

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, APRIL 19, 2021; 4:00 PM

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

COMMISSION APRIL MEETING

I. Minutes

A. March minutes

II. Financial Reports

A. March Financial Report

III. Occupancy Report

A. March Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**4/19/2021**

Subject:  
March minutes

ATTACHMENTS:

| Type         | Description   |
|--------------|---------------|
| ▢ Cover Memo | March minutes |

REVIEWERS:

| Department | Reviewer          | Action   | Date                 |
|------------|-------------------|----------|----------------------|
| City Clerk | Gerhardt, Destiny | Approved | 4/14/2021 - 10:59 AM |

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

March 15, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4<sup>th</sup> St.

Members Present: Wissing, Miller, Susich

Staff Present: Gerhardt

- I. The March 15, 2021 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

- II. Roll Call-all but Richards and Roberts

- III. Approval of February 22, 2021 minutes

**APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for February 22, 2021.

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

The motion approved unanimously.

- IV. Approval of February, 2021 Financials

**APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for February, 2021.

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 March 11, 2021 and Utilization report for February, 2021.

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

The motion approved unanimously.

VI. Meeting Adjourned-**4:28PM**

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**  
**4/19/2021**

Subject:  
March Financial Report

ATTACHMENTS:

| Type         | Description            |
|--------------|------------------------|
| ▢ Cover Memo | March Financial Report |

REVIEWERS:

| Department | Reviewer          | Action   | Date                 |
|------------|-------------------|----------|----------------------|
| City Clerk | Gerhardt, Destiny | Approved | 4/14/2021 - 11:03 AM |

MONTHLY FINANCIALS REPORT  
MARCH 2021

HERITAGE

| ACCOUNT                       | BUDGET       | MARCH       | YTD          | % EXP   | BALANCE      |
|-------------------------------|--------------|-------------|--------------|---------|--------------|
| Payroll/Employee Benefits     | \$121,407.00 | \$5,582.32  | \$76,223.41  | 62.78%  | \$45,183.59  |
| Office Supplies & Services    | \$15,546.00  | \$1,576.00  | \$9,386.99   | 60.38%  | \$6,159.01   |
| Books & Periodicals           | \$0.00       |             |              | 0.00%   | \$0.00       |
| Utility Services              | \$150,000.00 | \$12,644.11 | \$109,425.76 | 72.95%  | \$40,574.24  |
| Telephone                     | \$1,700.00   | \$284.90    | \$1,300.57   | 76.50%  | \$399.43     |
| Memberships & Publications    | \$0.00       |             |              | 0.00%   | \$0.00       |
| Professional Services         | \$4,930.00   | \$78.00     | \$2,716.89   | 55.11%  | \$2,213.11   |
| Liability Insurance           | \$11,914.00  | \$0.00      | \$11,914.00  | 100.00% | \$0.00       |
| Rental Assistance             | \$0.00       |             |              | 0.00%   | \$0.00       |
| Data Processing               | \$6,800.00   | \$566.67    | \$5,100.03   | 75.00%  | \$1,699.97   |
| Facilities Maintenance        | \$307,900.00 | \$34,314.13 | \$218,794.72 | 71.06%  | \$89,105.28  |
| Property Insurance            | \$3,891.00   | \$0.00      | \$3,891.00   | 100.00% | \$0.00       |
| Maintenance-Machinery & Equip | \$0.00       |             |              | 0.00%   | \$0.00       |
| Maintenance-Motor Vehicles    | \$0.00       |             |              | 0.00%   | \$0.00       |
| Workers Compensation          | \$10,557.00  | \$0.00      | \$10,557.00  | 100.00% | \$0.00       |
| Indirect Cost Allocation      | \$75,526.00  | \$6,293.83  | \$56,644.47  | 75.00%  | \$18,881.53  |
| Rental Inspections            | \$635.00     | \$0.00      | \$635.00     | 100.00% | \$0.00       |
| TOTALS                        | \$710,806.00 | \$61,339.96 | \$506,589.84 | 71.27%  | \$204,216.16 |

