

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JULY 20, 2020; 4:00 PM

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

COMMISSION JULY MEETING

I. Minutes

A. June minutes

II. Financial Reports

A. June Financial Reports

III. Occupancy Report

A. June Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/20/2020

Subject:
June minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	June minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/16/2020 - 9:29 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

June 15, 2020; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Susich

Staff Present: Gerhardt

I. The June 15, 2020 meeting of the Davenport Housing Commission was called to order at 4:02 p.m.

II. Roll Call-all except Richards and Roberts

III. Approval of May 18, 2020 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for May 18, 2020.

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

The motion approved unanimously.

IV. Approval of May, 2020 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for May, 2020.

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

The motion approved unanimously.

V. Approval of the Occupancy and Utilization Report

APPROVED

Approval of the Davenport Housing Commission Meeting Occupancy report as of June 10, 2020 and Utilization report for May, 2020.

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

The motion approved unanimously.

VI. Meeting Adjourned-**4:43PM**

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
7/20/2020

Subject:
June Financial Reports

ATTACHMENTS:

Type	Description
▣ Cover Memo	June Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/16/2020 - 9:33 AM

MONTHLY FINANCIALS REPORT
JUNE 2020

HERITAGE					
ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$126,317.00	\$9,020.30	\$112,966.00	89.43%	\$13,351.00
Office Supplies & Services	\$17,000.00	\$1,375.00	\$14,276.21	83.98%	\$2,723.79
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$10,524.21	\$133,681.25	106.95%	(\$8,681.25)
Telephone	\$1,500.00	\$134.12	\$1,567.17	104.48%	(\$67.17)
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$7,430.00	\$2,238.96	\$6,993.99	94.13%	\$436.01
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	\$550.00	\$6,600.00	100.00%	\$0.00
Facilities Maintenance	\$292,324.00	\$29,014.61	\$329,953.89	112.87%	(\$37,629.89)
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	\$6,035.92	\$72,431.04	100.00%	(\$0.04)
Rental Inspections	\$25.00	\$0.00	\$635.00	2540.00%	(\$610.00)
TOTALS	\$671,993.00	\$58,893.12	\$702,020.55	104.47%	(\$30,027.55)

MONTHLY FINANCIALS REPORT
JUNE 2020

PUBLIC HOUSING

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$105,504.00	\$6,060.48	\$62,987.38	59.70%	\$42,516.62
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$160.06	\$1,336.83	66.84%	\$663.17
Telephone	\$300.00	\$25.96	\$303.30	101.10%	(\$3.30)
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00	\$45.35	\$1,001.14	70.01%	\$428.86
Liability Insurance	\$9,833.00	\$0.00	\$9,833.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$3,860.81	\$27,431.83	137.16%	(\$7,431.83)
Data Processing	\$6,600.00	\$550.00	\$6,600.00	100.00%	\$0.00
Facilities Maintenance	\$169,299.00	\$7,486.18	\$132,670.24	78.36%	\$36,628.76
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	\$4,575.67	\$54,908.04	100.00%	(\$0.04)
Rental Inspections	\$525.00	\$0.00	\$775.00	147.62%	(\$250.00)
TOTALS	\$384,463.00	\$22,764.51	\$310,875.76	80.86%	\$73,587.24

MONTHLY FINANCIALS REPORT
JUNE 2020

SECTION 8

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$404,874.00	29,101.32	400,784.96	98.99%	\$ 4,089.04
Office Supplies & Services	\$13,700.00	19.06	9,745.69	71.14%	\$ 3,954.31
Telephone	\$2,500.00	259.58	3,033.18	121.33%	\$ (533.18)
Memberships & Publications	\$500.00			0.00%	\$ 500.00
Professional Services	\$3,861.00	309.02	2,870.80	74.35%	\$ 990.20
Liability Insurance	\$12,596.00	-	12,596.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,500,000.00	312,149.00	3,610,061.74	103.14%	\$ (110,061.74)
Port-in rent	\$100,000.00	1,047.00	78,039.00	78.04%	\$ 21,961.00
Project expense	\$10,000.00	766.53	9,782.56	97.83%	\$ 217.44
Other supplies	\$8,000.00	-	1,027.88	12.85%	\$ 6,972.12
Property Insurance	\$4,454.00			0.00%	\$ 4,454.00
Data Processing	\$29,800.00	2,483.33	29,799.96	100.00%	\$ 0.04
Maintenance-Machinery & Equip	\$2,050.00	-	1,457.73	71.11%	\$ 592.27
Maintenance-Motor Vehicles	\$665.00	-	80.50	12.11%	\$ 584.50
Workers Compensation	\$10,993.00	-	10,993.00	100.00%	\$ -
Indirect Cost Allocation	\$58,000.00	4,833.33	57,999.96	100.00%	\$ 0.04
TOTALS	\$ 4,163,593.00	\$ 350,968.17	\$ 4,228,272.96	101.55%	(\$64,679.96)

MONTHLY FINANCIALS REPORT
JUNE 2020

ALL PROGRAMS

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$636,695.00	\$44,182.10	\$576,738.34	90.58%	\$59,956.66
Office Supplies & Services	\$31,735.00	\$1,394.06	\$14,295.27	45.05%	\$17,439.73
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	\$10,684.27	\$135,018.08	106.31%	(\$8,018.08)
Telephone	\$4,300.00	\$419.66	\$2,130.05	49.54%	\$2,169.95
Memberships & Publications	\$950.00	\$0.00	\$0.00	0.00%	\$950.00
Professional Services	\$12,721.00	\$2,593.33	\$8,304.15	65.28%	\$4,416.85
Liability Insurance	\$32,275.00	\$0.00	\$19,679.00	60.97%	\$12,596.00
Rental Assistance & Utility Reimb	\$3,620,000.00	\$317,056.81	\$340,627.83	9.41%	\$3,279,372.17
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	\$3,583.33	\$15,683.33	36.47%	\$27,316.67
Facilities Maintenance	\$461,623.00	\$36,500.79	\$462,624.13	100.22%	(\$1,001.13)
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	\$80.50	12.11%	\$584.50
Workers Compensation	\$29,991.00	\$0.00	\$29,991.00	100.00%	\$0.00
Indirect Cost Allocation	\$185,339.00	\$15,444.92	\$185,339.04	100.00%	(\$0.04)
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	\$5,220,049.00	\$432,625.80	\$5,241,169.27	100.40%	(\$21,120.27)

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/20/2020

Subject:
June Occupancy Report

ATTACHMENTS:

Type	Description
▯ Cover Memo	June Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/16/2020 - 9:35 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF July 15, 2020

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:	747 W 61st St. #5 2022 E 38th St.			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	114	2	116
Allocation #	118	2	120
Occupancy %	96.6%	100.0%	96.7%
Units Vacant:	Apts. 207 902 302 1102		

UTILIZATION REPORT FOR JUNE 2020

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
Previous Month	13	262	266	138	17	2	1	699
Current	13	261	265	141	17	2	1	700
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 315,079							
% of Funds Used	102.3%	Average funding used each month						