

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, NOVEMBER 15, 2021; 4:00 PM

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

COMMISSION NOVEMBER MEETING

I. Minutes

A. October minutes

II. Financial Reports

A. October Financial Reports

III. Occupancy Report

A. October Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**11/15/2021**

Subject:  
October minutes

ATTACHMENTS:

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

REVIEWERS:

| Department | Reviewer          | Action   | Date                |
|------------|-------------------|----------|---------------------|
| City Clerk | Gerhardt, Destiny | Approved | 11/9/2021 - 1:15 PM |

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

October 18, 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 October 18, 2021 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

- II. Roll Call-all

- III. Approval of September 20, 2021 minutes

**APPROVED**

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

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

The motion approved unanimously.

- IV. Approval of September, 2021 Financials

**APPROVED**

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

Roberts 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 October 14, 2021 and Utilization report for September, 2021.

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

The motion approved unanimously.

VI. Approval of Resolution 2021-04

**APPROVED**

Approval of Resolution 2021-04 – Resolution supporting adoption of the voucher extension for extenuating circumstances.

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

VII. Meeting Adjourned-**4:27PM**

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**  
**11/15/2021**

Subject:  
October Financial Reports

ATTACHMENTS:

| Type         | Description               |
|--------------|---------------------------|
| ▢ Cover Memo | October Financial Reports |

REVIEWERS:

| Department | Reviewer          | Action   | Date                |
|------------|-------------------|----------|---------------------|
| City Clerk | Gerhardt, Destiny | Approved | 11/9/2021 - 1:17 PM |

MONTHLY FINANCIALS REPORT  
OCTOBER 2021

| HERITAGE                      |        |            |             |         |               |
|-------------------------------|--------|------------|-------------|---------|---------------|
| ACCOUNT                       | BUDGET | OCTOBER    | YTD         | % EXP   | BALANCE       |
| Payroll/Employee Benefits     | \$0.00 |            | \$15,313.61 | #DIV/0! | (\$15,313.61) |
| Office Supplies & Services    | \$0.00 |            | \$455.00    | #DIV/0! | (\$455.00)    |
| Books & Periodicals           | \$0.00 |            |             | 0.00%   | \$0.00        |
| Utility Services              | \$0.00 |            | \$25,493.91 | #DIV/0! | (\$25,493.91) |
| Telephone                     | \$0.00 |            |             | #DIV/0! | \$0.00        |
| 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 | \$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 | \$6,211.18 | \$47,473.70 | #DIV/0! | (\$47,473.70) |

MONTHLY FINANCIALS REPORT  
OCTOBER 2021

| PUBLIC HOUSING                |              |             |             |         |              |  |
|-------------------------------|--------------|-------------|-------------|---------|--------------|--|
| ACCOUNT                       | BUDGET       | OCTOBER     | YTD         | % EXP   | BALANCE      |  |
| Payroll/Employee Benefits     | \$135,063.00 | \$6,451.85  | \$17,693.56 | 13.10%  | \$117,369.44 |  |
| Office Supplies & Services    | \$1,035.00   |             |             | 0.00%   | \$1,035.00   |  |
| Books & Periodicals           | \$0.00       |             |             | 0.00%   | \$0.00       |  |
| Utility Services              | \$2,000.00   | \$342.80    | \$1,048.44  | 52.42%  | \$951.56     |  |
| Telephone                     | \$300.00     |             |             | 0.00%   | \$300.00     |  |
| Memberships & Publications    | \$0.00       |             |             | 0.00%   | \$0.00       |  |
| Professional Services         | \$1,400.00   | \$90.82     | \$163.00    | 11.64%  | \$1,237.00   |  |
| Liability Insurance           | \$7,245.00   | \$0.00      | \$7,245.00  | 100.00% | \$0.00       |  |
| Utility Reimbursements        | \$20,000.00  | \$1,031.04  | \$7,435.34  | 37.18%  | \$12,564.66  |  |
| Data Processing               | \$6,900.00   | \$575.00    | \$2,300.00  | 33.33%  | \$4,600.00   |  |
| Facilities Maintenance        | \$75,500.00  | \$1,523.63  | \$7,213.63  | 9.55%   | \$68,286.37  |  |
| 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  | \$20,616.00 | 33.33%  | \$41,232.00  |  |
| Rental Inspections            | \$775.00     |             |             | 0.00%   | \$775.00     |  |
| TOTALS                        | \$314,524.00 | \$15,169.14 | \$66,172.97 | 21.04%  | \$248,351.03 |  |

