

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, FEBRUARY 11, 2019; 4:00 PM

226 W. 4TH ST.

COMMISSION FEBRUARY MEETING

I. Minutes

A. January minutes

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
2/11/2019

Subject:
January minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	January minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	2/7/2019 - 11:28 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

January 14, 2019; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Susich, Ruiz

Staff Present: Gerhardt

I. The January 14, 2019 meeting of the Davenport Housing Commission was called to order at 4:04 p.m.

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

III. Approval of December 20, 2018 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for December 20, 2018.

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

The motion was unanimously approved.

IV. Approval of December 2018 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for December, 2018.

Ruiz 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 January 9, 2019 and Utilization report for December 2018.

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

The motion was unanimously approved.

VI. Meeting Adjourned-**4:23PM**

Ruiz 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
2/11/2019

Subject:
January Financial Reports

ATTACHMENTS:

Type	Description
▯ Cover Memo	January Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	2/7/2019 - 11:30 AM

MONTHLY FINANCIALS REPORT
JANUARY 2019

HERITAGE

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$129,495.00	\$8,040.24	\$50,924.50	39.33%	\$78,570.50
Office Supplies & Services	\$13,000.00	\$846.80	\$7,132.23	54.86%	\$5,867.77
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$19,606.59	\$79,410.53	63.53%	\$45,589.47
Telephone	\$1,500.00	\$0.00	\$910.10	60.67%	\$589.90
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$3,570.00	\$31.59	\$2,229.16	62.44%	\$1,340.84
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	\$0.00	\$2,850.00	50.00%	\$2,850.00
Facilities Maintenance	\$264,180.00	\$8,923.96	\$165,246.51	62.55%	\$98,933.49
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	\$0.00	\$34,233.00	50.00%	\$34,233.00
Rental Inspections	\$25.00	\$0.00	\$25.00	100.00%	\$0.00
TOTALS	\$665,125.00	\$37,449.18	\$397,150.03	59.71%	\$267,974.97

MONTHLY FINANCIALS REPORT
JANUARY 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$111,975.00	\$6,612.94	\$40,361.96	36.05%	\$71,613.04
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	\$123.37	\$719.79	35.99%	\$1,280.21
Telephone	\$300.00	\$0.00	\$176.15	58.72%	\$123.85
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00	\$85.00	\$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	\$2,061.00	\$15,579.92	70.50%	\$6,520.08
Data Processing	\$5,700.00	\$0.00	\$2,850.00	50.00%	\$2,850.00
Facilities Maintenance	\$107,967.00	\$7,893.08	\$81,091.24	75.11%	\$26,875.76
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	\$0.00	\$27,040.50	50.00%	\$27,040.50
Rental Inspections	\$525.00	\$0.00	\$525.00	100.00%	\$0.00
TOTALS	\$339,285.00	\$16,775.39	\$200,614.36	59.13%	\$138,670.64

MONTHLY FINANCIALS REPORT
JANUARY 2019

SECTION 8

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE	
Travel (54401010 520210)	\$ 1,600.00	\$ -	\$ 99.00	6.19%	\$1,501.00	
Payroll/Employee Benefits	\$420,651.00	28,390.42	208,441.29	49.55%	\$212,209.71	
Office Supplies & Services	\$11,700.00	\$153.48	\$6,766.09	57.83%	\$4,933.91	
Telephone	\$2,500.00	\$0.00	\$1,761.50	70.46%	\$738.50	
Memberships & Publications	\$1,500.00			0.00%	\$1,500.00	
Professional Services	\$2,861.00	\$1,024.16	\$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	\$297,727.68	\$2,065,335.68	62.97%	\$1,214,664.32	Only accour
Port-in rent	\$0.00			#DIV/0!	\$0.00	
Project expense	\$5,500.00	\$759.24	\$4,965.49	90.28%	\$534.51	
Other supplies	\$4,500.00			0.00%	\$4,500.00	
Furniture	\$10,000.00	\$1,200.00	\$8,626.00	86.26%	\$1,374.00	
Data Processing	\$27,900.00	\$0.00	\$13,950.00	50.00%	\$13,950.00	
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	\$0.00	\$25,395.00	50.00%	\$25,395.00	
TOTALS	\$ 3,841,643.00	\$ 329,254.98	\$ 2,358,871.20	61.40%	\$1,482,771.80	

MONTHLY FINANCIALS REPORT
JANUARY 2019

ALL PROGRAMS

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$662,121.00	\$43,043.60	\$299,727.75	45.27%	\$362,393.25
Office Supplies & Services	\$25,735.00	\$1,000.28	\$13,911.12	54.06%	\$11,823.88
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	\$19,729.96	\$80,130.32	63.09%	\$46,869.68
Telephone	\$4,300.00	\$0.00	\$2,847.75	66.23%	\$1,452.25
Memberships & Publications	\$1,500.00	\$0.00	\$0.00	0.00%	\$1,500.00
Professional Services	\$7,861.00	\$1,140.75	\$5,438.60	69.18%	\$2,422.40
Liability Insurance	\$20,670.00	\$0.00	\$20,670.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,302,100.00	\$299,788.68	\$2,080,915.60	63.02%	\$1,221,184.40
Other supplies	\$4,500.00	\$0.00	\$0.00	0.00%	\$4,500.00
Furniture	\$10,000.00	\$1,200.00	\$8,626.00	86.26%	\$1,374.00
Data Processing	\$39,300.00	\$0.00	\$19,650.00	50.00%	\$19,650.00
Facilities Maintenance	\$372,147.00	\$16,817.04	\$246,337.75	66.19%	\$125,809.25
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	\$0.00	\$86,668.50	50.00%	\$86,668.50
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	 \$4,846,053.00	 \$383,479.55	 \$2,956,635.59	 61.01%	 \$1,889,417.41

MONTHLY FINANCIALS REPORT
JANUARY 2019

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MONTHLY FINANCIALS REPORT
JANUARY 2019

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City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
2/11/2019

Subject:
January Occupancy Report

ATTACHMENTS:

Type	Description
▯ Cover Memo	January Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	2/7/2019 - 11:31 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF February 7, 2019

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:	2022 E. 38th Place 745 W 61st #3			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	115	2	117
Allocation #	118	2	120
Occupancy %	97.5%	100.0%	97.5%
Units Vacant:	Apts. 403, 611, 1010		

UTILIZATION REPORT FOR January 2019

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	8	227	264	145	16	3	663
<i>Current</i>	8	225	260	144	18	3	658
Funds available	\$ 308,094	Average funding available each month					
Funds spent	\$ 288,792						
% of Funds Used	93.7%	Average funding used each month					