

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, NOVEMBER 18, 2019; 4:00 PM

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

COMMISSION NOVEMBER MEETING

I. Minutes

A. October minutes

II. Financial Reports

A. October Financial Report

III. Occupancy Report

A. October Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
11/18/2019

Subject:
October minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	October minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	11/14/2019 - 9:41 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

October 21, 2019; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Susich, Miller

Staff Present: Gerhardt

- I. The October 21, 2019 meeting of the Davenport Housing Commission was called to order at 4:02 p.m.

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

- III. Approval of September 16, 2019 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for September 16, 2019

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

The motion approved unanimously.

- IV. Approval of August, 2019 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for August, 2019.

Miller made a motion to accept. Susich seconded that motion.

The motion approved unanimously.

- V. Approval of September, 2019 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for September, 2019.

Susich made a motion accept. Miller seconded that motion.

The motion approved unanimously.

VI. Approval of the Occupancy and Utilization Report

APPROVED

Approval of the Davenport Housing Commission Meeting Occupancy report as of October 15, 2019 and Utilization report for September 2019.

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

The motion approved unanimously.

VII. Meeting Adjourned-4:42PM

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

The Motion approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
11/18/2019

Subject:
October Financial Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	October Financial Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	11/14/2019 - 9:43 AM

**MONTHLY FINANCIALS REPORT
OCTOBER 2019**

HERITAGE

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$128,817.00	\$10,530.31	\$39,372.40	30.56%	\$89,444.60
Office Supplies & Services	\$17,000.00	\$751.00	\$3,306.80	19.45%	\$13,693.20
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$10,614.00	\$39,607.87	31.69%	\$85,392.13
Telephone	\$1,500.00	\$0.00	\$372.11	24.81%	\$1,127.89
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$4,930.00	\$1,976.62	\$2,350.98	47.69%	\$2,579.02
Liability Insurance	\$9,846.00	\$0.00	\$9,846.00	100.00%	\$0.00
Rental Assistance	\$0.00			0.00%	\$0.00
Data Processing	\$6,600.00	\$0.00	\$1,650.00	25.00%	\$4,950.00
Facilities Maintenance	\$292,704.00	\$13,436.66	\$91,231.97	31.17%	\$201,472.03
Property Insurance	\$3,554.00	\$0.00	\$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	\$0.00	\$9,516.00	100.00%	\$0.00
Indirect Cost Allocation	\$72,431.00	\$0.00	\$18,107.76	25.00%	\$54,323.24
Rental Inspections	\$25.00	\$0.00	\$635.00	2540.00%	(\$610.00)
TOTALS	\$672,373.00	\$37,308.59	\$219,550.89	32.65%	\$452,822.11

MONTHLY FINANCIALS REPORT
OCTOBER 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$105,504.00	(\$3,950.79)	\$19,568.54	18.55%	\$85,935.46
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$105.26	\$506.12	25.31%	\$1,493.88
Telephone	\$300.00	\$0.00	\$72.01	24.00%	\$227.99
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00	\$73.31	\$580.88	40.62%	\$849.12
Liability Insurance	\$9,833.00	\$0.00	\$9,833.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$1,152.39	\$7,354.22	36.77%	\$12,645.78
Data Processing	\$6,600.00	\$0.00	\$1,650.00	25.00%	\$4,950.00
Facilities Maintenance	\$138,967.00	\$1,174.39	\$54,108.01	38.94%	\$84,858.99
Property Insurance	\$3,547.00	\$0.00	\$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	\$0.00	\$9,482.00	100.00%	\$0.00
Indirect Cost Allocation	\$54,908.00	\$0.00	\$13,727.01	25.00%	\$41,180.99
Rental Inspections	\$525.00	\$0.00	\$775.00	147.62%	(\$250.00)
TOTALS	\$354,131.00	(\$1,445.44)	\$121,203.79	34.23%	\$232,927.21

