

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, SEPTEMBER 20, 2021; 4:00 PM

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

COMMISSION SEPTEMBER MEETING

I. Minutes

A. August minutes

II. Financial Reports

A. August Financial Report

III. Occupancy Report

A. Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/20/2021

Subject:
August minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	August minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/16/2021 - 11:38 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

August 16, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Susich, Roberts

Staff Present: Ruchotzke

I. The August 16, 2021 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

II. Roll Call-all

III. Approval of July 19, 2021 minutes

APPROVED

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

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

The motion approved unanimously.

IV. Approval of July, 2021 Financials

APPROVED

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

Roberts 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 August 5, 2021 and Utilization report for July, 2021.

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

The motion approved unanimously.

VI. Approval of Resolution 2021-03

APPROVED

Approval of the Davenport Housing Commission Meeting Resolution 2021-03 – Fiscal Year 2021 Annual Section 8 Management Assessment Program Certification.

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

The motion approved unanimously.

VII. Meeting Adjourned-**4:24PM**

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
9/20/2021

Subject:
August Financial Report

ATTACHMENTS:

Type	Description
▣ Cover Memo	August Financial Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/16/2021 - 11:40 AM

MONTHLY FINANCIALS REPORT
AUGUST 2021

HERITAGE					
ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$0.00	\$8,153.53	\$15,313.61	#DIV/0!	(\$15,313.61)
Office Supplies & Services	\$0.00	\$0.00	\$455.00	#DIV/0!	(\$455.00)
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$0.00	\$11,662.82	\$25,257.05	#DIV/0!	(\$25,257.05)
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			#DIV/0!	\$0.00
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	\$19,816.35	\$41,025.66	#DIV/0!	(\$41,025.66)

MONTHLY FINANCIALS REPORT
AUGUST 2021

PUBLIC HOUSING					
ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$135,063.00	\$2,754.74	\$5,207.63	3.86%	\$129,855.37
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$68.89	\$495.95	24.80%	\$1,504.05
Telephone	\$300.00			0.00%	\$300.00
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00			0.00%	\$1,400.00
Liability Insurance	\$7,245.00	\$0.00	\$7,245.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$1,950.00	\$5,067.77	25.34%	\$14,932.23
Data Processing	\$6,900.00	\$575.00	\$1,150.00	16.67%	\$5,750.00
Facilities Maintenance	\$75,500.00	\$4,167.00	\$4,598.00	6.09%	\$70,902.00
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	\$10,308.00	16.67%	\$51,540.00
Rental Inspections	\$775.00			0.00%	\$775.00
TOTALS	\$314,524.00	\$14,669.63	\$36,530.35	11.61%	\$277,993.65

MONTHLY FINANCIALS REPORT
AUGUST 2021

SECTION 8

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$277,136.00	25,890.91	52,175.61	18.83%	\$ 224,960.39
Office Supplies & Services	\$13,700.00	-	1,470.83	10.74%	\$ 12,229.17
Telephone	\$3,300.00			0.00%	\$ 3,300.00
Memberships & Publications	\$250.00			0.00%	\$ 250.00
Professional Services	\$5,000.00			0.00%	\$ 5,000.00
Liability Insurance	\$13,655.00	-	13,655.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,600,000.00	310,038.00	611,143.00	16.98%	\$ 2,988,857.00
Port-in rent	\$50,000.00	1,250.00	2,460.00	4.92%	\$ 47,540.00
Project expense	\$10,000.00	1,396.50	2,513.70	25.14%	\$ 7,486.30
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	5,183.34	16.67%	\$ 25,916.66
Maintenance-Machinery & Equip	\$1,800.00			0.00%	\$ 1,800.00
Maintenance-Motor Vehicles	\$950.00			0.00%	\$ 950.00
Indirect Cost Allocation	\$72,069.00	6,005.75	12,011.50	16.67%	\$ 60,057.50
TOTALS	\$ 4,092,880.00	\$ 347,172.83	\$ 704,932.98	17.22%	\$3,387,947.02

MONTHLY FINANCIALS REPORT
AUGUST 2021

ALL PROGRAMS

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$412,199.00	\$36,799.18	\$72,696.85	17.64%	\$339,502.15
Office Supplies & Services	\$14,735.00	\$0.00	\$455.00	3.09%	\$14,280.00
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	\$2,000.00	\$11,731.71	\$25,753.00	1287.65%	(\$23,753.00)
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	\$0.00	\$0.00	0.00%	\$6,400.00
Liability Insurance	\$20,900.00	\$0.00	\$7,245.00	34.67%	\$13,655.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$313,238.00	\$316,355.77	8.62%	\$3,353,644.23
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	\$3,741.67	9.85%	\$34,258.33
Facilities Maintenance	\$75,500.00	\$4,167.00	\$4,598.00	6.09%	\$70,902.00
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	\$0.00	0.00%	\$950.00
Workers Compensation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost Allocation	\$133,917.00	\$11,159.75	\$22,319.50	16.67%	\$111,597.50
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	\$4,407,404.00	\$381,658.81	\$782,488.99	17.75%	\$3,624,915.01

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/20/2021

Subject:
Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/16/2021 - 11:46 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF SEPTEMBER 16, 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 AUGUST 2021

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	9	239	257	133	11	2	1	652
<i>Current</i>	9	245	252	133	11	2	1	653
Funds available	\$ 326,391	Average funding available each month						
Funds spent	\$ 308,987							
% of Funds Used	94.7%	Average funding used each month						