

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JANUARY 24, 2022; 4:00 PM

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

COMMISSION JANUARY MEETING

I. Minutes

A. December minutes

II. Financial Reports

A. December Financial Report

III. Occupancy Report

A. December Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
1/24/2022

Subject:
December minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	December minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/21/2022 - 11:29 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

December 20, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Susich, Roberts, Patterson

Staff Present: Gerhardt

I. The December 20, 2021 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

II. Roll Call-all

III. Approval of November 15, 2021 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for November 15, 2021.

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

The motion approved unanimously.

IV. Approval of November, 2021 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for November, 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 December 16, 2021 and Utilization report for November, 2021.

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

The motion approved unanimously.

VI. Resolution 2021-05

APPROVED

Approval of the Davenport Housing Commission meeting Resolution 2021-05 – Waiting list preference for Public Housing Violence Against Women Act applicants.
Roberts made a motion to accept. Susich seconded the motion.

VII. Resolution 2021-06

APPROVED

Approval of the Davenport Housing Commission meeting Resolution 2021-06 – Open waiting list for Public Housing Violence Against Women Act applicants.
Roberts made a motion to accept. Susich seconded the motion.

VIII. Meeting Adjourned-**4:23PM**

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
1/24/2022

Subject:
December Financial Report

ATTACHMENTS:

Type	Description
▣ Cover Memo	December Financial Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/21/2022 - 11:40 AM

MONTHLY FINANCIALS REPORT
DECEMBER 2021

HERITAGE					
ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$0.00		\$14,902.49	#DIV/0!	(\$14,902.49)
Office Supplies & Services	\$0.00		\$455.00	#DIV/0!	(\$455.00)
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$0.00		\$33,179.76	#DIV/0!	(\$33,179.76)
Telephone	\$0.00		\$140.17	#DIV/0!	(\$140.17)
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	#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	\$0.00	\$54,888.60	#DIV/0!	(\$54,888.60)

MONTHLY FINANCIALS REPORT
DECEMBER 2021

PUBLIC HOUSING						
ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE	
Payroll/Employee Benefits	\$135,063.00	\$9,942.46	\$35,234.45	26.09%	\$99,828.55	
Office Supplies & Services	\$1,035.00	\$0.00	\$14.48	1.40%	\$1,020.52	
Books & Periodicals	\$0.00			0.00%	\$0.00	
Utility Services	\$2,000.00	\$278.32	\$1,517.87	75.89%	\$482.13	
Telephone	\$300.00	\$32.83	\$185.14	61.71%	\$114.86	
Memberships & Publications	\$0.00			0.00%	\$0.00	
Professional Services	\$1,400.00	\$82.84	\$245.84	17.56%	\$1,154.16	
Liability Insurance	\$7,245.00	\$0.00	\$7,245.00	100.00%	\$0.00	
Utility Reimbursements	\$20,000.00	\$3,704.39	\$13,369.81	66.85%	\$6,630.19	
Data Processing	\$6,900.00	\$575.00	\$3,450.00	50.00%	\$3,450.00	
Facilities Maintenance	\$75,500.00	\$5,135.00	\$13,953.63	18.48%	\$61,546.37	
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	\$30,924.00	50.00%	\$30,924.00	
Rental Inspections	\$775.00	\$0.00	\$745.00	96.13%	\$30.00	
TOTALS	\$314,524.00	\$24,904.84	\$109,343.22	34.76%	\$205,180.78	

MONTHLY FINANCIALS REPORT
DECEMBER 2021

SECTION 8

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$277,136.00	44,712.14	190,697.07	68.81%	\$ 86,438.93
Office Supplies & Services	\$13,700.00	473.17	5,904.35	43.10%	\$ 7,795.65
Telephone	\$3,300.00	328.27	1,851.12	56.09%	\$ 1,448.88
Memberships & Publications	\$250.00			0.00%	\$ 250.00
Professional Services	\$5,000.00	-	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	329,002.00	1,866,277.82	51.84%	\$ 1,733,722.18
Port-in rent	\$50,000.00			0.00%	\$ 50,000.00
Payment to Other Agency	\$218,839.00	58,255.00	111,578.00	50.99%	\$ 107,261.00
Project expense	\$10,000.00	1,476.11	7,760.36	77.60%	\$ 2,239.64
Other supplies	\$8,000.00	(46.55)	(46.55)	-0.58%	\$ 8,046.55
Property Insurance	\$4,320.00	-	4,320.00	100.00%	\$ -
Data Processing	\$31,100.00	2,591.67	15,550.02	50.00%	\$ 15,549.98
Maintenance-Machinery & Equip	\$1,800.00	-	550.38	30.58%	\$ 1,249.62
Maintenance-Motor Vehicles	\$950.00	27.45	1,740.83	183.25%	\$ (790.83)
Indirect Cost Allocation	\$72,069.00	6,005.75	36,034.50	50.00%	\$ 36,034.50
TOTALS	\$ 4,311,719.00	\$ 442,825.01	\$ 2,256,818.39	52.34%	\$ 2,054,900.61

MONTHLY FINANCIALS REPORT
DECEMBER 2021

\$ 55,568.01

ALL PROGRAMS

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$412,199.00	\$54,654.60	\$240,834.01	58.43%	\$171,364.99
Office Supplies & Services	\$14,735.00	\$473.17	\$942.65	6.40%	\$13,792.35
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	\$278.32	\$34,697.63	1734.88%	(\$32,697.63)
Telephone	\$3,600.00	\$361.10	\$653.58	18.16%	\$2,946.42
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$6,400.00	\$82.84	\$245.84	3.84%	\$6,154.16
Liability Insurance	\$20,900.00	\$0.00	\$7,245.00	34.67%	\$13,655.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$332,706.39	\$342,371.81	9.33%	\$3,327,628.19
Other supplies	\$8,000.00	(\$46.55)	(\$46.55)	-0.58%	\$8,046.55
Property Insurance	\$4,320.00	\$0.00	\$0.00	0.00%	\$4,320.00
Data Processing	\$38,000.00	\$3,166.67	\$6,041.67	15.90%	\$31,958.33
Facilities Maintenance	\$75,500.00	\$5,135.00	\$20,164.81	26.71%	\$55,335.19
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	\$27.45	\$1,740.83	183.25%	(\$790.83)
Workers Compensation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost Allocation	\$133,917.00	\$11,159.75	\$66,958.50	50.00%	\$66,958.50
Rental Inspections	\$775.00	\$0.00	\$745.00	96.13%	\$30.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$4,626,243.00	\$467,729.85	\$2,421,050.21	52.33%	\$2,205,192.79

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
1/24/2022

Subject:
December Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	December Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/21/2022 - 11:42 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF JANUARY 21, 2022

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 DECEMBER 2021

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	7	244	259	131	11	2	1	655
Current	6	245	262	135	11	2	1	662
Funds available	\$ 326,391	Average funding available each month						
Funds spent	\$ 309,340							
% of Funds Used	94.8%	Average funding used each month						