

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, MARCH 21, 2022; 4:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

COMMISSION MARCH MEETING

I. Minutes

A. February minutes

II. Financial Reports

A. February Financial reports

III. Occupancy Report

A. February Occupancy report

IV. Consideration Items

V. Discussion

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**3/21/2022**

Subject:  
February minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	February minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/11/2022 - 10:25 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

February 28, 2022; 4:00 PM

City Hall Council Chambers,

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

Members Present: Wissing, Miller, Susich, Patterson

Staff Present: Gerhardt, Berger

I. The February 28, 2022 meeting of the Davenport Housing Commission was called to order at 4:01 p.m.

II. Roll Call-all but Roberts

III. Approval of January 24, 2022 minutes

**APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for January 24, 2022.  
Miller made a motion to accept. Susich seconded the motion.  
The motion approved unanimously.

IV. Approval of January, 2022 Financials

**APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for January, 2022.  
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 February 24, 2022 and Utilization report for January, 2022.  
Miller made a motion to accept. Susich seconded the motion.  
The motion approved unanimously.

VI. Meeting Adjourned-**4:32PM**

Patterson 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**  
**3/21/2022**

Subject:  
February Financial reports

ATTACHMENTS:

Type	Description
▯ Cover Memo	February Financial reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/11/2022 - 10:26 AM

MONTHLY FINANCIALS REPORT  
FEBRUARY 2022

HERITAGE ACCOUNT	BUDGET	FEBRUARY	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  
FEBRUARY 2022

PUBLIC HOUSING

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$135,063.00	\$6,636.11	\$50,493.39	37.39%	\$84,569.61
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	\$407.79	\$2,271.74	113.59%	(\$271.74)
Telephone	\$300.00	\$30.40	\$245.45	81.82%	\$54.55
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$434.76	\$680.60	48.61%	\$719.40
Liability Insurance	\$7,245.00	\$0.00	\$7,245.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$3,237.52	\$17,846.38	89.23%	\$2,153.62
Data Processing	\$6,900.00	\$575.00	\$4,600.00	66.67%	\$2,300.00
Facilities Maintenance	\$75,500.00	\$3,750.33	\$22,732.71	30.11%	\$52,767.29
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	\$41,232.00	66.67%	\$20,616.00
Rental Inspections	\$775.00	\$0.00	\$745.00	96.13%	\$30.00
TOTALS	\$314,524.00	\$20,225.91	\$150,564.75	47.87%	\$163,959.25

MONTHLY FINANCIALS REPORT  
FEBRUARY 2022

SECTION 8

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$277,136.00	31,006.74	258,343.42	93.22%	\$ 18,792.58
Office Supplies & Services	\$13,700.00	784.23	6,877.81	50.20%	\$ 6,822.19
Telephone	\$3,300.00	304.05	2,454.26	74.37%	\$ 845.74
Memberships & Publications	\$250.00			0.00%	\$ 250.00
Professional Services	\$5,000.00	329.29	1,274.78	25.50%	\$ 3,725.22
Liability Insurance	\$13,655.00	-	13,655.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,600,000.00	311,426.28	2,501,556.10	69.49%	\$ 1,098,443.90
Port-in rent	\$50,000.00	-	135.00	0.27%	\$ 49,865.00
Payment to Other Agency	\$218,839.00	-	111,778.00	51.08%	\$ 107,061.00
Project expense	\$10,000.00	1,526.08	10,622.90	106.23%	\$ (622.90)
Other supplies	\$8,000.00	34,065.64	34,065.64	425.82%	\$ (26,065.64)
Property Insurance	\$4,320.00	-	4,320.00	100.00%	\$ -
Data Processing	\$31,100.00	2,591.67	20,733.36	66.67%	\$ 10,366.64
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	48,046.00	66.67%	\$ 24,023.00
TOTALS	\$ 4,311,719.00	\$ 388,039.73	\$ 3,016,153.48	69.95%	\$ 1,295,565.52



MONTHLY FINANCIALS REPORT  
FEBRUARY 2022

ALL PROGRAMS

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$412,199.00	\$37,642.85	\$315,585.77	76.56%	\$96,613.23
Office Supplies & Services	\$14,735.00	\$784.23	\$7,347.29	49.86%	\$7,387.71
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	\$407.79	\$35,451.50	1772.58%	(\$33,451.50)
Telephone	\$3,600.00	\$334.45	\$2,839.88	78.89%	\$760.12
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$6,400.00	\$764.05	\$1,955.38	30.55%	\$4,444.62
Liability Insurance	\$20,900.00	\$0.00	\$20,900.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,620,000.00	\$314,663.80	\$2,519,402.48	69.60%	\$1,100,597.52
Port-in rent	\$50,000.00	-	135.00	0.27%	\$49,865.00
Payment to Other Agency	\$218,839.00	-	111,778.00	51.08%	\$107,061.00
Project expense	\$10,000.00	1,526.08	10,622.90	106.23%	(\$622.90)
Other supplies	\$8,000.00	\$34,065.64	34,065.64	425.82%	(\$26,065.64)
Property Insurance	\$4,320.00	\$0.00	4,320.00	100.00%	\$0.00
Data Processing	\$38,000.00	\$3,166.67	\$25,333.36	66.67%	\$12,666.64
Facilities Maintenance	\$75,500.00	\$3,750.33	\$28,943.89	38.34%	\$46,556.11
Property Insurance	\$2,458.00	\$0.00	\$2,458.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$1,800.00	\$0.00	\$550.38	30.58%	\$1,249.62
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	\$89,278.00	66.67%	\$44,639.00
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	\$408,265.64	\$3,213,453.30	69.46%	\$1,412,789.70

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**3/21/2022**

Subject:  
February Occupancy report

ATTACHMENTS:

Type	Description
▯ Cover Memo	February Occupancy report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/11/2022 - 10:27 AM

# OCCUPANCY AND UTILIZATION REPORT

## DAVENPORT HOUSING COMMISSION

### OCCUPANCY REPORT AS OF MARCH 11, 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 FEBRUARY 2022

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	6	242	256	133	11	2	1	651
Current	6	245	254	129	11	2	1	648
Funds available	\$ 326,391	Average funding available each month						
Funds spent	\$ 315,582							
% of Funds Used	96.7%	Average funding used each month						