MONTHLY FINANCIALS REPORT  
OCTOBER 2021

SECTION 8

| ACCOUNT                           | BUDGET          | OCTOBER       | YTD             | % EXP   | BALANCE         |
|-----------------------------------|-----------------|---------------|-----------------|---------|-----------------|
| Travel (54401010 520210)          | \$ 1,600.00     |               |                 | 0.00%   | \$ 1,600.00     |
| Payroll/Employee Benefits         | \$277,136.00    | 31,284.80     | 114,496.13      | 41.31%  | \$ 162,639.87   |
| Office Supplies & Services        | \$13,700.00     | 1,590.75      | 4,135.15        | 30.18%  | \$ 9,564.85     |
| Telephone                         | \$3,300.00      |               |                 | 0.00%   | \$ 3,300.00     |
| Memberships & Publications        | \$250.00        |               |                 | 0.00%   | \$ 250.00       |
| Professional Services             | \$5,000.00      | 655.97        | 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  | 305,733.00    | 1,230,281.00    | 34.17%  | \$ 2,369,719.00 |
| Port-in rent                      | \$50,000.00     | 97.00         | 135.00          | 0.27%   | \$ 49,865.00    |
| Payment to Other Agency           | \$218,839.00    | 30,423.00     | 30,423.00       | 13.90%  | \$ 188,416.00   |
| Project expense                   | \$10,000.00     | 1,163.75      | 5,120.50        | 51.21%  | \$ 4,879.50     |
| Other supplies                    | \$8,000.00      |               |                 | 0.00%   | \$ 8,000.00     |
| Property Insurance                | \$4,320.00      | -             | 4,320.00        | 100.00% | \$ -            |
| Data Processing                   | \$31,100.00     | 2,591.67      | 10,366.68       | 33.33%  | \$ 20,733.32    |
| Maintenance-Machinery & Equip     | \$1,800.00      | 275.19        | 275.19          | 15.29%  | \$ 1,524.81     |
| Maintenance-Motor Vehicles        | \$950.00        | -             | 1,713.38        | 180.36% | \$ (763.38)     |
| Indirect Cost Allocation          | \$72,069.00     | 6,005.75      | 24,023.00       | 33.33%  | \$ 48,046.00    |
| TOTALS                            | \$ 4,311,719.00 | \$ 379,820.88 | \$ 1,439,889.52 | 33.39%  | \$ 2,871,829.48 |

MONTHLY FINANCIALS REPORT  
OCTOBER 2021

ALL PROGRAMS

| ACCOUNT                           | BUDGET         | OCTOBER      | YTD            | % EXP    | BALANCE        |
|-----------------------------------|----------------|--------------|----------------|----------|----------------|
| Payroll/Employee Benefits         | \$412,199.00   | \$37,736.65  | \$147,503.30   | 35.78%   | \$264,695.70   |
| Office Supplies & Services        | \$14,735.00    | \$1,590.75   | \$2,045.75     | 13.88%   | \$12,689.25    |
| 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     | \$342.80     | \$26,542.35    | 1327.12% | (\$24,542.35)  |
| Telephone                         | \$3,600.00     | \$0.00       | \$0.00         | 0.00%    | \$3,600.00     |
| Memberships & Publications        | \$250.00       | \$0.00       | \$0.00         | 0.00%    | \$250.00       |
| Professional Services             | \$6,400.00     | \$746.79     | \$818.97       | 12.80%   | \$5,581.03     |
| Liability Insurance               | \$20,900.00    | \$0.00       | \$7,245.00     | 34.67%   | \$13,655.00    |
| Rental Assistance & Utility Reimb | \$3,670,000.00 | \$306,861.04 | \$313,265.34   | 8.54%    | \$3,356,734.66 |
| 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   | \$4,891.67     | 12.87%   | \$33,108.33    |
| Facilities Maintenance            | \$75,500.00    | \$7,734.81   | \$13,424.81    | 17.78%   | \$62,075.19    |
| Property Insurance                | \$2,458.00     | \$0.00       | \$2,458.00     | 100.00%  | \$0.00         |
| Maintenance-Machinery & Equip     | \$1,800.00     | \$275.19     | \$275.19       | 15.29%   | \$1,524.81     |
| Maintenance-Motor Vehicles        | \$950.00       | \$0.00       | \$1,713.38     | 180.36%  | (\$763.38)     |
| Workers Compensation              | \$0.00         | \$0.00       | \$0.00         | 0.00%    | \$0.00         |
| Indirect Cost Allocation          | \$133,917.00   | \$11,159.75  | \$44,639.00    | 33.33%   | \$89,278.00    |
| Rental Inspections                | \$775.00       | \$0.00       | \$0.00         | 0.00%    | \$775.00       |
| Office Furniture & Equipment      | \$0.00         | \$0.00       | \$0.00         | 0.00%    | \$0.00         |
| TOTALS                            | \$4,626,243.00 | \$401,201.20 | \$1,553,536.19 | 33.58%   | \$3,072,706.81 |

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**11/15/2021**

Subject:  
October Occupancy Report

ATTACHMENTS:

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

REVIEWERS:

| Department | Reviewer          | Action   | Date                |
|------------|-------------------|----------|---------------------|
| City Clerk | Gerhardt, Destiny | Approved | 11/9/2021 - 1:23 PM |

# OCCUPANCY AND UTILIZATION REPORT

## DAVENPORT HOUSING COMMISSION

### OCCUPANCY REPORT AS OF NOVEMBER 9, 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   |              |       |        |       |

### UTILIZATION REPORT FOR OCTOBER 2021

| Vouchers              | Bedroom Size |                                      |     |     |    |   |   | Total |
|-----------------------|--------------|--------------------------------------|-----|-----|----|---|---|-------|
|                       | 0            | 1                                    | 2   | 3   | 4  | 5 | 6 |       |
| <i>Previous Month</i> | 8            | 243                                  | 252 | 132 | 9  | 2 | 1 | 647   |
| <i>Current</i>        | 8            | 243                                  | 254 | 129 | 10 | 2 | 1 | 647   |
| Funds available       | \$ 326,391   | Average funding available each month |     |     |    |   |   |       |
| Funds spent           | \$ 303,096   |                                      |     |     |    |   |   |       |
| % of Funds Used       | 92.9%        | Average funding used each month      |     |     |    |   |   |       |
|                       |              |                                      |     |     |    |   |   |       |