**MONTHLY FINANCIALS REPORT**  
**MARCH 2021**

**PUBLIC HOUSING**

| ACCOUNT                       | BUDGET              | MARCH              | YTD                 | % EXP         | BALANCE             |
|-------------------------------|---------------------|--------------------|---------------------|---------------|---------------------|
| Payroll/Employee Benefits     | \$91,381.00         | \$11,085.12        | \$49,128.50         | 53.76%        | \$42,252.50         |
| Office Supplies & Services    | \$1,035.00          | \$0.00             | \$1,337.00          | 129.18%       | (\$302.00)          |
| Books & Periodicals           | \$0.00              |                    |                     | 0.00%         | \$0.00              |
| Utility Services              | \$2,000.00          | \$96.34            | \$1,099.89          | 54.99%        | \$900.11            |
| Telephone                     | \$300.00            | \$55.14            | \$251.72            | 83.91%        | \$48.28             |
| Memberships & Publications    | \$0.00              |                    |                     | 0.00%         | \$0.00              |
| Professional Services         | \$1,400.00          | \$19.30            | \$213.57            | 15.26%        | \$1,186.43          |
| Liability Insurance           | \$11,900.00         | \$0.00             | \$11,900.00         | 100.00%       | \$0.00              |
| Utility Reimbursements        | \$20,000.00         | \$4,045.96         | \$22,156.65         | 110.78%       | (\$2,156.65)        |
| Data Processing               | \$6,800.00          | \$566.67           | \$5,100.03          | 75.00%        | \$1,699.97          |
| Facilities Maintenance        | \$183,253.00        | \$5,810.84         | \$79,759.65         | 43.52%        | \$103,493.35        |
| Property Insurance            | \$3,884.00          | \$0.00             | \$3,884.00          | 100.00%       | \$0.00              |
| Maintenance-Machinery & Equip | \$0.00              |                    |                     | 0.00%         | \$0.00              |
| Maintenance-Motor Vehicles    | \$0.00              |                    |                     | 0.00%         | \$0.00              |
| Workers Compensation          | \$10,505.00         | \$0.00             | \$10,505.00         | 100.00%       | \$0.00              |
| Indirect Cost Allocation      | \$59,671.00         | \$4,972.58         | \$44,753.22         | 75.00%        | \$14,917.78         |
| Rental Inspections            | \$775.00            | \$0.00             | \$775.00            | 100.00%       | \$0.00              |
| <b>TOTALS</b>                 | <b>\$392,904.00</b> | <b>\$26,651.95</b> | <b>\$230,864.23</b> | <b>58.76%</b> | <b>\$162,039.77</b> |

MONTHLY FINANCIALS REPORT  
MARCH 2021

SECTION 8

| ACCOUNT                           | BUDGET          | MARCH         | YTD             | % EXP   | BALANCE       |
|-----------------------------------|-----------------|---------------|-----------------|---------|---------------|
| Travel (54401010 520210)          | \$ 1,600.00     |               |                 | 0.00%   | \$ 1,600.00   |
| Payroll/Employee Benefits         | \$400,250.00    | 24,061.72     | 278,797.92      | 69.66%  | \$ 121,452.08 |
| Office Supplies & Services        | \$13,700.00     | 49.68         | 5,484.59        | 40.03%  | \$ 8,215.41   |
| Telephone                         | \$3,300.00      | 551.42        | 2,517.22        | 76.28%  | \$ 782.78     |
| Memberships & Publications        | \$250.00        |               |                 | 0.00%   | \$ 250.00     |
| Professional Services             | \$5,000.00      | -             | 803.50          | 16.07%  | \$ 4,196.50   |
| Liability Insurance               | \$15,477.00     | -             | 15,477.00       | 100.00% | \$ -          |
| Rental Assistance & Utility Reimb | \$3,600,000.00  | 305,783.00    | 2,809,713.00    | 78.05%  | \$ 790,287.00 |
| Port-in rent                      | \$50,000.00     | 5,967.00      | 16,544.00       | 33.09%  | \$ 33,456.00  |
| Project expense                   | \$10,000.00     | 1,172.34      | 9,694.35        | 96.94%  | \$ 305.65     |
| Other supplies                    | \$8,000.00      | 1,151.00      | 1,151.00        | 14.39%  | \$ 6,849.00   |
| Property Insurance                | \$4,850.00      |               |                 | 0.00%   | \$ 4,850.00   |
| Data Processing                   | \$30,500.00     | 2,541.67      | 22,875.03       | 75.00%  | \$ 7,624.97   |
| Maintenance-Machinery & Equip     | \$1,800.00      | -             | 275.19          | 15.29%  | \$ 1,524.81   |
| Maintenance-Motor Vehicles        | \$950.00        | -             | 13.79           | 1.45%   | \$ 936.21     |
| Workers Compensation              | \$12,235.00     | -             | 12,235.00       | 100.00% | \$ -          |
| Indirect Cost Allocation          | \$64,979.00     | 5,414.92      | 48,734.28       | 75.00%  | \$ 16,244.72  |
| TOTALS                            | \$ 4,222,891.00 | \$ 346,692.75 | \$ 3,224,315.87 | 76.35%  | \$ 998,575.13 |



