

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, AUGUST 19, 2019; 4:00 PM

CITY HALL COUNCIL CHAMBERS 226 W. 4TH ST. DAVENPORT IA

AUGUST HOUSING COMMISSION MEETING

I. Minutes

A. July minutes

II. Financial Reports

A. July financial reports

III. Occupancy Report

A. July Occupancy Report

IV. Consideration Items

A. Resolution 2019-03 - Section 8 Management Assessment Program (SEMAP)
Certification

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
8/19/2019

Subject:
July minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	July minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	8/14/2019 - 8:04 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

July 15, 2019; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Susich, Ruiz, Miller

Staff Present: Gerhardt

I. The July 15, 2019 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

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

III. Approval of June 17, 2019 minutes **APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for June 17, 2019
Ruiz made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

IV. Approval of June, 2019 Financials **APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for June, 2019.
Ruiz 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 July 11, 2019 and Utilization report for June 2019.
Ruiz made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

VI. Meeting Adjourned-**4:25PM**

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
8/19/2019

Subject:
July financial reports

ATTACHMENTS:

Type	Description
▯ Cover Memo	July financial reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	8/14/2019 - 8:05 AM

MONTHLY FINANCIALS REPORT
JULY 2019

HERITAGE

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$128,817.00	\$6,477.41	\$6,477.41	5.03%	\$122,339.59
Office Supplies & Services	\$17,000.00	\$567.20	\$567.20	3.34%	\$16,432.80
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$3,052.33	\$3,052.33	2.44%	\$121,947.67
Telephone				#DIV/0!	\$0.00
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$4,930.00			0.00%	\$4,930.00
Liability Insurance	\$9,846.00	\$9,846.00	\$9,846.00	100.00%	\$0.00
Rental Assistance	\$0.00			0.00%	\$0.00
Data Processing	\$6,600.00			0.00%	\$6,600.00
Facilities Maintenance	\$292,704.00	\$1,877.35	\$1,877.35	0.64%	\$290,826.65
Property Insurance	\$3,554.00	\$3,554.00	\$3,554.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$9,516.00	\$9,516.00	\$9,516.00	100.00%	\$0.00
Indirect Cost Allocation	\$72,431.00			0.00%	\$72,431.00
Rental Inspections	\$25.00			0.00%	\$25.00
TOTALS	\$670,873.00	\$34,890.29	\$34,890.29	5.20%	\$635,982.71

MONTHLY FINANCIALS REPORT
JULY 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$105,504.00	\$5,203.18	\$5,203.18	4.93%	\$100,300.82
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$22.87	\$22.87	1.14%	\$1,977.13
Telephone	\$300.00			0.00%	\$300.00
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00			0.00%	\$1,430.00
Liability Insurance	\$9,833.00	\$9,833.00	\$9,833.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$2,433.94	\$2,433.94	12.17%	\$17,566.06
Data Processing	\$6,600.00			0.00%	\$6,600.00
Facilities Maintenance	\$138,967.00	\$1,270.00	\$1,270.00	0.91%	\$137,697.00
Property Insurance	\$3,547.00	\$3,547.00	\$3,547.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$9,482.00	\$9,482.00	\$9,482.00	100.00%	\$0.00
Indirect Cost Allocation	\$54,908.00			0.00%	\$54,908.00
Rental Inspections	\$525.00			0.00%	\$525.00
TOTALS	\$354,131.00	\$31,791.99	\$31,791.99	8.98%	\$322,339.01

MONTHLY FINANCIALS REPORT
JULY 2019

SECTION 8

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$1,600.00
Payroll/Employee Benefits	\$404,874.00	19,934.42	19,934.42	4.92%	\$384,939.58
Office Supplies & Services	\$13,700.00	\$342.80	\$342.80	2.50%	\$13,357.20
Telephone	\$2,500.00			0.00%	\$2,500.00
Memberships & Publications	\$500.00			0.00%	\$500.00
Professional Services	\$3,861.00	\$265.20	\$265.20	6.87%	\$3,595.80
Liability Insurance	\$12,596.00	\$12,596.00	\$12,596.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,500,000.00	\$281,798.00	\$281,798.00	8.05%	\$3,218,202.00
Port-in rent	\$100,000.00	\$21,455.00	\$21,455.00	21.46%	\$78,545.00
Project expense	\$10,000.00	\$852.00	\$852.00	8.52%	\$9,148.00
Other supplies	\$8,000.00			0.00%	\$8,000.00
Property Insurance	\$4,454.00			0.00%	\$4,454.00
Data Processing	\$29,800.00			0.00%	\$29,800.00
Maintenance-Machinery & Equip	\$2,050.00	\$632.16	\$632.16	30.84%	\$1,417.84
Maintenance-Motor Vehicles	\$665.00			0.00%	\$665.00
Workers Compensation	\$10,993.00	\$10,993.00	\$10,993.00	100.00%	\$0.00
Indirect Cost Allocation	\$58,000.00			0.00%	\$58,000.00
TOTALS	\$ 4,163,593.00	\$ 348,868.58	\$ 348,868.58	8.38%	\$3,814,724.42

