HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JULY 15, 2019; 4:00 PM

226 W. 4TH ST. DAVENPORT IA

COMMISSION JULY MEETING

I. Minutes

   A. Minutes of the June meeting

II. Financial Reports

   A. Financial Reports for June

III. Occupancy Report

   A. Occupancy report for June

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/15/2019

Subject:
Minutes of the June meeting

ATTACHMENTS:

	Type	Description
	Cover Memo	Minutes of the June meeting

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/11/2019 - 3:13 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

June 17, 2019; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Susich, Roberts

Staff Present: Gerhardt

I. The June 17, 2019 meeting of the Davenport Housing Commission was called to order at 4:02 p.m.

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

III. Approval of the Housing Choice Voucher and Public Housing Capital Fund Annual Plans **APPROVED**

Approval of the Housing Choice Voucher Annual Plan and Public Housing Capital Fund Annual Plan.
Roberts made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

IV. Approval of May 20, 2019 minutes **APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for March 18, 2019
Susich made a motion to accept. Roberts seconded the motion.
The motion was unanimously approved.

V. Approval of May, 2019 Financials **APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for March, 2019.
Roberts made a motion to accept. Susich seconded that motion.
The motion was unanimously approved.

VI. Approval of the Occupancy and Utilization Report **APPROVED**

Approval of the Davenport Housing Commission Meeting Occupancy report as of June 12, 2019 and Utilization report for May 2019.
Roberts made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

VII. Resolution 2019-01 **APPROVED**

Resolution to support amendment to the Admissions and Continued Occupancy Policy (ACOP) to increase the minimum rent standard for scattered site Public Housing in Davenport, Iowa.
Roberts made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

VIII. Meeting Adjourned-**4:35PM**
Roberts 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
7/15/2019

Subject:
Financial Reports for June

ATTACHMENTS:

	Type	Description
	Cover Memo	Financial Reports for June

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/11/2019 - 3:15 PM

MONTHLY FINANCIALS REPORT
JUNE 2019

HERITAGE

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$129,495.00	$10,960.96	$101,288.46	78.22%	$28,206.54
Office Supplies & Services	$13,000.00	$1,029.62	$13,572.31	104.40%	($572.31)
Books & Periodicals	$0.00			0.00%	$0.00
Utility Services	$125,000.00	$8,041.71	$144,583.33	115.67%	($19,583.33)
Telephone	$1,500.00	$158.79	$1,727.41	115.16%	($227.41)
Memberships & Publications				0.00%	$0.00
Professional Services	$3,570.00	$158.24	$4,142.50	116.04%	($572.50)
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	$5,700.00	100.00%	$0.00
Facilities Maintenance	$314,146.00	$12,885.39	$312,083.38	99.34%	$2,062.62
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	$68,466.00	100.00%	$0.00
Rental Inspections	$25.00	$0.00	$25.00	100.00%	$0.00
TOTALS	$715,091.00	$39,415.21	$705,777.39	98.70%	$9,313.61

MONTHLY FINANCIALS REPORT
JUNE 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$111,975.00	$9,109.52	$68,671.15	61.33%	$43,303.85
Office Supplies & Services	$1,035.00	$28.46	$47.48	4.59%	$987.52
Books & Periodicals	$0.00			0.00%	$0.00
Utility Services	$2,000.00	$74.13	$1,334.54	66.73%	$665.46
Telephone	$300.00	$30.73	$334.34	111.45%	($34.34)
Memberships & Publications	$0.00			0.00%	$0.00
Professional Services	$1,430.00	($2.24)	$742.00	51.89%	$688.00
Liability Insurance	$1,220.00	$0.00	$1,220.00	100.00%	$0.00
Utility Reimbursements	$22,100.00	$2,088.10	$25,251.06	114.26%	($3,151.06)
Data Processing	$5,700.00	$475.00	$5,700.00	100.00%	$0.00
Facilities Maintenance	$138,660.00	$1,748.24	$130,771.40	94.31%	$7,888.60
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	$54,081.00	100.00%	$0.00
Rental Inspections	$525.00	$0.00	$525.00	100.00%	$0.00
TOTALS	$369,978.00	$18,058.69	$319,629.97	86.39%	$50,348.03

