

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, FEBRUARY 28, 2022; 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. Financial Reports for January

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
2/28/2022

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 | 2/24/2022 - 12:47 PM |

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

January 24, 2022; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Susich, Roberts, Patterson

Staff Present: Ruchotzke, Berger

I. The January 24, 2022 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

II. Roll Call-all

III. Approval of December 20, 2021 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for December 20, 2021.

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

The motion approved unanimously.

IV. Approval of December, 2021 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for December, 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 January 21, 2022 and Utilization report for December, 2021.

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

The motion approved unanimously.

VI. Meeting Adjourned-**4:20PM**

Miller made a motion to adjourn. Roberts seconded that motion.

The Motion approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
2/28/2022

Subject:
Financial Reports for January

ATTACHMENTS:

| Type | Description |
|--------------|-------------------------------|
| ▣ Cover Memo | Financial Reports for January |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------|-------------------|----------|----------------------|
| City Clerk | Gerhardt, Destiny | Approved | 2/24/2022 - 12:50 PM |

MONTHLY FINANCIALS REPORT
JANUARY 2022

| HERITAGE ACCOUNT | BUDGET | JANUARY | YTD | % EXP | BALANCE |
|-------------------------------|--------|---------|-------------|---------|---------------|
| Payroll/Employee Benefits | \$0.00 | | \$6,748.96 | #DIV/0! | (\$6,748.96) |
| Office Supplies & Services | \$0.00 | | \$455.00 | #DIV/0! | (\$455.00) |
| Books & Periodicals | \$0.00 | | | 0.00% | \$0.00 |
| Utility Services | \$0.00 | | \$33,179.76 | #DIV/0! | (\$33,179.76) |
| Telephone | \$0.00 | | \$140.17 | #DIV/0! | (\$140.17) |
| Memberships & Publications | \$0.00 | | | 0.00% | \$0.00 |
| Professional Services | \$0.00 | | | #DIV/0! | \$0.00 |
| Liability Insurance | \$0.00 | | | #DIV/0! | \$0.00 |
| Rental Assistance | \$0.00 | | | 0.00% | \$0.00 |
| Data Processing | \$0.00 | | | #DIV/0! | \$0.00 |
| Facilities Maintenance | \$0.00 | | \$6,211.18 | #DIV/0! | (\$6,211.18) |
| Property Insurance | \$0.00 | | | #DIV/0! | \$0.00 |
| Maintenance-Machinery & Equip | \$0.00 | | | 0.00% | \$0.00 |
| Maintenance-Motor Vehicles | \$0.00 | | | 0.00% | \$0.00 |
| Workers Compensation | \$0.00 | | | #DIV/0! | \$0.00 |
| Indirect Cost Allocation | \$0.00 | | | #DIV/0! | \$0.00 |
| Rental Inspections | \$0.00 | | | #DIV/0! | \$0.00 |
| TOTALS | \$0.00 | \$0.00 | \$46,735.07 | #DIV/0! | (\$46,735.07) |

MONTHLY FINANCIALS REPORT
JANUARY 2022

PUBLIC HOUSING

| ACCOUNT | BUDGET | JANUARY | YTD | % EXP | BALANCE |
|-------------------------------|--------------|-------------|--------------|---------|--------------|
| Payroll/Employee Benefits | \$135,063.00 | \$6,293.54 | \$43,857.28 | 32.47% | \$91,205.72 |
| Office Supplies & Services | \$1,035.00 | \$0.00 | \$14.48 | 1.40% | \$1,020.52 |
| Books & Periodicals | \$0.00 | | | 0.00% | \$0.00 |
| Utility Services | \$2,000.00 | \$346.08 | \$1,863.95 | 93.20% | \$136.05 |
| Telephone | \$300.00 | \$29.91 | \$215.05 | 71.68% | \$84.95 |
| Memberships & Publications | \$0.00 | | | 0.00% | \$0.00 |
| Professional Services | \$1,400.00 | \$0.00 | \$245.84 | 17.56% | \$1,154.16 |
| Liability Insurance | \$7,245.00 | \$0.00 | \$7,245.00 | 100.00% | \$0.00 |
| Utility Reimbursements | \$20,000.00 | \$1,239.05 | \$14,608.86 | 73.04% | \$5,391.14 |
| Data Processing | \$6,900.00 | \$575.00 | \$4,025.00 | 58.33% | \$2,875.00 |
| Facilities Maintenance | \$75,500.00 | \$5,028.75 | \$18,982.38 | 25.14% | \$56,517.62 |
| Property Insurance | \$2,458.00 | \$0.00 | \$2,458.00 | 100.00% | \$0.00 |
| Maintenance-Machinery & Equip | \$0.00 | | | 0.00% | \$0.00 |
| Maintenance-Motor Vehicles | \$0.00 | | | 0.00% | \$0.00 |
| Workers Compensation | \$0.00 | | | #DIV/0! | \$0.00 |
| Indirect Cost Allocation | \$61,848.00 | \$5,154.00 | \$36,078.00 | 58.33% | \$25,770.00 |
| Rental Inspections | \$775.00 | \$0.00 | \$745.00 | 96.13% | \$30.00 |
| TOTALS | \$314,524.00 | \$18,666.33 | \$130,338.84 | 41.44% | \$184,185.16 |

