

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JULY 19, 2021; 4:00 PM

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

COMMISSION JULY MEETING

I. Minutes

A. June minutes

II. Financial Reports

A. June Financial Reports

III. Occupancy Report

A. June Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/19/2021

Subject:
June minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	Minutes of the June meeting

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/15/2021 - 1:30 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

June 21, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Susich, Roberts

Staff Present: Ruchotzke

I. The June 21, 2021 meeting of the Davenport Housing Commission was called to order at 4:05 p.m.

II. Roll Call-all but Richards

III. Approval of May 17, 2021 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for May 17, 2021.

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

The motion approved unanimously.

IV. Approval of May, 2021 Financials

APPROVED

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

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 June 18, 2021 and Utilization report for May, 2021.

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

The motion approved unanimously.

VI. Meeting Adjourned-**4:34PM**

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
7/19/2021

Subject:
June Financial Reports

ATTACHMENTS:

Type	Description
▯ Cover Memo	June Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/15/2021 - 1:32 PM

MONTHLY FINANCIALS REPORT
JUNE 2021

HERITAGE					
ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$121,407.00	\$7,539.72	\$98,787.98	81.37%	\$22,619.02
Office Supplies & Services	\$15,546.00	\$2,252.65	\$13,228.64	85.09%	\$2,317.36
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$150,000.00	\$8,013.79	\$135,681.92	90.45%	\$14,318.08
Telephone	\$1,700.00	\$140.09	\$1,728.80	101.69%	(\$28.80)
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$4,930.00	\$415.28	\$3,493.97	70.87%	\$1,436.03
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	\$6,800.04	100.00%	(\$0.04)
Facilities Maintenance	\$307,900.00	\$23,162.49	\$267,973.43	87.03%	\$39,926.57
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	\$75,525.96	100.00%	\$0.04
Rental Inspections	\$635.00	\$0.00	\$635.00	100.00%	\$0.00
TOTALS	\$710,806.00	\$48,384.52	\$630,217.74	88.66%	\$80,588.26

MONTHLY FINANCIALS REPORT
JUNE 2021

PUBLIC HOUSING

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$91,381.00	\$2,588.76	\$56,919.11	62.29%	\$34,461.89
Office Supplies & Services	\$1,035.00		\$1,337.00	129.18%	(\$302.00)
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$247.39	\$1,663.57	83.18%	\$336.43
Telephone	\$300.00	\$27.12	\$334.61	111.54%	(\$34.61)
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$122.91	\$363.28	25.95%	\$1,036.72
Liability Insurance	\$11,900.00	\$0.00	\$11,900.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$1,391.23	\$29,160.23	145.80%	(\$9,160.23)
Data Processing	\$6,800.00	\$566.67	\$6,800.04	100.00%	(\$0.04)
Facilities Maintenance	\$182,685.00	\$6,285.99	\$105,167.02	57.57%	\$77,517.98
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	\$59,670.96	100.00%	\$0.04
Rental Inspections	\$775.00	\$0.00	\$775.00	100.00%	\$0.00
TOTALS	\$392,336.00	\$16,202.65	\$288,479.82	73.53%	\$103,856.18

MONTHLY FINANCIALS REPORT
JUNE 2021

SECTION 8

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$400,250.00	32,836.04	378,141.53	94.48%	\$ 22,108.47
Office Supplies & Services	\$13,700.00	122.21	8,157.18	59.54%	\$ 5,542.82
Telephone	\$3,300.00	271.15	3,346.06	101.40%	\$ (46.06)
Memberships & Publications	\$250.00	-	269.16	107.66%	\$ (19.16)
Professional Services	\$5,000.00	188.32	1,353.62	27.07%	\$ 3,646.38
Liability Insurance	\$15,477.00	-	15,477.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,600,000.00	318,134.46	3,745,974.46	104.05%	\$ (145,974.46)
Port-in rent	\$50,000.00	463.00	28,819.00	57.64%	\$ 21,181.00
Project expense	\$10,000.00	1,720.89	14,202.23	142.02%	\$ (4,202.23)
Other supplies	\$8,000.00	-	1,151.00	14.39%	\$ 6,849.00
Property Insurance	\$4,850.00			0.00%	\$ 4,850.00
Data Processing	\$30,500.00	2,541.67	30,500.04	100.00%	\$ (0.04)
Maintenance-Machinery & Equip	\$1,800.00	275.19	550.38	30.58%	\$ 1,249.62
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	64,979.04	100.00%	\$ (0.04)
TOTALS	\$ 4,222,891.00	\$ 361,967.85	\$ 4,305,169.49	101.95%	(\$82,278.49)

MONTHLY FINANCIALS REPORT
JUNE 2021

ALL PROGRAMS

ACCOUNT	BUDGET	JUNE	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$613,038.00	\$42,964.52	\$533,848.62	87.08%	\$79,189.38
Office Supplies & Services	\$30,281.00	\$2,374.86	\$14,687.85	48.51%	\$15,593.15
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	\$8,261.18	\$137,345.49	90.36%	\$14,654.51
Telephone	\$5,300.00	\$438.36	\$2,334.56	44.05%	\$2,965.44
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$11,330.00	\$726.51	\$4,045.57	35.71%	\$7,284.43
Liability Insurance	\$39,291.00	\$0.00	\$23,814.00	60.61%	\$15,477.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$319,988.69	\$347,757.69	9.48%	\$3,322,242.31
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	\$16,141.75	36.60%	\$27,958.25
Facilities Maintenance	\$490,585.00	\$29,448.48	\$373,140.45	76.06%	\$117,444.55
Property Insurance	\$7,775.00	\$0.00	\$7,775.00	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	\$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	\$200,175.96	100.00%	\$0.04
Rental Inspections	\$1,410.00	\$0.00	\$1,410.00	100.00%	\$0.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$5,326,033.00	\$426,555.02	\$5,223,867.05	98.08%	\$102,165.95

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
7/19/2021

Subject:
June Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	June Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	7/15/2021 - 1:33 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF July 15, 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				

Heritage	Bedroom Size		
	1	2	Total
Occupied #	111	2	113
Allocation #	118	2	120
Occupancy %	94.1%	100.0%	94.2%
Units Vacant: Apts.			
	202	307	1105
	207	402	
	211	807	

UTILIZATION REPORT FOR JUNE 2021

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	11	243	247	134	11	2	1	649
Current	9	244	259	135	11	2	1	661
Funds available	\$ 326,391	Average funding available each month						
Funds spent	\$ 313,004							
% of Funds Used	95.9%	Average funding used each month						