MONTHLY FINANCIALS REPORT
JUNE 2019

SECTION 8

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Travel (54401010 520210)	$ 1,600.00	$ -	$ 99.00	6.19%	$1,501.00
Payroll/Employee Benefits	$420,651.00	39,585.71	383,717.62	91.22%	$36,933.38
Office Supplies & Services	$11,700.00	$2,844.74	$9,901.83	84.63%	$1,798.17
Telephone	$2,500.00	$307.34	$3,343.40	133.74%	($843.40)
Memberships & Publications	$1,500.00	$0.00	$199.00	13.27%	$1,301.00
Professional Services	$2,861.00	$466.60	$5,982.34	209.10%	($3,121.34)
Liability Insurance	$15,629.00	$0.00	$15,629.00	100.00%	$0.00
Rental Assistance & Utility Reimb	$3,280,000.00	$264,201.00	$3,473,726.57	105.91%	($193,726.57)
Port-in rent	$0.00	$22,354.00	$147,159.00	#DIV/0!	($147,159.00)
Project expense	$5,500.00	$895.14	$8,765.97	159.38%	($3,265.97)
Other supplies	$4,500.00	$0.00	$917.75	20.39%	$3,582.25
Furniture	$10,000.00	$0.00	$8,626.00	86.26%	$1,374.00
Data Processing	$27,900.00	$2,325.00	$27,900.00	100.00%	$0.00
Maintenance-Machinery & Equip	$2,050.00	$0.00	$1,100.76	53.70%	$949.24
Maintenance-Motor Vehicles	$665.00	$4.00	$470.76	70.79%	$194.24
Workers Compensation	$3,797.00	$0.00	$3,797.00	100.00%	$0.00
Indirect Cost Allocation	$50,790.00	$4,232.50	$50,790.00	100.00%	$0.00
TOTALS	$ 3,841,643.00	$ 337,216.03	$ 4,142,126.00	107.82%	($300,483.00)

MONTHLY FINANCIALS REPORT
JUNE 2019

ALL PROGRAMS

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$662,121.00	$59,656.19	$553,677.23	83.62%	$108,443.77
Office Supplies & Services	$25,735.00	$3,902.82	$23,521.62	91.40%	$2,213.38
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	$8,115.84	$145,917.87	114.90%	($18,917.87)
Telephone	$4,300.00	$496.86	$5,405.15	125.70%	($1,105.15)
Memberships & Publications	$1,500.00	$0.00	$199.00	13.27%	$1,301.00
Professional Services	$7,861.00	$622.60	$10,866.84	138.24%	($3,005.84)
Liability Insurance	$20,670.00	$0.00	$20,670.00	100.00%	$0.00
Rental Assistance & Utility Reimb	$3,302,100.00	$288,643.10	$3,646,136.63	110.42%	($344,036.63)
Other supplies	$4,500.00	$0.00	$917.75	20.39%	$3,582.25
Furniture	$10,000.00	$0.00	$8,626.00	86.26%	$1,374.00
Data Processing	$39,300.00	$3,275.00	$39,300.00	100.00%	$0.00
Facilities Maintenance	$452,806.00	$14,633.63	$442,854.78	97.80%	$9,951.22
Property Insurance	$80,959.00	$0.00	$80,959.00	100.00%	$0.00
Maintenance-Machinery & Equip	$2,050.00	$0.00	$1,100.76	53.70%	$949.24
Maintenance-Motor Vehicles	$665.00	$4.00	$470.76	70.79%	$194.24
Workers Compensation	$4,158.00	$0.00	$4,158.00	100.00%	$0.00
Indirect Cost Allocation	$173,337.00	$14,444.75	$173,337.00	100.00%	$0.00
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	$4,926,712.00	$394,689.93	$5,167,533.36	104.89%	($240,821.36)

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/15/2019

Subject:
Occupancy report for June

ATTACHMENTS:

	Type	Description
	Cover Memo	Occupancy report for June

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/11/2019 - 3:16 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF JULY 11, 2019

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	14	23	4	41
Allocation #	14	24	4	42
Occupancy %	100.0%	95.8%	100.0%	97.6%
Units Vacant:	1911 W 75th Place			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	115	2	117
Allocation #	118	2	120
Occupancy %	97.5%	100.0%	97.5%
Units Vacant:	Apts.	405	
		905	
		1102	

UTILIZATION REPORT FOR JUNE 2019

Vouchers	Bedroom Size						
	0	1	2	3	4	5	Total
Previous Month	9	222	255	135	18	2	641
Current	9	222	248	129	18	2	628
Funds available	$ 308,094	Average funding available each month					
Funds spent	$ 271,348						
% of Funds Used	88.1%	Average funding used each month					