

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, OCTOBER 18, 2021; 4:00 PM

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

COMMISSION OCTOBER MEETING

I. Minutes

- A. September minutes

II. Financial Reports

- A. September Financial Reports

III. Occupancy Report

- A. September Occupancy Report

IV. Consideration Items

- A. Resolution 2021-04 - Supporting adoption of an updated Administrative Plan to extend the voucher time for extenuating circumstances

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
10/18/2021

Subject:
September minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	September minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	10/14/2021 - 12:08 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

September 20, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Susich, Roberts

Staff Present: Gerhardt

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

- II. Roll Call-all

- III. Approval of August 16, 2021 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for August 16, 2021.
Susich made a motion to accept. Miller seconded the motion.
The motion approved unanimously.

- IV. Approval of August, 2021 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for August, 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 September 16, 2021 and Utilization report for August, 2021.
Roberts made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

VI. Meeting Adjourned-**4:43PM**

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
10/18/2021

Subject:
September Financial Reports

ATTACHMENTS:

Type	Description
▯ Cover Memo	September Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	10/14/2021 - 12:13 PM

MONTHLY FINANCIALS REPORT
SEPTEMBER 2021

HERITAGE ACCOUNT	BUDGET	SEPTEMBER	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	\$236.86	\$25,493.91	#DIV/0!	(\$25,493.91)
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	\$236.86	\$41,262.52	#DIV/0!	(\$41,262.52)

MONTHLY FINANCIALS REPORT
SEPTEMBER 2021

PUBLIC HOUSING

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$135,063.00	\$6,034.08	\$11,241.71	8.32%	\$123,821.29
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$209.69	\$705.64	35.28%	\$1,294.36
Telephone	\$300.00			0.00%	\$300.00
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$72.18	\$72.18	5.16%	\$1,327.82
Liability Insurance	\$7,245.00	\$0.00	\$7,245.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$1,336.53	\$6,404.30	32.02%	\$13,595.70
Data Processing	\$6,900.00	\$0.00	\$1,150.00	16.67%	\$5,750.00
Facilities Maintenance	\$75,500.00	\$1,092.00	\$5,690.00	7.54%	\$69,810.00
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	\$0.00	\$10,308.00	16.67%	\$51,540.00
Rental Inspections	\$775.00			0.00%	\$775.00
TOTALS	\$314,524.00	\$8,744.48	\$45,274.83	14.39%	\$269,249.17

MONTHLY FINANCIALS REPORT
SEPTEMBER 2021

SECTION 8

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$277,136.00	31,035.72	83,211.33	30.03%	\$ 193,924.67
Office Supplies & Services	\$13,700.00	-	1,981.70	14.46%	\$ 11,718.30
Telephone	\$3,300.00			0.00%	\$ 3,300.00
Memberships & Publications	\$250.00			0.00%	\$ 250.00
Professional Services	\$5,000.00	289.52	289.52	5.79%	\$ 4,710.48
Liability Insurance	\$13,655.00	-	13,655.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,600,000.00	310,945.00	924,548.00	25.68%	\$ 2,675,452.00
Port-in rent	\$50,000.00	38.00	38.00	0.08%	\$ 49,962.00
Project expense	\$10,000.00	1,443.05	3,956.75	39.57%	\$ 6,043.25
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	-	5,183.34	16.67%	\$ 25,916.66
Maintenance-Machinery & Equip	\$1,800.00			0.00%	\$ 1,800.00
Maintenance-Motor Vehicles	\$950.00	-	1,706.52	179.63%	\$ (756.52)
Indirect Cost Allocation	\$72,069.00	-	12,011.50	16.67%	\$ 60,057.50
TOTALS	\$ 4,092,880.00	\$ 343,751.29	\$ 1,050,901.66	25.68%	\$3,041,978.34

MONTHLY FINANCIALS REPORT
SEPTEMBER 2021

ALL PROGRAMS

ACCOUNT	BUDGET	SEPTEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$412,199.00	\$37,069.80	\$109,766.65	26.63%	\$302,432.35
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	\$446.55	\$26,199.55	1309.98%	(\$24,199.55)
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	\$361.70	\$361.70	5.65%	\$6,038.30
Liability Insurance	\$20,900.00	\$0.00	\$7,245.00	34.67%	\$13,655.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$312,319.53	\$317,387.30	8.65%	\$3,352,612.70
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	\$0.00	\$1,150.00	3.03%	\$36,850.00
Facilities Maintenance	\$75,500.00	\$1,092.00	\$5,690.00	7.54%	\$69,810.00
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	\$1,706.52	179.63%	(\$756.52)
Workers Compensation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost Allocation	\$133,917.00	\$0.00	\$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	\$352,732.63	\$1,137,439.01	25.81%	\$3,269,964.99

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
10/18/2021

Subject:
September Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	September Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	10/14/2021 - 12:15 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF OCTOBER 14, 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 SEPTEMBER 2021

Vouchers	Bedroom Size							
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	9	245	252	133	11	2	1	653
<i>Current</i>	8	243	252	132	9	2	1	647
Funds available	\$ 326,391	Average funding available each month						
Funds spent	\$ 306,349							
% of Funds Used	93.9%	Average funding used each month						

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
10/18/2021

Subject:

Resolution 2021-04 - Supporting adoption of an updated Administrative Plan to extend the voucher time for extenuating circumstances

ATTACHMENTS:

Type	Description
▣ Cover Memo	Resolution 2021-04

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	10/14/2021 - 12:20 PM

Resolution 2021-04

RESOLUTION SUPPORTING ADOPTION OF THE VOUCHER EXTENSION FOR EXTENUATING CIRCUMSTANCES

WHEREAS, the Office of Assisted administers the Housing Choice Voucher program; 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 voucher holders an extended time period of 30 days to look for a unit during extenuating circumstances; 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 Voucher Extension for Extenuating Circumstances.

Adopted this 18th day of October, 2021.

Matt Wissing, Chairperson

Davenport Housing Commission