

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, DECEMBER 20, 2021; 4:00 PM

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

COMMISSION DECEMBER MEETING

I. Minutes

- A. November minutes

II. Financial Reports

- A. November Financial Reports

III. Occupancy Report

- A. November Occupancy Report

IV. Consideration Items

- A. Resolution 2021-05 - Waiting list preference for Public Housing VAWA applicants
- B. Resolution 2021-06 - Open waiting list for Public Housing VAWA applicants

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/20/2021

Subject:
November minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	November minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/16/2021 - 10:58 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

November 15, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Susich, Roberts

Staff Present: Gerhardt

I. The November 15, 2021 meeting of the Davenport Housing Commission was called to order at 4:01 p.m.

II. Roll Call-all

III. Approval of October 18, 2021 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for October 18, 2021. Roberts made a motion to accept. Susich seconded the motion. The motion approved unanimously.

IV. Approval of October, 2021 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for October, 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 November 9, 2021 and Utilization report for October, 2021. Susich made a motion to accept. Miller seconded the motion. The motion approved unanimously.

VI. Meeting Adjourned-**4:15PM**

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
12/20/2021

Subject:
November Financial Reports

ATTACHMENTS:

Type	Description
▯ Cover Memo	November Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/16/2021 - 11:13 AM

MONTHLY FINANCIALS REPORT
NOVEMBER 2021

HERITAGE						
ACCOUNT	BUDGET	NOVEMBER	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		\$33,179.76	#DIV/0!	(\$33,179.76)	
Telephone	\$0.00	\$186.49	\$786.79	#DIV/0!	(\$786.79)	
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	\$186.49	\$55,946.34	#DIV/0!	(\$55,946.34)	

MONTHLY FINANCIALS REPORT
NOVEMBER 2021

PUBLIC HOUSING						
ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE	
Payroll/Employee Benefits	\$135,063.00	\$6,653.18	\$24,346.74	18.03%	\$110,716.26	
Office Supplies & Services	\$1,035.00	\$14.48	\$14.48	1.40%	\$1,020.52	
Books & Periodicals	\$0.00			0.00%	\$0.00	
Utility Services	\$2,000.00	\$160.00	\$1,239.55	61.98%	\$760.45	
Telephone	\$300.00	\$36.10	\$152.31	50.77%	\$147.69	
Memberships & Publications	\$0.00			0.00%	\$0.00	
Professional Services	\$1,400.00	\$0.00	\$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	\$1,100.61	\$9,479.42	47.40%	\$10,520.58	
Data Processing	\$6,900.00	\$575.00	\$2,875.00	41.67%	\$4,025.00	
Facilities Maintenance	\$75,500.00	\$1,605.00	\$8,818.63	11.68%	\$66,681.37	
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	\$25,770.00	41.67%	\$36,078.00	
Rental Inspections	\$775.00	\$0.00	\$745.00	96.13%	\$30.00	
TOTALS	\$314,524.00	\$15,298.37	\$83,307.13	26.49%	\$231,216.87	

MONTHLY FINANCIALS REPORT
NOVEMBER 2021

SECTION 8

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$277,136.00	32,113.23	146,609.36	52.90%	\$ 130,526.64
Office Supplies & Services	\$13,700.00	991.63	5,431.18	39.64%	\$ 8,268.82
Telephone	\$3,300.00	360.95	1,522.85	46.15%	\$ 1,777.15
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	311,291.00	1,537,140.82	42.70%	\$ 2,062,859.18
Port-in rent	\$50,000.00	-	135.00	0.27%	\$ 49,865.00
Payment to Other Agency	\$218,839.00	22,900.00	53,323.00	24.37%	\$ 165,516.00
Project expense	\$10,000.00	1,163.75	6,284.25	62.84%	\$ 3,715.75
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	12,958.35	41.67%	\$ 18,141.65
Maintenance-Machinery & Equip	\$1,800.00	275.19	550.38	30.58%	\$ 1,249.62
Maintenance-Motor Vehicles	\$950.00	-	1,713.38	180.36%	\$ (763.38)
Indirect Cost Allocation	\$72,069.00	6,005.75	30,028.75	41.67%	\$ 42,040.25
TOTALS	\$ 4,311,719.00	\$ 377,693.17	\$ 1,814,617.81	42.09%	\$ 2,497,101.19

