

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JUNE 21, 2021; 4:00 PM

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

COMMISSION JUNE MEETING

I. Minutes

A. May minutes

II. Financial Reports

A. May financial reports

III. Occupancy Report

A. Occupancy report for May

IV. Consideration Items

V. Discussion

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**6/21/2021**

Subject:  
May minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	May minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	6/18/2021 - 10:11 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

May 17, 2021; 4:00 PM

City Hall Council Chambers,

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

Members Present: Wissing, Miller, Susich, Roberts

Staff Present: Gerhardt

I. The May 17, 2021 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

II. Roll Call-all but Richards

III. Approval of April 19, 2021 minutes

**APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for April 19, 2021.

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

The motion approved unanimously.

IV. Approval of April, 2021 Financials

**APPROVED**

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

Susich made a motion to accept. Miller 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 May 13, 2021 and Utilization report for April, 2021.

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

The motion approved unanimously.

- VI. Approval of the Housing Choice Voucher Program and Public Housing Capital Fund  
Annual Plans

**APPROVED**

Miller made a motion to accept. Susich seconded the motion.  
The motion approved unanimously.

- VII. Meeting Adjourned-**4:19PM**

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**  
**6/21/2021**

Subject:  
May financial reports

ATTACHMENTS:

Type	Description
▢ Cover Memo	Financial Reports for May

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	6/18/2021 - 10:12 AM

MONTHLY FINANCIALS REPORT  
MAY 2021

HERITAGE					
ACCOUNT	BUDGET	MAY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$121,407.00	\$7,472.18	\$91,248.26	75.16%	\$30,158.74
Office Supplies & Services	\$15,546.00	\$1,026.80	\$10,975.99	70.60%	\$4,570.01
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$150,000.00	\$7,391.90	\$127,668.13	85.11%	\$22,331.87
Telephone	\$1,700.00	\$148.56	\$1,588.71	93.45%	\$111.29
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$4,930.00	\$361.80	\$3,078.69	62.45%	\$1,851.31
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	\$6,233.37	91.67%	\$566.63
Facilities Maintenance	\$307,900.00	\$7,938.75	\$244,810.94	79.51%	\$63,089.06
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	\$69,232.13	91.67%	\$6,293.87
Rental Inspections	\$635.00	\$0.00	\$635.00	100.00%	\$0.00
TOTALS	\$710,806.00	\$31,200.49	\$581,833.22	81.86%	\$128,972.78

MONTHLY FINANCIALS REPORT  
MAY 2021

PUBLIC HOUSING

ACCOUNT	BUDGET	MAY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$91,381.00	\$2,861.10	\$54,330.35	59.45%	\$37,050.65
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	\$99.11	\$1,416.18	70.81%	\$583.82
Telephone	\$300.00	\$28.75	\$307.49	102.50%	(\$7.49)
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$26.80	\$240.37	17.17%	\$1,159.63
Liability Insurance	\$11,900.00	\$0.00	\$11,900.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$3,139.19	\$27,769.00	138.85%	(\$7,769.00)
Data Processing	\$6,800.00	\$566.67	\$6,233.37	91.67%	\$566.63
Facilities Maintenance	\$182,685.00	\$14,144.12	\$98,881.03	54.13%	\$83,803.97
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	\$54,698.38	91.67%	\$4,972.62
Rental Inspections	\$775.00	\$0.00	\$775.00	100.00%	\$0.00
TOTALS	\$392,336.00	\$25,838.32	\$272,277.17	69.40%	\$120,058.83

MONTHLY FINANCIALS REPORT  
MAY 2021

SECTION 8

ACCOUNT	BUDGET	MAY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$400,250.00	32,720.33	345,305.49	86.27%	\$ 54,944.51
Office Supplies & Services	\$13,700.00	2,000.00	8,034.97	58.65%	\$ 5,665.03
Telephone	\$3,300.00	287.54	3,074.91	93.18%	\$ 225.09
Memberships & Publications	\$250.00	-	269.16	107.66%	\$ (19.16)
Professional Services	\$5,000.00	361.80	1,165.30	23.31%	\$ 3,834.70
Liability Insurance	\$15,477.00	-	15,477.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,600,000.00	311,044.00	3,427,840.00	95.22%	\$ 172,160.00
Port-in rent	\$50,000.00	4,273.00	28,356.00	56.71%	\$ 21,644.00
Project expense	\$10,000.00	1,434.29	12,481.34	124.81%	\$ (2,481.34)
Other supplies	\$8,000.00	-	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	27,958.37	91.67%	\$ 2,541.63
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	59,564.12	91.67%	\$ 5,414.88
TOTALS	\$ 4,222,891.00	\$ 360,077.55	\$ 3,943,201.64	93.38%	\$ 279,689.36



MONTHLY FINANCIALS REPORT  
MAY 2021

ALL PROGRAMS

ACCOUNT	BUDGET	MAY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$613,038.00	\$43,053.61	\$490,884.10	80.07%	\$122,153.90
Office Supplies & Services	\$30,281.00	\$3,026.80	\$14,312.99	47.27%	\$15,968.01
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	\$7,491.01	\$129,084.31	84.92%	\$22,915.69
Telephone	\$5,300.00	\$464.85	\$2,183.74	41.20%	\$3,116.26
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$11,330.00	\$750.40	\$3,680.86	32.49%	\$7,649.14
Liability Insurance	\$39,291.00	\$0.00	\$23,814.00	60.61%	\$15,477.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$318,456.19	\$343,086.00	9.35%	\$3,326,914.00
Other supplies	\$8,000.00	\$0.00	\$0.00	0.00%	\$8,000.00
Property Insurance	\$4,850.00	\$0.00	\$0.00	0.00%	\$4,850.00
Data Processing	\$44,100.00	\$3,675.01	\$15,008.41	34.03%	\$29,091.59
Facilities Maintenance	\$490,585.00	\$22,082.87	\$343,691.97	70.06%	\$146,893.03
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	\$183,494.63	91.67%	\$16,681.37
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	\$5,326,033.00	\$417,116.36	\$4,797,312.03	90.07%	\$528,720.97

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**6/21/2021**

Subject:  
Occupancy report for May

ATTACHMENTS:

Type	Description
▢ Cover Memo	Occupancy report for May

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	6/18/2021 - 10:14 AM

# OCCUPANCY AND UTILIZATION REPORT

## DAVENPORT HOUSING COMMISSION

### OCCUPANCY REPORT AS OF June 18, 2021

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	14	22	4	40
Allocation #	14	24	4	42
Occupancy %	100.0%	91.7%	100.0%	95.2%
Units Vacant:				
4205 N Elsie				
4207 N Elsie				

Heritage	Bedroom Size		
	1	2	Total
Occupied #	109	2	111
Allocation #	118	2	120
Occupancy %	92.4%	100.0%	92.5%
Units Vacant: Apts.			
	202	307	1103
	207	611	1105
	211	807	1109

### UTILIZATION REPORT FOR MAY 2021

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	11	243	247	134	11	2	1	649
Current	9	242	246	134	11	2	1	645
Funds available	\$ 326,391	Average funding available each month						
Funds spent	\$ 301,829							
% of Funds Used	92.5%	Average funding used each month						