

HOUSING COMMISSION MINUTES

CITY OF DAVENPORT, IOWA

MONDAY, MARCH 16, 2020; 4:00 PM

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

COMMISSION MARCH MEETING

I. Minutes

- A. Minutes of the February meeting

II. Financial Reports

- A. February Financial Reports

III. Occupancy Report

- A. Occupancy Report for February

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
3/16/2020

Subject:
Minutes of the February meeting

ATTACHMENTS:

Type	Description
 Cover Memo	Minutes of the February meeting

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

February 24, 2020; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Susich, Miller, Roberts

Staff Present: Gerhardt

I. The February 24, 2020 meeting of the Davenport Housing Commission was called to order at 4:01 p.m.

II. Roll Call-all except Ruiz and Wissing

III. Approval of January 27, 2020 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for January 27, 2020.
Miller made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

IV. Approval of January, 2020 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for January, 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 February 20, 2020 and Utilization report for January, 2020.
Miller made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

VI. Meeting Adjourned-**4:14PM**

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
3/16/2020

Subject:
February Financial Reports

ATTACHMENTS:

Type	Description
 Cover Memo	February Financial Reports

MONTHLY FINANCIALS REPORT
FEBRUARY 2020

HERITAGE	ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
	Payroll/Employee Benefits	\$128,817.00	\$9,208.90	\$74,883.99	58.13%	\$53,933.01
	Office Supplies & Services	\$17,000.00	\$262.00	\$9,655.65	56.80%	\$7,344.35
	Books & Periodicals	\$0.00			0.00%	\$0.00
	Utility Services	\$125,000.00	\$14,975.85	\$89,085.44	71.27%	\$35,914.56
	Telephone	\$1,500.00	\$130.43	\$1,048.23	69.88%	\$451.77
	Memberships & Publications	\$450.00			0.00%	\$450.00
	Professional Services	\$4,930.00	\$116.16	\$3,404.57	69.06%	\$1,525.43
	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	\$4,400.00	66.67%	\$2,200.00
	Facilities Maintenance	\$292,704.00	\$23,659.76	\$228,193.35	77.96%	\$64,510.65
	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	\$48,287.36	66.67%	\$24,143.64
	Rental Inspections	\$25.00	\$0.00	\$635.00	2540.00%	(\$610.00)
	TOTALS	\$672,373.00	\$54,939.02	\$482,509.59	71.76%	\$189,863.41

MONTHLY FINANCIALS REPORT
FEBRUARY 2020

PUBLIC HOUSING

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$105,504.00	\$7,574.63	\$44,792.71	42.46%	\$60,711.29
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$29.21	\$792.87	39.64%	\$1,207.13
Telephone	\$300.00	\$25.24	\$202.86	67.62%	\$97.14
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00	\$24.85	\$858.21	60.01%	\$571.79
Liability Insurance	\$9,833.00	\$0.00	\$9,833.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$1,351.57	\$15,179.32	75.90%	\$4,820.68
Data Processing	\$6,600.00	\$550.00	\$4,400.00	66.67%	\$2,200.00
Facilities Maintenance	\$138,967.00	\$11,763.47	\$100,935.88	72.63%	\$38,031.12
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	\$36,605.36	66.67%	\$18,302.64
Rental Inspections	\$525.00	\$0.00	\$775.00	147.62%	(\$250.00)
TOTALS	\$354,131.00	\$25,894.64	\$227,404.21	64.21%	\$126,726.79

MONTHLY FINANCIALS REPORT
FEBRUARY 2020

SECTION 8

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$404,874.00	30,733.95	270,458.25	66.80%	\$ 134,415.75
Office Supplies & Services	\$13,700.00	139.37	6,463.11	47.18%	\$ 7,236.89
Telephone	\$2,500.00	252.44	2,028.81	81.15%	\$ 471.19
Memberships & Publications	\$500.00			0.00%	\$ 500.00
Professional Services	\$3,861.00	-	2,561.78	66.35%	\$ 1,299.22
Liability Insurance	\$12,596.00	-	12,596.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,500,000.00	295,990.74	2,340,021.74	66.86%	\$ 1,159,978.26
Port-in rent	\$100,000.00	1,296.00	73,333.00	73.33%	\$ 26,667.00
Project expense	\$10,000.00	809.40	6,688.20	66.88%	\$ 3,311.80
Other supplies	\$8,000.00	(52.52)	(52.52)	-0.66%	\$ 8,052.52
Property Insurance	\$4,454.00			0.00%	\$ 4,454.00
Data Processing	\$29,800.00	2,483.33	19,866.64	66.67%	\$ 9,933.36
Maintenance-Machinery & Equip	\$2,050.00	-	1,182.54	57.68%	\$ 867.46
Maintenance-Motor Vehicles	\$665.00	-	65.85	9.90%	\$ 599.15
Workers Compensation	\$10,993.00	-	10,993.00	100.00%	\$ -
Indirect Cost Allocation	\$58,000.00	4,833.33	38,666.64	66.67%	\$ 19,333.36
TOTALS	\$ 4,163,593.00	\$ 336,486.04	\$ 2,784,873.04	66.89%	\$ 1,378,719.96

MONTHLY FINANCIALS REPORT
FEBRUARY 2020

ALL PROGRAMS

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$639,195.00	\$47,517.48	\$390,134.95	61.04%	\$249,060.05
Office Supplies & Services	\$31,735.00	\$401.37	\$9,795.02	30.87%	\$21,939.98
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	\$15,005.06	\$89,878.31	70.77%	\$37,121.69
Telephone	\$4,300.00	\$408.11	\$1,503.53	34.97%	\$2,796.47
Memberships & Publications	\$950.00	\$0.00	\$0.00	0.00%	\$950.00
Professional Services	\$10,221.00	\$141.01	\$4,262.78	41.71%	\$5,958.22
Liability Insurance	\$32,275.00	\$0.00	\$19,679.00	60.97%	\$12,596.00
Rental Assistance & Utility Reimb	\$3,620,000.00	\$298,638.31	\$312,466.06	8.63%	\$3,307,533.94
Other supplies	\$8,000.00	(\$52.52)	(\$52.52)	-0.66%	\$8,052.52
Property Insurance	\$4,454.00	\$0.00	\$0.00	0.00%	\$4,454.00
Data Processing	\$43,000.00	\$3,583.33	\$11,283.33	26.24%	\$31,716.67
Facilities Maintenance	\$431,671.00	\$35,423.23	\$329,129.23	76.25%	\$102,541.77
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	\$65.85	9.90%	\$599.15
Workers Compensation	\$29,991.00	\$0.00	\$29,991.00	100.00%	\$0.00
Indirect Cost Allocation	\$185,339.00	\$15,444.92	\$123,559.36	66.67%	\$61,779.64
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	\$417,319.70	\$3,494,786.84	67.34%	\$1,695,310.16

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
3/16/2020

Subject:
Occupancy Report for February

ATTACHMENTS:

Type	Description
 Cover Memo	Occupancy Report for February

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF March 11, 2020

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	12	24	4	40
Allocation #	14	24	4	42
Occupancy %	85.7%	100.0%	100.0%	95.2%
Units Vacant:	745 W 61st St. #3 747 W 61st St. #4			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	114	2	116
Allocation #	118	2	120
Occupancy %	96.6%	100.0%	96.7%
Units Vacant:	Apts. 706 904 802 1102		

UTILIZATION REPORT FOR FEBRUARY 2020

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
Previous Month	14	255	271	142	19	3	1	705
Current	15	260	272	140	20	3	1	711
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 304,389							
% of Funds Used	98.8%	Average funding used each month						