MONTHLY FINANCIALS REPORT  
MARCH 2021

ALL PROGRAMS

| ACCOUNT                           | BUDGET         | MARCH        | YTD            | % EXP   | BALANCE        |
|-----------------------------------|----------------|--------------|----------------|---------|----------------|
| Payroll/Employee Benefits         | \$613,038.00   | \$40,729.16  | \$404,149.83   | 65.93%  | \$208,888.17   |
| Office Supplies & Services        | \$30,281.00    | \$1,625.68   | \$10,773.67    | 35.58%  | \$19,507.33    |
| 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                  | \$152,000.00   | \$12,740.45  | \$110,525.65   | 72.71%  | \$41,474.35    |
| Telephone                         | \$5,300.00     | \$891.46     | \$2,103.71     | 39.69%  | \$3,196.29     |
| Memberships & Publications        | \$250.00       | \$0.00       | \$0.00         | 0.00%   | \$250.00       |
| Professional Services             | \$11,330.00    | \$97.30      | \$2,930.46     | 25.86%  | \$8,399.54     |
| Liability Insurance               | \$39,291.00    | \$0.00       | \$23,814.00    | 60.61%  | \$15,477.00    |
| Rental Assistance & Utility Reimb | \$3,670,000.00 | \$315,795.96 | \$333,906.65   | 9.10%   | \$3,336,093.35 |
| Other supplies                    | \$8,000.00     | \$1,151.00   | \$1,151.00     | 14.39%  | \$6,849.00     |
| Property Insurance                | \$4,850.00     | \$0.00       | \$0.00         | 0.00%   | \$4,850.00     |
| Data Processing                   | \$44,100.00    | \$3,675.01   | \$12,741.73    | 28.89%  | \$31,358.27    |
| Facilities Maintenance            | \$491,153.00   | \$40,124.97  | \$298,554.37   | 60.79%  | \$192,598.63   |
| Property Insurance                | \$7,775.00     | \$0.00       | \$7,775.00     | 100.00% | \$0.00         |
| Maintenance-Machinery & Equip     | \$1,800.00     | \$0.00       | \$0.00         | 0.00%   | \$1,800.00     |
| Maintenance-Motor Vehicles        | \$950.00       | \$0.00       | \$13.79        | 1.45%   | \$936.21       |
| Workers Compensation              | \$33,297.00    | \$0.00       | \$33,297.00    | 100.00% | \$0.00         |
| Indirect Cost Allocation          | \$200,176.00   | \$16,681.33  | \$150,131.97   | 75.00%  | \$50,044.03    |
| Rental Inspections                | \$1,410.00     | \$0.00       | \$1,410.00     | 100.00% | \$0.00         |
| Office Furniture & Equipment      | \$0.00         | \$0.00       | \$0.00         | 0.00%   | \$0.00         |
| TOTALS                            | \$5,326,601.00 | \$434,684.66 | \$3,961,769.94 | 74.38%  | \$1,364,831.06 |

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**4/19/2021**

Subject:  
March Occupancy Report

ATTACHMENTS:

| Type         | Description            |
|--------------|------------------------|
| ▢ Cover Memo | March Occupancy Report |

REVIEWERS:

| Department | Reviewer          | Action   | Date                 |
|------------|-------------------|----------|----------------------|
| City Clerk | Gerhardt, Destiny | Approved | 4/14/2021 - 11:07 AM |

# OCCUPANCY AND UTILIZATION REPORT

## DAVENPORT HOUSING COMMISSION

### OCCUPANCY REPORT AS OF APRIL 14, 2021

| 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: 619 E 7th St. |              |       |        |       |

| Heritage            | Bedroom Size |        |       |
|---------------------|--------------|--------|-------|
|                     | 1            | 2      | Total |
| Occupied #          | 112          | 2      | 114   |
| Allocation #        | 118          | 2      | 120   |
| Occupancy %         | 94.9%        | 100.0% | 95.0% |
| Units Vacant: Apts. |              |        |       |
|                     | 202          | 405    | 611   |
|                     | 309          | 501    | 1103  |

### UTILIZATION REPORT FOR MARCH 2021

| Vouchers        | Bedroom Size |                                      |     |     |    |   |   | Total |
|-----------------|--------------|--------------------------------------|-----|-----|----|---|---|-------|
|                 | 0            | 1                                    | 2   | 3   | 4  | 5 | 6 |       |
| Previous Month  | 12           | 246                                  | 248 | 136 | 13 | 2 | 1 | 658   |
| Current         | 11           | 245                                  | 247 | 138 | 11 | 2 | 1 | 655   |
| Funds available | \$ 308,094   | Average funding available each month |     |     |    |   |   |       |
| Funds spent     | \$ 306,260   |                                      |     |     |    |   |   |       |
| % of Funds Used | 99.4%        | Average funding used each month      |     |     |    |   |   |       |
|                 |              |                                      |     |     |    |   |   |       |