

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, NOVEMBER 16, 2020; 4:00 PM

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

COMMISSION NOVEMBER MEETING

I. Minutes

- A. September minutes

II. Financial Reports

- A. September Financial Report
- B. October Financial Report

III. Occupancy Report

- A. September Occupancy Report
- B. October Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
11/16/2020

Subject:
September minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	September minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	11/12/2020 - 2:34 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

September 21, 2020; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Roberts, Susich

Staff Present: Gerhardt

I. The September 21, 2020 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

II. Roll Call-all except Richards

III. Approval of August 17, 2020 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for August 17, 2020.
Miller made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

IV. Approval of August, 2020 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for August, 2020.
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 September 17, 2020 and Utilization report for August, 2020.
Miller made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

VI. Meeting Adjourned-**4:13PM**

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
11/16/2020

Subject:
September Financial Report

ATTACHMENTS:

Type	Description
▯ Cover Memo	September Financial Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	11/12/2020 - 2:37 PM

MONTHLY FINANCIALS REPORT
SEPTEMBER 2020

HERITAGE					
ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$121,407.00	\$8,934.43	\$26,778.08	22.06%	\$94,628.92
Office Supplies & Services	\$17,000.00	\$455.00	\$1,934.00	11.38%	\$15,066.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$150,000.00	\$12,342.04	\$40,247.48	26.83%	\$109,752.52
Telephone	\$1,700.00	\$0.00	\$293.21	17.25%	\$1,406.79
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$4,930.00	\$0.00	\$39.00	0.79%	\$4,891.00
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	\$1,700.01	25.00%	\$5,099.99
Facilities Maintenance	\$309,004.00	\$16,400.81	\$70,084.93	22.68%	\$238,919.07
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	\$18,881.49	25.00%	\$56,644.51
Rental Inspections	\$635.00			0.00%	\$635.00
TOTALS	\$713,364.00	\$44,992.78	\$186,320.20	26.12%	\$527,043.80

**MONTHLY FINANCIALS REPORT
SEPTEMBER 2020**

PUBLIC HOUSING

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$91,381.00	\$5,936.62	\$17,695.46	19.36%	\$73,685.54
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$27.08	\$338.94	16.95%	\$1,661.06
Telephone	\$300.00	\$0.00	\$56.75	18.92%	\$243.25
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$0.00	\$22.70	1.62%	\$1,377.30
Liability Insurance	\$11,900.00	\$0.00	\$11,900.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$2,041.00	\$6,988.00	34.94%	\$13,012.00
Data Processing	\$6,800.00	\$566.67	\$1,700.01	25.00%	\$5,099.99
Facilities Maintenance	\$156,848.00	\$13,115.82	\$23,877.00	15.22%	\$132,971.00
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	\$14,917.74	25.00%	\$44,753.26
Rental Inspections	\$775.00			0.00%	\$775.00
TOTALS	\$366,499.00	\$26,659.77	\$91,885.60	25.07%	\$274,613.40

MONTHLY FINANCIALS REPORT
SEPTEMBER 2020

SECTION 8

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$400,250.00	29,592.59	85,559.29	21.38%	\$ 314,690.71
Office Supplies & Services	\$13,700.00	305.00	2,755.00	20.11%	\$ 10,945.00
Telephone	\$3,300.00	-	567.50	17.20%	\$ 2,732.50
Memberships & Publications	\$250.00			0.00%	\$ 250.00
Professional Services	\$5,000.00	273.14	273.14	5.46%	\$ 4,726.86
Liability Insurance	\$15,477.00	-	15,477.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,600,000.00	313,365.00	948,692.00	26.35%	\$ 2,651,308.00
Port-in rent	\$50,000.00	-	802.00	1.60%	\$ 49,198.00
Project expense	\$10,000.00	1,127.25	2,930.85	29.31%	\$ 7,069.15
Other supplies	\$8,000.00			0.00%	\$ 8,000.00
Property Insurance	\$4,850.00			0.00%	\$ 4,850.00
Data Processing	\$30,500.00	2,541.67	7,625.01	25.00%	\$ 22,874.99
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	16,244.76	25.00%	\$ 48,734.24
TOTALS	\$ 4,222,891.00	\$ 352,619.57	\$ 1,093,450.53	25.89%	\$ 3,129,440.47

MONTHLY FINANCIALS REPORT
SEPTEMBER 2020

ALL PROGRAMS

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$613,038.00	\$44,463.64	\$130,032.83	21.21%	\$483,005.17
Office Supplies & Services	\$31,735.00	\$760.00	\$2,239.00	7.06%	\$29,496.00
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	\$12,369.12	\$40,586.42	26.70%	\$111,413.58
Telephone	\$5,300.00	\$0.00	\$349.96	6.60%	\$4,950.04
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$11,330.00	\$273.14	\$334.84	2.96%	\$10,995.16
Liability Insurance	\$39,291.00	\$0.00	\$23,814.00	60.61%	\$15,477.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$315,406.00	\$320,353.00	8.73%	\$3,349,647.00
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	\$5,941.69	13.47%	\$38,158.31
Facilities Maintenance	\$465,852.00	\$29,516.63	\$93,961.93	20.17%	\$371,890.07
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	\$50,043.99	25.00%	\$150,132.01
Rental Inspections	\$1,410.00	\$0.00	\$0.00	0.00%	\$1,410.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$5,302,754.00	\$424,272.12	\$1,371,656.33	25.87%	\$3,931,097.67

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
11/16/2020

Subject:
October Financial Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	October Financial Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	11/12/2020 - 2:39 PM