MONTHLY FINANCIALS REPORT
JANUARY 2022

SECTION 8

| ACCOUNT | BUDGET | JANUARY | YTD | % EXP | BALANCE |
|-----------------------------------|-----------------|---------------|-----------------|---------|-----------------|
| Travel (54401010 520210) | \$ 1,600.00 | | | 0.00% | \$ 1,600.00 |
| Payroll/Employee Benefits | \$277,136.00 | 31,155.19 | 227,336.68 | 82.03% | \$ 49,799.32 |
| Office Supplies & Services | \$13,700.00 | 189.23 | 6,093.58 | 44.48% | \$ 7,606.42 |
| Telephone | \$3,300.00 | 299.09 | 2,150.21 | 65.16% | \$ 1,149.79 |
| Memberships & Publications | \$250.00 | | | 0.00% | \$ 250.00 |
| Professional Services | \$5,000.00 | - | 945.49 | 18.91% | \$ 4,054.51 |
| Liability Insurance | \$13,655.00 | - | 13,655.00 | 100.00% | \$ - |
| Rental Assistance & Utility Reimb | \$3,600,000.00 | 323,987.00 | 2,190,129.82 | 60.84% | \$ 1,409,870.18 |
| Port-in rent | \$50,000.00 | - | 135.00 | 0.27% | \$ 49,865.00 |
| Payment to Other Agency | \$218,839.00 | 200.00 | 111,778.00 | 51.08% | \$ 107,061.00 |
| Project expense | \$10,000.00 | 1,383.01 | 9,143.37 | 91.43% | \$ 856.63 |
| Other supplies | \$8,000.00 | - | (46.55) | -0.58% | \$ 8,046.55 |
| Property Insurance | \$4,320.00 | - | 4,320.00 | 100.00% | \$ - |
| Data Processing | \$31,100.00 | 2,591.67 | 18,141.69 | 58.33% | \$ 12,958.31 |
| Maintenance-Machinery & Equip | \$1,800.00 | - | 550.38 | 30.58% | \$ 1,249.62 |
| Maintenance-Motor Vehicles | \$950.00 | - | 1,740.83 | 183.25% | \$ (790.83) |
| Indirect Cost Allocation | \$72,069.00 | 6,005.75 | 42,040.25 | 58.33% | \$ 30,028.75 |
| TOTALS | \$ 4,311,719.00 | \$ 365,810.94 | \$ 2,628,113.75 | 60.95% | \$ 1,683,605.25 |

MONTHLY FINANCIALS REPORT
JANUARY 2022

ALL PROGRAMS

| ACCOUNT | BUDGET | JANUARY | YTD | % EXP | BALANCE |
|-----------------------------------|-----------------------|---------------------|-----------------------|---------------|-----------------------|
| Payroll/Employee Benefits | \$412,199.00 | \$37,448.73 | \$277,942.92 | 67.43% | \$134,256.08 |
| Office Supplies & Services | \$14,735.00 | \$189.23 | \$658.71 | 4.47% | \$14,076.29 |
| 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 | \$2,000.00 | \$346.08 | \$35,043.71 | 1752.19% | (\$33,043.71) |
| Telephone | \$3,600.00 | \$329.00 | \$654.31 | 18.18% | \$2,945.69 |
| Memberships & Publications | \$250.00 | \$0.00 | \$0.00 | 0.00% | \$250.00 |
| Professional Services | \$6,400.00 | \$0.00 | \$245.84 | 3.84% | \$6,154.16 |
| Liability Insurance | \$20,900.00 | \$0.00 | \$7,245.00 | 34.67% | \$13,655.00 |
| Rental Assistance & Utility Reimb | \$3,670,000.00 | \$325,226.05 | \$338,595.86 | 9.23% | \$3,331,404.14 |
| Other supplies | \$8,000.00 | \$0.00 | \$0.00 | 0.00% | \$8,000.00 |
| Property Insurance | \$4,320.00 | \$0.00 | \$0.00 | 0.00% | \$4,320.00 |
| Data Processing | \$38,000.00 | \$3,166.67 | \$6,616.67 | 17.41% | \$31,383.33 |
| Facilities Maintenance | \$75,500.00 | \$5,028.75 | \$25,193.56 | 33.37% | \$50,306.44 |
| Property Insurance | \$2,458.00 | \$0.00 | \$2,458.00 | 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 | \$1,740.83 | 183.25% | (\$790.83) |
| Workers Compensation | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 |
| Indirect Cost Allocation | \$133,917.00 | \$11,159.75 | \$78,118.25 | 58.33% | \$55,798.75 |
| Rental Inspections | \$775.00 | \$0.00 | \$745.00 | 96.13% | \$30.00 |
| Office Furniture & Equipment | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 |
| TOTALS | \$4,626,243.00 | \$384,477.27 | \$2,805,187.66 | 60.64% | \$1,821,055.34 |

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
2/28/2022

Subject:
January Occupancy Report

ATTACHMENTS:

| Type | Description |
|--------------|--------------------------|
| ▯ Cover Memo | January Occupancy Report |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------|-------------------|----------|----------------------|
| City Clerk | Gerhardt, Destiny | Approved | 2/24/2022 - 12:51 PM |

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF FEBRUARY 24, 2022

| 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 | | | | |

UTILIZATION REPORT FOR JANUARY 2022

| Vouchers | Bedroom Size | | | | | | | Total |
|-----------------------|--------------|--------------------------------------|-----|-----|----|---|---|-------|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | |
| <i>Previous Month</i> | 6 | 245 | 262 | 135 | 11 | 2 | 1 | 662 |
| <i>Current</i> | 6 | 242 | 256 | 133 | 11 | 2 | 1 | 651 |
| Funds available | \$ 326,391 | Average funding available each month | | | | | | |
| Funds spent | \$ 316,152 | | | | | | | |
| % of Funds Used | 96.9% | Average funding used each month | | | | | | |
| | | | | | | | | |