

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, MARCH 18, 2019; 4:00 PM

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

COMMISSION MARCH MEETING

I. Minutes

A. February minutes

II. Financial Reports

A. February financials

III. Occupancy Report

A. Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
3/18/2019

Subject:
February minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	February minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/14/2019 - 9:58 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

February 11, 2019; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Susich, Ruiz, Roberts

Staff Present: Gerhardt

I. The February 11, 2019 meeting of the Davenport Housing Commission was called to order at 4:13 p.m.

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

III. Approval of January 14, 2019 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for January 14, 2019
Ruiz made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

IV. Approval of January, 2019 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for January, 2019.
Roberts 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 February 7, 2019 and Utilization report for January 2019.
Roberts made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

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

Roberts made a motion to adjourn. Ruiz seconded that motion.

The Motion was approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
3/18/2019

Subject:
February financials

ATTACHMENTS:

Type	Description
▯ Cover Memo	February financials

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/14/2019 - 9:29 AM

MONTHLY FINANCIALS REPORT
FEBRUARY 2019

HERITAGE

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$129,495.00	\$7,986.02	\$56,528.33	43.65%	\$72,966.67
Office Supplies & Services	\$13,000.00	\$159.42	\$7,377.36	56.75%	\$5,622.64
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$16,648.73	\$96,059.26	76.85%	\$28,940.74
Telephone	\$1,500.00	\$144.36	\$1,195.91	79.73%	\$304.09
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$3,570.00	\$36.62	\$2,265.78	63.47%	\$1,304.22
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	\$3,800.00	66.67%	\$1,900.00
Facilities Maintenance	\$264,180.00	\$35,205.13	\$213,733.61	80.90%	\$50,446.39
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	\$45,644.00	66.67%	\$22,822.00
Rental Inspections	\$25.00	\$0.00	\$25.00	100.00%	\$0.00
TOTALS	\$665,125.00	\$66,360.78	\$480,818.25	72.29%	\$184,306.75

MONTHLY FINANCIALS REPORT
FEBRUARY 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$111,975.00	\$6,672.20	\$43,263.33	38.64%	\$68,711.67
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	\$194.01	\$913.80	45.69%	\$1,086.20
Telephone	\$300.00	\$27.94	\$231.47	77.16%	\$68.53
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00	\$0.00	\$85.00	0.00%	\$1,345.00
Liability Insurance	\$1,220.00	\$0.00	\$1,220.00	100.00%	\$0.00
Utility Reimbursements	\$22,100.00	\$1,980.00	\$18,575.14	84.05%	\$3,524.86
Data Processing	\$5,700.00	\$475.00	\$3,800.00	66.67%	\$1,900.00
Facilities Maintenance	\$138,660.00	\$9,664.45	\$94,490.43	68.15%	\$44,169.57
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	\$36,054.00	66.67%	\$18,027.00
Rental Inspections	\$525.00	\$0.00	\$525.00	100.00%	\$0.00
TOTALS	\$369,978.00	\$23,520.35	\$230,122.97	62.20%	\$139,855.03

MONTHLY FINANCIALS REPORT
FEBRUARY 2019

SECTION 8

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00	\$ -	\$ 99.00	6.19%	\$1,501.00
Payroll/Employee Benefits	\$420,651.00	28,359.98	242,954.29	57.76%	\$177,696.71
Office Supplies & Services	\$11,700.00	(\$40.00)	\$6,726.09	57.49%	\$4,973.91
Telephone	\$2,500.00	\$279.41	\$2,314.69	92.59%	\$185.31
Memberships & Publications	\$1,500.00			0.00%	\$1,500.00
Professional Services	\$2,861.00	\$0.00	\$3,124.44	109.21%	(\$263.44)
Liability Insurance	\$15,629.00	\$0.00	\$15,629.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,280,000.00	\$279,941.32	\$2,336,632.00	71.24%	\$943,368.00
Port-in rent	\$0.00	\$14,475.00	\$70,241.00	#DIV/0!	(\$70,241.00)
Project expense	\$5,500.00	\$759.24	\$5,641.95	102.58%	(\$141.95)
Other supplies	\$4,500.00			0.00%	\$4,500.00
Furniture	\$10,000.00	\$0.00	\$8,626.00	86.26%	\$1,374.00
Data Processing	\$27,900.00	\$2,325.00	\$18,600.00	66.67%	\$9,300.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$550.38	26.85%	\$1,499.62
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$430.33	64.71%	\$234.67
Workers Compensation	\$3,797.00	\$0.00	\$3,797.00	100.00%	\$0.00
Indirect Cost Allocation	\$50,790.00	\$4,232.50	\$33,860.00	66.67%	\$16,930.00
TOTALS	\$ 3,841,643.00	\$ 330,332.45	\$ 2,749,226.17	71.56%	\$1,092,416.83

MONTHLY FINANCIALS REPORT
FEBRUARY 2019

ALL PROGRAMS

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$662,121.00	\$43,018.20	\$342,745.95	51.76%	\$319,375.05
Office Supplies & Services	\$25,735.00	\$119.42	\$14,116.25	54.85%	\$11,618.75
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	\$16,842.74	\$96,973.06	76.36%	\$30,026.94
Telephone	\$4,300.00	\$451.71	\$3,742.07	87.02%	\$557.93
Memberships & Publications	\$1,500.00	\$0.00	\$0.00	0.00%	\$1,500.00
Professional Services	\$7,861.00	\$36.62	\$5,475.22	69.65%	\$2,385.78
Liability Insurance	\$20,670.00	\$0.00	\$20,670.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,302,100.00	\$296,396.32	\$2,425,448.14	73.45%	\$876,651.86
Other supplies	\$4,500.00	\$0.00	\$0.00	0.00%	\$4,500.00
Furniture	\$10,000.00	\$0.00	\$8,626.00	86.26%	\$1,374.00
Data Processing	\$39,300.00	\$3,275.00	\$26,200.00	66.67%	\$13,100.00
Facilities Maintenance	\$402,840.00	\$44,869.58	\$308,224.04	76.51%	\$94,615.96
Property Insurance	\$80,959.00	\$0.00	\$80,959.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$550.38	26.85%	\$1,499.62
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$430.33	64.71%	\$234.67
Workers Compensation	\$4,158.00	\$0.00	\$4,158.00	100.00%	\$0.00
Indirect Cost Allocation	\$173,337.00	\$14,444.75	\$115,558.00	66.67%	\$57,779.00
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	\$4,876,746.00	\$420,213.58	\$3,460,167.39	70.95%	\$1,416,578.61

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
3/18/2019

Subject:
Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/14/2019 - 9:58 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF MARCH 14, 2019

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	13	24	4	41
Allocation #	14	24	4	42
Occupancy %	92.9%	100.0%	100.0%	97.6%
Units Vacant: 745 W 61st #3				

Heritage	Bedroom Size		
	1	2	Total
Occupied #	116	2	118
Allocation #	118	2	120
Occupancy %	98.3%	100.0%	98.3%
Units Vacant: Apts. 207, 1010			

UTILIZATION REPORT FOR FEBRUARY 2019

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	8	225	260	144	18	3	658
<i>Current</i>	9	223	261	143	18	3	657
Funds available	\$ 308,094	Average funding available each month					
Funds spent	\$ 287,152						
% of Funds Used	93.2%	Average funding used each month					