MONTHLY FINANCIALS REPORT
OCTOBER 2020

HERITAGE

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$121,407.00	\$9,097.67	\$35,875.75	29.55%	\$85,531.25
Office Supplies & Services	\$17,000.00	\$1,799.00	\$3,733.00	21.96%	\$13,267.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$150,000.00	\$12,634.87	\$52,882.35	35.25%	\$97,117.65
Telephone	\$1,700.00	\$283.25	\$576.46	33.91%	\$1,123.54
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$4,930.00	\$2,212.00	\$2,251.00	45.66%	\$2,679.00
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	\$0.00	\$1,700.01	25.00%	\$5,099.99
Facilities Maintenance	\$309,004.00	\$13,041.66	\$83,126.59	26.90%	\$225,877.41
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	\$0.00	\$18,881.49	25.00%	\$56,644.51
Rental Inspections	\$635.00			0.00%	\$635.00
TOTALS	\$713,364.00	\$39,068.45	\$225,388.65	31.60%	\$487,975.35

MONTHLY FINANCIALS REPORT
OCTOBER 2020

PUBLIC HOUSING

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$91,381.00	\$6,100.53	\$23,795.99	26.04%	\$67,585.01
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$118.27	\$457.21	22.86%	\$1,542.79
Telephone	\$300.00	\$54.82	\$111.57	37.19%	\$188.43
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$0.00	\$22.70	1.62%	\$1,377.30
Liability Insurance	\$11,900.00	\$0.00	\$11,900.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$735.44	\$7,723.44	38.62%	\$12,276.56
Data Processing	\$6,800.00	\$0.00	\$1,700.01	25.00%	\$5,099.99
Facilities Maintenance	\$156,848.00	\$12,594.20	\$36,471.20	23.25%	\$120,376.80
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	\$0.00	\$14,917.74	25.00%	\$44,753.26
Rental Inspections	\$775.00			0.00%	\$775.00
TOTALS	\$366,499.00	\$19,603.26	\$111,488.86	30.42%	\$255,010.14

MONTHLY FINANCIALS REPORT
OCTOBER 2020

SECTION 8

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$400,250.00	29,249.56	114,808.85	28.68%	\$ 285,441.15
Office Supplies & Services	\$13,700.00	211.14	2,966.14	21.65%	\$ 10,733.86
Telephone	\$3,300.00	548.22	1,115.72	33.81%	\$ 2,184.28
Memberships & Publications	\$250.00			0.00%	\$ 250.00
Professional Services	\$5,000.00	530.36	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	321,119.00	1,269,811.00	35.27%	\$ 2,330,189.00
Port-in rent	\$50,000.00	-	802.00	1.60%	\$ 49,198.00
Project expense	\$10,000.00	1,352.70	4,283.55	42.84%	\$ 5,716.45
Other supplies	\$8,000.00			0.00%	\$ 8,000.00
Property Insurance	\$4,850.00			0.00%	\$ 4,850.00
Data Processing	\$30,500.00	-	7,625.01	25.00%	\$ 22,874.99
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	-	16,244.76	25.00%	\$ 48,734.24
TOTALS	\$ 4,222,891.00	\$ 353,010.98	\$ 1,446,461.51	34.25%	\$ 2,776,429.49

MONTHLY FINANCIALS REPORT
OCTOBER 2020

ALL PROGRAMS

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$613,038.00	\$44,447.76	\$174,480.59	28.46%	\$438,557.41
Office Supplies & Services	\$31,735.00	\$2,010.14	\$3,944.14	12.43%	\$27,790.86
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	\$12,753.14	\$53,339.56	35.09%	\$98,660.44
Telephone	\$5,300.00	\$886.29	\$1,236.25	23.33%	\$4,063.75
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$11,330.00	\$2,742.36	\$2,804.06	24.75%	\$8,525.94
Liability Insurance	\$39,291.00	\$0.00	\$23,814.00	60.61%	\$15,477.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$321,854.44	\$328,842.44	8.96%	\$3,341,157.56
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	\$0.00	\$3,400.02	7.71%	\$40,699.98
Facilities Maintenance	\$465,852.00	\$25,635.86	\$119,597.79	25.67%	\$346,254.21
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	\$0.00	\$50,043.99	25.00%	\$150,132.01
Rental Inspections	\$1,410.00	\$0.00	\$0.00	0.00%	\$1,410.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$5,302,754.00	\$411,682.69	\$1,783,339.02	33.63%	\$3,519,414.98

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
11/16/2020

Subject:
September Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	September Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	11/12/2020 - 2:40 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF OCTOBER 15, 2020

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:	747 W 61st St. #5 1344 W 16th St			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	115	2	117
Allocation #	118	2	120
Occupancy %	97.5%	100.0%	97.5%
Units Vacant:	Apts. 202 901 812		

UTILIZATION REPORT FOR SEPTEMBER 2020

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	12	258	265	142	16	2	1	696
<i>Current</i>	12	256	261	143	15	2	1	690
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 315,540							
% of Funds Used	102.4%	Average funding used each month						

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
11/16/2020

Subject:
October Occupancy Report

ATTACHMENTS:

Type	Description
▯ Cover Memo	October Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	11/12/2020 - 2:42 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF NOVEMBER 12, 2020

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:	747 W 61st St. #5 1344 W 16th St			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	116	2	118
Allocation #	118	2	120
Occupancy %	98.3%	100.0%	98.3%
Units Vacant:	Apts. 812 901		

UTILIZATION REPORT FOR OCTOBER 2020

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	12	256	261	143	15	2	1	690
Current	12	255	252	145	14	2	1	681
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 311,476							
% of Funds Used	101.1%	Average funding used each month						