MONTHLY FINANCIALS REPORT
NOVEMBER 2021

ALL PROGRAMS

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$412,199.00	\$38,766.41	\$186,269.71	45.19%	\$225,929.29
Office Supplies & Services	\$14,735.00	\$1,006.11	\$1,461.11	9.92%	\$13,273.89
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	\$160.00	\$34,419.31	1720.97%	(\$32,419.31)
Telephone	\$3,600.00	\$583.54	\$1,300.05	36.11%	\$2,299.95
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$6,400.00	\$0.00	\$163.00	2.55%	\$6,237.00
Liability Insurance	\$20,900.00	\$0.00	\$7,245.00	34.67%	\$13,655.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$312,391.61	\$320,770.42	8.74%	\$3,349,229.58
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	\$5,466.67	14.39%	\$32,533.33
Facilities Maintenance	\$75,500.00	\$1,605.00	\$15,029.81	19.91%	\$60,470.19
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	\$55,798.75	41.67%	\$78,118.25
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	\$393,178.03	\$1,953,871.28	42.23%	\$2,672,371.72

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date

Subject:
November Occupancy Report

ATTACHMENTS:

Type	Description
▯ Cover Memo	November Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/16/2021 - 11:15 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF DECEMBER 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 NOVEMBER 2021

Vouchers	Bedroom Size							
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	8	243	254	129	10	2	1	647
<i>Current</i>	7	244	259	131	11	2	1	655
Funds available	\$ 326,391	Average funding available each month						
Funds spent	\$ 308,759							
% of Funds Used	94.6%	Average funding used each month						

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/20/2021

Subject:
Resolution 2021-05 - Waiting list preference for Public Housing VAWA applicants

ATTACHMENTS:

Type	Description
▯ Cover Memo	Resolution 2021-05

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/16/2021 - 11:17 AM

Resolution 2021-05

RESOLUTION SUPPORTING ADOPTION OF A HOUSING CHOICE VOUCHER PROGRAM WAITING LIST PREFERENCE FOR PUBLIC HOUSING VAWA APPLICANTS

WHEREAS, the Office of Assisted Housing administers the Housing Choice Voucher and Public Housing programs; and

WHEREAS, the Office of Assisted Housing maintains an Administrative Plan which defines policies and procedures for local implementation of the program in accordance with the regulations from the Department of Housing and Urban Development; and

WHEREAS, this update will allow Public Housing tenants that have an approved Violence Against Women Act (VAWA) application to move into a safe unit; and

WHEREAS, the Davenport Housing Commission provides oversight for the administrative actions of the Office of Assisted Housing;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission members of the Office of Assisted Housing approve the waiting list preference for Public Housing VAWA Applicants.

Adopted this 20th day of December, 2021.

Matt Wissing, Chairperson

Davenport Housing Commission

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/20/2021

Subject:
Resolution 2021-06 - Open waiting list for Public Housing VAWA applicants

ATTACHMENTS:

Type	Description
▢ Cover Memo	Resolution 2021-06

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/16/2021 - 11:19 AM

Resolution 2021-06

RESOLUTION SUPPORTING OPENING THE HOUSING CHOICE VOUCHER PROGRAM WAITING LIST FOR PUBLIC HOUSING VAWA APPLICANTS

WHEREAS, the Office of Assisted Housing administers the Housing Choice Voucher and Public Housing programs; and

WHEREAS, the Office of Assisted Housing maintains an Administrative Plan which defines policies and procedures for local implementation of the program in accordance with the regulations from the Department of Housing and Urban Development; and

WHEREAS, opening the waiting list for Public Housing tenants with an approved application for Violence Against Women Act (VAWA) will allow them to move into a safe unit; and

WHEREAS, the Davenport Housing Commission provides oversight for the administrative actions of the Office of Assisted Housing;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission members of the Office of Assisted Housing approve opening the waiting list for Public Housing VAWA Applicants.

Adopted this 20th day of December, 2021.

Matt Wissing, Chairperson

Davenport Housing Commission