

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, MARCH 15, 2021; 4:00 PM

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

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
3/15/2021

Subject:
February minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	February minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/11/2021 - 9:29 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

February 22, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Roberts, Susich

Staff Present: Gerhardt, Berger

I. The January 11, 2021 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

II. Roll Call-all but Richards

III. Approval of January 11, 2021 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for January 11, 2021. Roberts made a motion to accept. Miller seconded the motion. The motion approved unanimously.

IV. Approval of December, 2020 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for December, 2020. Miller made a motion to accept. Roberts seconded that motion. The motion approved unanimously.

V. Approval of January, 2021 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for January, 2021. Roberts made a motion to accept. Susich seconded that motion. The motion approved unanimously.

VI. Approval of the Occupancy and Utilization Report

APPROVED

Approval of the Davenport Housing Commission Meeting Occupancy report as of January 22, 2021 and Utilization report for December, 2020.

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

The motion approved unanimously.

VII. Approval of the Occupancy and Utilization Report

APPROVED

Approval of the Davenport Housing Commission Meeting Occupancy report as of February 19, 2021 and Utilization report for January, 2021.

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

The motion approved unanimously.

VIII. Approval of Resolution 2021-01

APPROVED

Approval of Resolution 2021-01 supporting amendment to Admissions and Continued Occupancy Policy to add a waiting list preference for the Foster Youth to Independence vouchers.

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

The motion approved unanimously.

IX. Approval of Resolution 2021-02

APPROVED

Approval of Resolution 2021-02 supporting acceptance of Foster Youth to Independence applications for the Housing Choice Voucher Program.

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

The motion approved unanimously.

X. Meeting Adjourned-**4:37PM**

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
3/15/2021

Subject:
February Financial Reports

ATTACHMENTS:

Type	Description
▢ Cover Memo	February Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/11/2021 - 10:38 AM

MONTHLY FINANCIALS REPORT
FEBRUARY 2021

HERITAGE					
ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$121,407.00	\$9,208.52	\$70,641.09	58.19%	\$50,765.91
Office Supplies & Services	\$15,546.00	\$658.00	\$7,810.99	50.24%	\$7,735.01
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$150,000.00	\$14,330.01	\$96,781.65	64.52%	\$53,218.35
Telephone	\$1,700.00	\$0.00	\$1,015.67	59.75%	\$684.33
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$4,930.00	\$98.01	\$2,638.89	53.53%	\$2,291.11
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	\$4,533.36	66.67%	\$2,266.64
Facilities Maintenance	\$307,900.00	\$31,073.92	\$184,480.59	59.92%	\$123,419.41
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	\$6,293.83	\$50,350.64	66.67%	\$25,175.36
Rental Inspections	\$635.00	\$0.00	\$635.00	100.00%	\$0.00
TOTALS	\$710,806.00	\$62,228.96	\$445,249.88	62.64%	\$265,556.12

MONTHLY FINANCIALS REPORT
FEBRUARY 2021

PUBLIC HOUSING

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$91,381.00	\$6,205.36	\$38,043.38	41.63%	\$53,337.62
Office Supplies & Services	\$1,035.00	\$0.00	\$1,337.00	129.18%	(\$302.00)
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$101.95	\$1,003.55	50.18%	\$996.45
Telephone	\$300.00	\$0.00	\$196.58	65.53%	\$103.42
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$0.00	\$194.27	13.88%	\$1,205.73
Liability Insurance	\$11,900.00	\$0.00	\$11,900.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$2,057.69	\$18,110.69	90.55%	\$1,889.31
Data Processing	\$6,800.00	\$566.67	\$4,533.36	66.67%	\$2,266.64
Facilities Maintenance	\$154,640.00	\$8,314.19	\$73,948.81	47.82%	\$80,691.19
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	\$39,780.64	66.67%	\$19,890.36
Rental Inspections	\$775.00	\$0.00	\$775.00	100.00%	\$0.00
TOTALS	\$364,291.00	\$22,218.44	\$204,212.28	56.06%	\$160,078.72

MONTHLY FINANCIALS REPORT
FEBRUARY 2021

SECTION 8

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$400,250.00	29,685.93	254,736.20	63.64%	\$ 145,513.80
Office Supplies & Services	\$13,700.00	60.58	5,434.91	39.67%	\$ 8,265.09
Telephone	\$3,300.00	-	1,965.80	59.57%	\$ 1,334.20
Memberships & Publications	\$250.00			0.00%	\$ 250.00
Professional Services	\$5,000.00	-	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	302,860.00	2,503,930.00	69.55%	\$ 1,096,070.00
Port-in rent	\$50,000.00	5,775.00	10,577.00	21.15%	\$ 39,423.00
Project expense	\$10,000.00	766.53	8,522.01	85.22%	\$ 1,477.99
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	20,333.36	66.67%	\$ 10,166.64
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	43,319.36	66.67%	\$ 21,659.64
TOTALS	\$ 4,222,891.00	\$ 347,104.63	\$ 2,877,623.12	68.14%	\$ 1,345,267.88

**MONTHLY FINANCIALS REPORT
FEBRUARY 2021**

ALL PROGRAMS

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$613,038.00	\$45,099.81	\$363,420.67	59.28%	\$249,617.33
Office Supplies & Services	\$30,281.00	\$718.58	\$9,208.57	30.41%	\$21,072.43
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	\$14,431.96	\$97,785.20	64.33%	\$54,214.80
Telephone	\$5,300.00	\$0.00	\$1,212.25	22.87%	\$4,087.75
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$11,330.00	\$98.01	\$2,833.16	25.01%	\$8,496.84
Liability Insurance	\$39,291.00	\$0.00	\$23,814.00	60.61%	\$15,477.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$310,692.69	\$326,745.69	8.90%	\$3,343,254.31
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	\$11,608.39	26.32%	\$32,491.61
Facilities Maintenance	\$462,540.00	\$39,388.11	\$258,429.40	55.87%	\$204,110.60
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	\$133,450.64	66.67%	\$66,725.36
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	\$5,297,988.00	\$431,552.03	\$3,527,085.28	66.57%	\$1,770,902.72

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
3/15/2021

Subject:
February Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	February Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	3/11/2021 - 10:39 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF MARCH 11, 2021

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	14	23	4	41
Allocation #	14	24	4	42
Occupancy %	100.0%	95.8%	100.0%	97.6%
Units Vacant:				
619 E 7th St.				

Heritage	Bedroom Size		
	1	2	Total
Occupied #	112	2	114
Allocation #	118	2	120
Occupancy %	94.9%	100.0%	95.0%
Units Vacant: Apts.			
	208	309	501
	302	405	1103

UTILIZATION REPORT FOR FEBRUARY 2021

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
Previous Month	12	247	251	138	13	2	1	664
Current	12	246	248	136	13	2	1	658
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 306,520							
% of Funds Used	99.5%	Average funding used each month						