

HOUSING COMMISSION MINUTES

CITY OF DAVENPORT, IOWA

WEDNESDAY, JUNE 13, 2018; 4:00 PM

POLICE DEPARTMENT COMMUNITY ROOM, 416 N. HARRISON ST. DAVENPORT IA

MONTHLY HOUSING COMMISSION MEETING

I. Minutes

A. May Minutes

II. Financial Reports

A. May financial report

III. Occupancy Report

A. Occupancy report

IV. Consideration Items

A. Resolution 2018-02

B. Resolution 2018-03

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
6/13/2018

Subject:
May Minutes

ATTACHMENTS:

Type	Description
 Cover Memo	May Minutes

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

May 16, 2018

Members Present: Wissing, Mateos, Kline, Roberts

Staff Present: Gerhardt, Hoyt

The May 16, 2018 meeting of the Davenport Housing Commission was called to order at 4:05pm.

Gerhardt-Here are the April financials. Do you have any questions?

Mateos-Is this an error or did you spend \$25,000 plus on travel?

Gerhardt-That appears to be an error in our excel file. I will get that fixed and provide a new copy to everyone.

Wissing-Is there an occupancy report?

Gerhardt-I apologize that I do not have that report today. I will provide it at the next meeting.

Gerhardt-A special meeting will be held July 2, 2018 for the public to comment on our annual and 5 year plans for the Public Housing Capital Fund Program grants and Housing Choice Voucher Program. (A copy of each plan was presented to Commissioners to look over until the meeting). Copies of these plans are available in the office for a public comment period of 45 days.

Discussion was had on the termination of the previous manager. Gerhardt mentioned that she is in an interim position and the period of time that it is interim is unknown; however, she is interested in fulfilling the position permanently if it is offered.

Meeting adjourned at 5pm

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
6/13/2018

Subject:
May financial report

ATTACHMENTS:

Type	Description
 Cover Memo	May financial report

MONTHLY FINANCIALS REPORT
MAY 2018

HERITAGE

ACCOUNT	BUDGET	MAY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$119,466.00	\$7,734.74	\$89,948.79	75.29%	\$29,517.21
Office Supplies & Services	\$13,000.00	\$1,113.10	\$13,615.75	104.74%	(\$615.75)
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$11,132.11	\$116,453.65	93.16%	\$8,546.35
Telephone	\$1,500.00	\$0.00	\$1,419.32	94.62%	\$80.68
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$2,140.00	\$36.62	\$2,914.50	136.19%	(\$774.50)
Liability Insurance	\$3,605.00	\$0.00	\$3,605.00	100.00%	\$0.00
Rental Assistance	\$0.00			0.00%	\$0.00
Data Processing	\$5,200.00	\$433.00	\$4,763.00	91.60%	\$437.00
Facilities Maintenance	\$263,404.00	\$7,786.24	\$253,830.55	96.37%	\$9,573.45
Property Insurance	\$47,354.00	\$0.00	\$47,354.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$163.00	\$0.00	\$163.00	100.00%	\$0.00
Indirect Cost Allocation	\$68,889.00	\$5,741.00	\$63,151.00	91.67%	\$5,738.00
Rental Inspections	\$25.00	\$0.00	\$25.00	100.00%	\$0.00
TOTALS	\$650,196.00	\$33,976.81	\$597,243.56	91.86%	\$52,952.44

MONTHLY FINANCIALS REPORT
MAY 2018

PUBLIC HOUSING

ACCOUNT	BUDGET	MAY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$102,761.00	\$6,343.95	\$64,416.67	62.69%	\$38,344.33
Office Supplies & Services	\$1,035.00	\$0.00	\$0.00	0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$179.68	\$2,678.70	133.94%	(\$678.70)
Telephone	\$300.00	\$0.00	\$274.70	91.57%	\$25.30
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services				0.00%	\$0.00
Liability Insurance	\$1,151.00	\$0.00	\$1,151.00	100.00%	\$0.00
Utility Reimbursements	\$22,100.00	\$1,911.00	\$17,911.10	81.05%	\$4,188.90
Data Processing	\$5,200.00	\$433.00	\$4,763.00	91.60%	\$437.00
Facilities Maintenance	\$169,017.00	\$9,964.92	\$158,752.50	93.93%	\$10,264.50
Property Insurance	\$29,023.00	\$0.00	\$29,023.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$177.00	\$0.00	\$177.00	100.00%	\$0.00
Indirect Cost Allocation	\$54,912.00	\$4,576.00	\$50,336.00	91.67%	\$4,576.00
Rental Inspections	\$525.00	\$0.00	\$525.00	100.00%	\$0.00
TOTALS	\$388,201.00	\$23,408.55	\$330,008.67	85.01%	\$58,192.33