MONTHLY FINANCIALS REPORT
JULY 2019

ALL PROGRAMS

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$639,195.00	\$31,615.01	\$31,615.01	4.95%	\$607,579.99
Office Supplies & Services	\$31,735.00	\$910.00	\$910.00	2.87%	\$30,825.00
Travel	\$ 1,600.00	\$0.00	\$0.00	0.00%	\$1,600.00
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$127,000.00	\$3,075.20	\$3,075.20	2.42%	\$123,924.80
Telephone	\$2,800.00	\$0.00	\$0.00	0.00%	\$2,800.00
Memberships & Publications	\$950.00	\$0.00	\$0.00	0.00%	\$950.00
Professional Services	\$10,221.00	\$265.20	\$265.20	2.59%	\$9,955.80
Liability Insurance	\$32,275.00	\$32,275.00	\$32,275.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,620,000.00	\$305,686.94	\$305,686.94	8.44%	\$3,314,313.06
Other supplies	\$8,000.00	\$0.00	\$0.00	0.00%	\$8,000.00
Furniture	\$4,454.00	\$0.00	\$0.00	0.00%	\$4,454.00
Data Processing	\$43,000.00	\$0.00	\$0.00	0.00%	\$43,000.00
Facilities Maintenance	\$431,671.00	\$3,147.35	\$3,147.35	0.73%	\$428,523.65
Property Insurance	\$7,101.00	\$7,101.00	\$7,101.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$632.16	\$632.16	30.84%	\$1,417.84
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$0.00	0.00%	\$665.00
Workers Compensation	\$29,991.00	\$29,991.00	\$29,991.00	100.00%	\$0.00
Indirect Cost Allocation	\$185,339.00	\$0.00	\$0.00	0.00%	\$185,339.00
Rental Inspections	\$550.00	\$0.00	\$0.00	0.00%	\$550.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$5,188,597.00	\$415,550.86	\$415,550.86	8.01%	\$4,773,046.14

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
8/19/2019

Subject:
July Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	July Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	8/14/2019 - 8:07 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF AUGUST 13, 2019

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:	1911 W 75th Place 526 W 7th St			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	116	2	118
Allocation #	118	2	120
Occupancy %	98.3%	100.0%	98.3%
Units Vacant:	Apts. 905 1102		

UTILIZATION REPORT FOR JULY 2019

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	9	222	248	129	18	2	628
<i>Current</i>	11	221	249	130	16	2	629
Funds available	\$ 308,094	Average funding available each month					
Funds spent	\$ 269,053						
% of Funds Used	87.3%	Average funding used each month					

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
8/19/2019

Subject:
Resolution 2019-03 - Section 8 Management Assessment Program (SEMAP) Certification

ATTACHMENTS:

Type	Description
▢ Cover Memo	Resolution 2019-03

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	8/14/2019 - 8:08 AM

Resolution 2019-03

RESOLUTION SUPPORTING FISCAL YEAR 2019 ANNUAL SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the Office of Assisted Housing submit a Section Eight Management Assessment Program (SEMAP) Certification for each fiscal year; and

WHEREAS, the SEMAP Certification has been completed based on information from July 1, 2018 through June 30, 2019, and Destiny Gerhardt, Housing Programs Manager of the Office of Assisted Housing, has reviewed and concurs with the information provided for the SEMAP Certification; and

WHEREAS, a Resolution by the Board of Commissioners is required to approve the SEMAP Certification before it may be submitted to HUD;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission members of the Office of Assisted Housing approve the SEMAP Certification for submittal to HUD by August 31, 2019 and that the Chairperson of the Housing Authority execute the SEMAP Certification form in compliance with HUD requirements.

Adopted this 19th day of August, 2019.

Matt Wissing, Chairperson

Davenport Housing Commission