MONTHLY FINANCIALS REPORT
OCTOBER 2019

SECTION 8

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$1,600.00
Payroll/Employee Benefits	\$404,874.00	\$ 34,762.80	\$ 127,452.17	8.59%	\$370,111.20
Office Supplies & Services	\$13,700.00	\$51.07	3,362.77	0.37%	\$13,648.93
Telephone	\$2,500.00	\$0.00	720.21	0.00%	\$2,500.00
Memberships & Publications	\$500.00			0.00%	\$500.00
Professional Services	\$3,861.00	\$1,659.76	1,627.96	42.99%	\$2,201.24
Liability Insurance	\$12,596.00	\$0.00	12,596.00	0.00%	\$12,596.00
Rental Assistance & Utility Reimb	\$3,500,000.00	\$304,483.00	1,137,070.00	8.70%	\$3,195,517.00
Port-in rent	\$100,000.00	\$3,734.00	70,116.00	3.73%	\$96,266.00
Project expense	\$10,000.00	\$947.82	3,791.40	9.48%	\$9,052.18
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	7,449.99	0.00%	\$29,800.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	632.16	0.00%	\$2,050.00
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$48.65	7.32%	\$616.35
Workers Compensation	\$10,993.00	\$0.00	\$10,993.00	100.00%	\$0.00
Indirect Cost Allocation	\$58,000.00	\$0.00	\$14,499.99	25.00%	\$43,500.01
TOTALS	\$4,163,593.00	\$ 345,638.45	\$ 1,390,360.30	33.39%	\$2,773,232.70

MONTHLY FINANCIALS REPORT
OCTOBER 2019

ALL PROGRAMS

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$639,195.00	#REF!	#REF!	#REF!	#REF!
Office Supplies & Services	\$31,735.00	\$802.07	\$3,357.87	10.58%	\$28,377.13
Travel	\$1,600.00	\$34,762.80	\$127,452.17	7965.76%	\$1,600.00
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$127,000.00	\$10,719.26	\$40,113.99	31.59%	\$86,886.01
Telephone	\$4,300.00	\$0.00	\$444.12	10.33%	\$3,855.88
Memberships & Publications	\$950.00	\$0.00	\$0.00	0.00%	\$950.00
Professional Services	\$10,221.00	\$3,709.69	\$4,591.62	44.92%	\$5,629.38
Liability Insurance	\$32,275.00	\$0.00	\$19,679.00	60.97%	\$12,596.00
Rental Assistance & Utility Reimb	\$3,620,000.00	\$309,369.39	\$315,571.22	8.72%	\$3,304,428.78
Other supplies	\$8,000.00	\$0.00	\$0.00	0.00%	\$8,000.00
Property Insurance	\$4,454.00	\$0.00	\$0.00	0.00%	\$4,454.00
Data Processing	\$43,000.00	\$0.00	\$3,300.00	7.67%	\$39,700.00
Facilities Maintenance	\$431,671.00	\$14,611.05	\$145,339.98	33.67%	\$286,331.02
Property Insurance	\$7,101.00	\$0.00	\$7,101.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$0.00	0.00%	\$2,050.00
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$48.65	7.32%	\$616.35
Workers Compensation	\$29,991.00	\$0.00	\$29,991.00	100.00%	\$0.00
Indirect Cost Allocation	\$185,339.00	\$0.00	\$46,334.76	25.00%	\$139,004.24
Rental Inspections	\$550.00	\$0.00	\$1,410.00	256.36%	(\$860.00)
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$5,190,097.00	\$381,501.60	\$1,731,114.98	33.35%	\$3,458,982.02

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
11/18/2019

Subject:
October Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	October Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	11/14/2019 - 9:44 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF NOVEMBER 14, 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:	1829 W 58th St. 526 W 7th St			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	110	2	112
Allocation #	118	2	120
Occupancy %	93.2%	100.0%	93.3%
Units Vacant:	Apts.	603	805
	211	612	910
	402	701	1108

UTILIZATION REPORT FOR OCTOBER 2019

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
Previous Month	11	228	253	126	17	2	1	638
Current	11	229	254	132	18	3	1	648
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 276,625							
% of Funds Used	89.8%	Average funding used each month						