

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, FEBRUARY 24, 2020; 4:00 PM

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

COMMISSION FEBRUARY MEETING

I. Minutes

- A. Minutes of the January meeting

II. Financial Reports

- A. January financial reports

III. Occupancy Report

- A. January Occupancy report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
2/24/2020

Subject:
Minutes of the January meeting

ATTACHMENTS:

Type	Description
▯ Cover Memo	Minutes of the January meeting

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	2/20/2020 - 3:00 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

January 27, 2020; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Susich, Miller, Roberts

Staff Present: Gerhardt, Dodds

I. The January 27, 2020 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

II. Roll Call-all except Ruiz

III. Approval of December 23, 2019 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for December 23, 2019

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

The motion approved unanimously.

IV. Approval of December, 2019 Financials

APPROVED

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

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 January 22, 2020 and Utilization report for December 2019.

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

The motion approved unanimously.

VI. Approval of Resolution 2020-01

APPROVED

Approval of Resolution 2020-01 supporting adoption of the Housing Choice Voucher Program's payment standards at 110% of fair market rents.

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

The motion approved unanimously.

VII. Meeting Adjourned-4:27PM

Roberts 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
2/24/2020

Subject:
January financial reports

ATTACHMENTS:

Type	Description
▯ Cover Memo	January financial reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	2/20/2020 - 3:01 PM

MONTHLY FINANCIALS REPORT
JANUARY 2020

HERITAGE					
ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$128,817.00	\$12,383.22	\$65,675.09	50.98%	\$63,141.91
Office Supplies & Services	\$17,000.00	\$1,864.05	\$9,393.65	55.26%	\$7,606.35
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$11,990.59	\$74,109.59	59.29%	\$50,890.41
Telephone	\$1,500.00	\$158.11	\$917.80	61.19%	\$582.20
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$4,930.00	\$324.48	\$3,288.41	66.70%	\$1,641.59
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	\$3,850.00	58.33%	\$2,750.00
Facilities Maintenance	\$292,704.00	\$27,773.67	\$204,533.59	69.88%	\$88,170.41
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	\$42,251.44	58.33%	\$30,179.56
Rental Inspections	\$25.00	\$0.00	\$635.00	2540.00%	(\$610.00)
TOTALS	\$672,373.00	\$61,080.04	\$427,570.57	63.59%	\$244,802.43

MONTHLY FINANCIALS REPORT
JANUARY 2020

PUBLIC HOUSING

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$105,504.00	\$10,222.88	\$37,218.08	35.28%	\$68,285.92
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$82.99	\$763.66	38.18%	\$1,236.34
Telephone	\$300.00	\$30.60	\$177.62	59.21%	\$122.38
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00	\$0.00	\$833.36	58.28%	\$596.64
Liability Insurance	\$9,833.00	\$0.00	\$9,833.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$2,328.67	\$13,827.75	69.14%	\$6,172.25
Data Processing	\$6,600.00	\$550.00	\$3,850.00	58.33%	\$2,750.00
Facilities Maintenance	\$138,967.00	\$11,593.04	\$89,172.41	64.17%	\$49,794.59
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	\$32,029.69	58.33%	\$22,878.31
Rental Inspections	\$525.00	\$0.00	\$775.00	147.62%	(\$250.00)
TOTALS	\$354,131.00	\$29,383.85	\$201,509.57	56.90%	\$152,621.43

MONTHLY FINANCIALS REPORT
JANUARY 2020

SECTION 8

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$404,874.00	41,719.77	239,724.30	59.21%	\$ 165,149.70
Office Supplies & Services	\$13,700.00	103.02	6,323.74	46.16%	\$ 7,376.26
Telephone	\$2,500.00	306.02	1,776.37	71.05%	\$ 723.63
Memberships & Publications	\$500.00			0.00%	\$ 500.00
Professional Services	\$3,861.00	281.51	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	309,368.00	2,044,031.00	58.40%	\$ 1,455,969.00
Port-in rent	\$100,000.00	751.00	72,037.00	72.04%	\$ 27,963.00
Project expense	\$10,000.00	894.60	5,878.80	58.79%	\$ 4,121.20
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	2,483.33	17,383.31	58.33%	\$ 12,416.69
Maintenance-Machinery & Equip	\$2,050.00	275.19	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	33,833.31	58.33%	\$ 24,166.69
TOTALS	\$ 4,163,593.00	\$ 361,015.77	\$ 2,448,387.00	58.80%	\$ 1,715,206.00

MONTHLY FINANCIALS REPORT
JANUARY 2020

ALL PROGRAMS

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$639,195.00	\$64,325.87	\$342,617.47	53.60%	\$296,577.53
Office Supplies & Services	\$31,735.00	\$1,967.07	\$9,496.67	29.92%	\$22,238.33
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	\$12,073.58	\$74,873.25	58.96%	\$52,126.75
Telephone	\$4,300.00	\$494.73	\$1,401.44	32.59%	\$2,898.56
Memberships & Publications	\$950.00	\$0.00	\$0.00	0.00%	\$950.00
Professional Services	\$10,221.00	\$605.99	\$4,403.28	43.08%	\$5,817.72
Liability Insurance	\$32,275.00	\$0.00	\$19,679.00	60.97%	\$12,596.00
Rental Assistance & Utility Reimb	\$3,620,000.00	\$312,447.67	\$323,946.75	8.95%	\$3,296,053.25
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	\$10,183.33	23.68%	\$32,816.67
Facilities Maintenance	\$431,671.00	\$39,366.71	\$293,706.00	68.04%	\$137,965.00
Property Insurance	\$7,101.00	\$0.00	\$7,101.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$275.19	\$275.19	13.42%	\$1,774.81
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	\$108,114.44	58.33%	\$77,224.56
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	\$451,479.66	\$3,077,467.14	59.29%	\$2,112,629.86

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
2/24/2020

Subject:
January Occupancy report

ATTACHMENTS:

Type	Description
▯ Cover Memo	January Occupancy report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	2/20/2020 - 3:02 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF February 20, 2020

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: 747 W 61st St. #4				

Heritage	Bedroom Size		
	1	2	Total
Occupied #	111	2	113
Allocation #	118	2	120
Occupancy %	94.1%	100.0%	94.2%
Units Vacant:	Apts.	802	1102
	610	902	1108
	705	904	

UTILIZATION REPORT FOR JANUARY 2020

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	15	248	269	142	18	3	1	696
Current	14	255	271	142	19	3	1	705
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 298,626							
% of Funds Used	96.9%	Average funding used each month						