

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JANUARY 14, 2019; 4:00 PM

226 W. 4TH ST.

COMMISSION JANUARY MEETING

I. Minutes

A. December minutes

II. Financial Reports

A. Financial Report for December

III. Occupancy Report

A. Occupancy Report for December

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
1/14/2019

Subject:
December minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	December minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/10/2019 - 12:34 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

December 20, 2018; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Susich, Ruiz

Staff Present: Gerhardt

I. The December 20, 2018 meeting of the Davenport Housing Commission was called to order at 4:01 p.m.

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

III. Approval of November 15, 2018 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for November 15, 2018.

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

The motion was unanimously approved.

IV. Approval of November 2018 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for November, 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 December 17, 2018 and Utilization report for November 2018.

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

The motion was unanimously approved.

VI. Resolution 2018-06

APPROVED

Approval of the Davenport Housing Commission By-Laws.

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

The motion was unanimously approved.

VII. Meeting Adjourned-**4:17PM**

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
1/14/2019

Subject:
Financial Report for December

ATTACHMENTS:

Type	Description
▯ Cover Memo	Financial Report for December

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/10/2019 - 12:36 PM

MONTHLY FINANCIALS REPORT
DECEMBER 2018

HERITAGE

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$129,495.00	\$7,993.23	\$42,884.26	33.12%	\$86,610.74
Office Supplies & Services	\$13,000.00	\$847.50	\$6,199.72	47.69%	\$6,800.28
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$9,273.11	\$59,803.94	47.84%	\$65,196.06
Telephone	\$0.00	\$0.00	\$759.13	#DIV/0!	(\$759.13)
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$3,570.00	\$898.34	\$4,297.85	120.39%	(\$727.85)
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	\$0.00	\$2,375.00	41.67%	\$3,325.00
Facilities Maintenance	\$264,704.00	\$3,799.46	\$142,158.05	53.70%	\$122,545.95
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	\$0.00	\$28,527.50	41.67%	\$39,938.50
Rental Inspections	\$25.00	\$0.00	\$25.00	100.00%	\$0.00
TOTALS	\$664,599.00	\$22,811.64	\$341,219.45	51.34%	\$323,379.55

MONTHLY FINANCIALS REPORT
DECEMBER 2018

PUBLIC HOUSING

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$111,975.00	\$6,552.78	\$33,749.02	30.14%	\$78,225.98
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	\$111.08	\$596.42	29.82%	\$1,403.58
Telephone	\$300.00	\$0.00	\$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	\$983.78	\$12,244.22	55.40%	\$9,855.78
Data Processing	\$5,700.00	\$0.00	\$2,375.00	41.67%	\$3,325.00
Facilities Maintenance	\$111,967.00	\$4,382.19	\$69,551.91	62.12%	\$42,415.09
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	\$0.00	\$22,533.75	41.67%	\$31,547.25
Rental Inspections	\$525.00	\$0.00	\$525.00	100.00%	\$0.00
TOTALS	\$343,285.00	\$12,029.83	\$173,907.05	50.66%	\$169,377.95

MONTHLY FINANCIALS REPORT
DECEMBER 2018

SECTION 8

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00	\$ -	\$ 99.00	6.19%	\$1,501.00
Payroll/Employee Benefits	\$420,651.00	28,183.13	180,050.87	42.80%	\$240,600.13
Office Supplies & Services	\$11,700.00	\$31.44	\$6,612.61	56.52%	\$5,087.39
Telephone	\$2,500.00	\$0.00	\$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	\$301,251.00	\$1,802,065.00	54.94%	\$1,477,935.00
Port-in rent	\$0.00			#DIV/0!	\$0.00
Project expense	\$5,500.00	\$927.96	\$4,329.63	78.72%	\$1,170.37
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	\$0.00	\$11,625.00	41.67%	\$16,275.00
Maintenance-Machinery & Equip	\$2,050.00	\$275.19	\$550.38	26.85%	\$1,499.62
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	\$0.00	\$21,162.50	41.67%	\$29,627.50
TOTALS	\$ 3,841,643.00	\$ 330,668.72	\$ 2,055,158.73	53.50%	\$1,786,484.27

MONTHLY FINANCIALS REPORT
DECEMBER 2018

ALL PROGRAMS

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$662,121.00	\$42,729.14	\$256,684.15	38.77%	\$405,436.85
Office Supplies & Services	\$25,735.00	\$878.94	\$12,825.13	49.84%	\$12,909.87
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	\$9,384.19	\$60,400.36	47.56%	\$66,599.64
Telephone	\$2,800.00	\$0.00	\$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	\$898.34	\$4,297.85	54.67%	\$3,563.15
Liability Insurance	\$20,670.00	\$0.00	\$20,670.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,302,100.00	\$302,234.78	\$1,814,309.22	54.94%	\$1,487,790.78
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	\$0.00	\$16,375.00	41.67%	\$22,925.00
Facilities Maintenance	\$376,671.00	\$8,181.65	\$211,709.96	56.21%	\$164,961.04
Property Insurance	\$80,959.00	\$0.00	\$80,959.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$275.19	\$550.38	26.85%	\$1,499.62
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	\$0.00	\$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	\$365,510.19	\$2,570,285.23	53.00%	\$2,279,241.77

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
1/14/2019

Subject:
Occupancy Report for December

ATTACHMENTS:

Type	Description
▣ Cover Memo	Occupancy report for December

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/10/2019 - 12:37 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF January 9, 2019

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 #	115	2	117
Allocation #	118	2	120
Occupancy %	97.5%	100.0%	97.5%
Units Vacant:	Apts. 303, 508, 611		

UTILIZATION REPORT FOR December 2018

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	8	232	273	145	16	3	677
<i>Current</i>	8	227	264	145	16	3	663
Funds available	\$ 260,482	Average funding available each month					
Funds spent	\$ 291,706						
% of Funds Used	112.0%	Average funding used each month					