.79	\$27,196.24	24.29%	\$84,778.76
Office Supplies & Services	\$1,035.00	\$0.00	\$12.80	1.24%	\$1,022.20
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$155.09	\$485.34	24.27%	\$1,514.66
Telephone	\$300.00	\$29.43	\$146.93	48.98%	\$153.07
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	\$884.30	\$11,260.44	50.95%	\$10,839.56
Data Processing	\$5,700.00	\$475.00	\$2,375.00	41.67%	\$3,325.00
Facilities Maintenance	\$111,967.00	\$24,325.41	\$65,169.72	58.20%	\$46,797.28
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	\$22,533.75	41.67%	\$31,547.25
Rental Inspections	\$525.00	\$0.00	\$525.00	100.00%	\$0.00
TOTALS	\$343,285.00	\$36,928.77	\$161,877.22	47.16%	\$181,407.78

MONTHLY FINANCIALS REPORT
NOVEMBER 2018

SECTION 8

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00	\$ -	\$ 99.00	6.19%	\$1,501.00
Payroll/Employee Benefits	\$420,651.00	28,415.06	151,867.74	36.10%	\$268,783.26
Office Supplies & Services	\$11,700.00	\$367.64	\$6,581.17	56.25%	\$5,118.83
Telephone	\$2,500.00	\$294.30	\$1,469.31	58.77%	\$1,030.69
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	\$296,090.00	\$1,485,352.00	45.29%	\$1,794,648.00
Port-in rent	\$0.00	\$10,366.00	\$17,066.00	#DIV/0!	(\$17,066.00)
Project expense	\$5,500.00	\$632.70	\$3,528.21	64.15%	\$1,971.79
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	\$11,625.00	41.67%	\$16,275.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$275.19	13.42%	\$1,774.81
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$342.43	51.49%	\$322.57
Workers Compensation	\$3,797.00	\$0.00	\$3,797.00	100.00%	\$0.00
Indirect Cost Allocation	\$50,790.00	\$4,232.50	\$21,162.50	41.67%	\$29,627.50
TOTALS	\$ 3,841,643.00	\$ 342,723.20	\$ 1,726,220.55	44.93%	\$2,115,422.45

MONTHLY FINANCIALS REPORT
NOVEMBER 2018

ALL PROGRAMS

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$662,121.00	\$43,060.42	\$213,955.01	32.31%	\$448,165.99
Office Supplies & Services	\$25,735.00	\$2,472.85	\$11,946.19	46.42%	\$13,788.81
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	\$9,390.82	\$51,016.17	40.17%	\$75,983.83
Telephone	\$2,800.00	\$475.78	\$2,375.37	84.83%	\$424.63
Memberships & Publications	\$1,950.00	\$0.00	\$0.00	0.00%	\$1,950.00
Professional Services	\$7,861.00	\$476.10	\$3,399.51	43.25%	\$4,461.49
Liability Insurance	\$20,670.00	\$0.00	\$20,670.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,302,100.00	\$307,340.30	\$1,513,678.44	45.84%	\$1,788,421.56
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	\$16,375.00	41.67%	\$22,925.00
Facilities Maintenance	\$376,671.00	\$56,862.14	\$203,528.31	54.03%	\$173,142.69
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	\$342.43	51.49%	\$322.57
Workers Compensation	\$4,158.00	\$0.00	\$4,158.00	100.00%	\$0.00
Indirect Cost Allocation	\$173,337.00	\$14,444.75	\$72,223.75	41.67%	\$101,113.25
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	\$438,430.86	\$2,206,505.58	45.50%	\$2,643,021.42

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/20/2018

Subject:
Occupancy report for November

ATTACHMENTS:

Type	Description
▢ Cover Memo	Occupancy report for November

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2018 - 9:16 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF December 17, 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 #	116	2	118
Allocation #	118	2	120
Occupancy %	98.3%	100.0%	98.3%
Units Vacant:	Apts. 303, 508		

UTILIZATION REPORT FOR November 2018

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	8	230	264	148	18	3	671
<i>Current</i>	8	232	273	145	16	3	677
Funds available	\$ 260,482	Average funding available each month					
Funds spent	\$ 297,702						
% of Funds Used	114.3%	Average funding used each month					

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/20/2018

Subject:
Resolution 2018-06 Adoption of By-Laws

ATTACHMENTS:

Type	Description
▯ Cover Memo	Resolution 2018-06 Adoption of By-Laws

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2018 - 9:18 AM

Resolution 2018-06

RESOLUTION ADOPTING THE DAVENPORT HOUSING COMMISSION BY-LAWS

WHEREAS, the Davenport Housing Commission has the power to provide oversight for the Davenport Office of Assisted Housing; and

WHEREAS, the Commissioners have reviewed the attached Commission By-Laws and support the adoption of said By-Laws.

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission of the Office of Assisted Housing hereby adopts the Davenport Housing Commission By-Laws.

Adopted this 20th day of December, 2018.

Matt Wissing, Chairperson

Davenport Housing Commission