MONTHLY FINANCIALS REPORT
MAY 2018

SECTION 8

ACCOUNT	BUDGET	MAY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00	\$ -	\$ 1,393.25	87.08%	\$206.75
Payroll/Employee Benefits	\$354,692.00	27,285.16	384,491.26	108.40%	(\$29,799.26)
Office Supplies & Services	\$11,700.00	\$94.41	\$9,823.55	83.96%	\$1,876.45
Telephone	\$2,500.00	\$0.00	\$2,747.02	109.88%	(\$247.02)
Memberships & Publications	\$1,500.00	\$0.00	\$199.00	13.27%	\$1,301.00
Professional Services	\$0.00	\$0.00	\$3,686.07	#DIV/0!	(\$3,686.07)
Liability Insurance	\$14,744.00	\$0.00	\$14,744.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,300,000.00	\$301,071.00	\$3,058,031.00	92.67%	\$241,969.00
Port-in rent	\$0.00			#DIV/0!	\$0.00
Other supplies	\$4,500.00	\$375.00	\$4,500.00	100.00%	\$0.00
Furniture	\$21,000.00	\$9,196.00	\$12,144.00	57.83%	\$8,856.00
Data Processing	\$23,800.00	\$1,983.00	\$21,813.00	91.65%	\$1,987.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$1,297.08	63.27%	\$752.92
Maintenance-Motor Vehicles	\$1,450.00	\$17.40	\$282.32	19.47%	\$1,167.68
Workers Compensation	\$3,582.00	\$0.00	\$3,582.00	100.00%	\$0.00
Indirect Cost Allocation	\$62,466.00	\$5,206.00	\$57,266.00	91.68%	\$5,200.00
TOTALS	\$ 3,805,584.00	\$ 345,227.97	\$ 3,575,999.55	93.97%	\$229,584.45

MONTHLY FINANCIALS REPORT
MAY 2018

ALL PROGRAMS

ACCOUNT	BUDGET	MAY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$576,919.00	\$41,363.85	\$538,856.72	93.40%	\$38,062.28
Office Supplies & Services	\$25,735.00	\$1,207.51	\$23,439.30	91.08%	\$2,295.70
Travel	\$ 1,600.00	-	\$ 1,393.25	87.08%	\$206.75
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$127,000.00	\$11,311.79	\$119,132.35	93.81%	\$7,867.65
Telephone	\$4,300.00	\$0.00	\$4,441.04	103.28%	(\$141.04)
Memberships & Publications	\$1,950.00	\$0.00	\$199.00	10.21%	\$1,751.00
Professional Services	\$2,140.00	\$36.62	\$6,600.57	308.44%	(\$4,460.57)
Liability Insurance	\$19,500.00	\$0.00	\$19,500.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,322,100.00	\$302,982.00	\$3,075,942.10	92.59%	\$246,157.90
Other supplies	\$4,500.00	\$375.00	\$4,500.00	100.00%	\$0.00
Furniture	\$21,000.00	\$9,196.00	\$12,144.00	57.83%	\$8,856.00
Data Processing	\$34,200.00	\$2,849.00	\$31,339.00	91.63%	\$2,861.00
Facilities Maintenance	\$432,421.00	\$17,751.16	\$412,583.05	95.41%	\$19,837.95
Property Insurance	\$76,377.00	\$0.00	\$76,377.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$1,297.08	63.27%	\$752.92
Maintenance-Motor Vehicles	\$1,450.00	\$17.40	\$282.32	19.47%	\$1,167.68
Workers Compensation	\$3,922.00	\$0.00	\$3,922.00	100.00%	\$0.00
Indirect Cost Allocation	\$186,267.00	\$15,523.00	\$170,753.00	91.67%	\$15,514.00
Rental Inspections	\$550.00	\$0.00	\$550.00	100.00%	\$0.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$4,843,981.00	\$402,613.33	\$4,503,251.78	92.97%	\$340,729.22

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
6/13/2018

Subject:
Occupancy report

ATTACHMENTS:

Type	Description
 Cover Memo	Occupancy report

Davenport Office of Assisted Housing

OCCUPANCY REPORT AS OF JULY 1, 2000

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #				0
Allocation #	14	24	4	42
Occupancy %	0.0%	0.0%	0.0%	0.0%
Units Vacant: S5-745 W. 62nd #5 S40-1838 W. 58th				

Heritage	Bedroom Size		
	1	2	Total
Occupied #			0
Allocation #	118	2	120
Occupancy %	0.0%	0.0%	0.0%
Units Vacant: 703, 708			

UTILIZATION REPORT FOR JULY 2000

Certificates	Bedroom Size					Allocation	
	1	2	3	4	Total	#	%
C-011					0	15	0.0%
C-012					0	15	0.0%
C-015					0	3	0.0%
C-032					0	20	0.0%
Total	0	0	0	0	0		
Allocation #	15	24	11	3	53		
Occupancy %	0.0%	0.0%	0.0%	0.0%	0.0%		

Vouchers	Bedroom Size					Allocation	
	1	2	3	4	Total	#	%
V-020					0	21	0.0%
V-021					0	13	0.0%
V-023					0	78	0.0%
V-024					0	52	0.0%
V-025					0	25	0.0%
V-026					0	184	0.0%
V-027					0	20	0.0%
Total	0	0	0	0	0		
Allocation #	111	175	90	17	393		
Occupancy %	0.0%	0.0%	0.0%	0.0%	0.0%		

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF June 11, 2018

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	13	22	4	39
Allocation #	14	24	4	42
Occupancy %	92.9%	91.7%	100.0%	92.9%
Units Vacant:	745 W 61st St. #1 1829 W 58th St. 526 W 7th St.			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	108	1	109
Allocation #	118	2	120
Occupancy %	91.5%	50.0%	90.8%
Units Vacant:	Apts. 301, 305, 307, 411 602, 711, 902, 1003 1012, 1104, 203		

UTILIZATION REPORT FOR MAY 2018

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	8	218	259	162	20	2	669
<i>Current</i>	10	229	265	162	21	2	689
Funds available	\$ 260,482	Average funding available each month					
Funds spent	\$ 298,489						
% of Funds Used	114.6%	Average funding used each month					

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
6/13/2018

Subject:
Resolution 2018-02

ATTACHMENTS:

Type	Description
 Cover Memo	Resolution 2018-02

Resolution 2018-02

RESOLUTION SUPPORTING IMPLEMENTATION OF PROHIBITING CONSUMPTION OF ALCOHOL IN THE COMMON AREAS AT THE HERITAGE IN DAVENPORT, IOWA

WHEREAS, the Office of Assisted Housing (OAH) administers a project based Section 8 housing unit known as The Heritage which provides subsidized housing for individuals & families in Davenport, IA; and

WHEREAS the U.S. Department of Housing and Urban Development (HUD) allows the OAH to restrict alcohol consumption to private living spaces in multi-family housing units; and,

WHEREAS, HUD allows enforcement of such policies in on-site common areas, such as hallways, elevators, a community room, laundry facilities, outdoor premises of the housing property; and,

WHEREAS, alcohol consumption in common areas has led to nuisance activities and disorderly behavior impacting the health and well-being of tenants; and,

WHEREAS, the Davenport Housing Commission provides oversight for the implementation of new policies and the administrative actions of the Office of Assisted Housing;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission members hereby amend the Heritage Tenant's Guide and Handbook, including the House Rules, by prohibiting alcohol consumption in the common areas of the Heritage property, 501 W. 3rd Street, which include but not limited to hallways, elevator, community room, kitchen, laundry facilities, and outdoor premises of said property administered by the Office of Assisted Housing with an effective date of August 1, 2018.

Adopted this 13th day of June, 2018.

Matt Wissing, Chairperson

Davenport Housing Commission

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
6/13/2018

Subject:
Resolution 2018-03

ATTACHMENTS:

Type	Description
 Cover Memo	Resolution 2018-03

Resolution 2018-03

RESOLUTION SUPPORTING AMENDMENT TO ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) TO INCORPORATE THE SMOKE-FREE POLICIES ADOPTED ON DECEMBER 13, 2017 IN THE HERITAGE AND SCATTERED SITE PUBLIC HOUSING IN DAVENPORT, IOWA

WHEREAS, the Office of Assisted Housing administers the Heritage House & Scattered-Site Public Housing programs which provide subsidized public housing for individuals & families in Davenport, IA; and

WHEREAS, the Office of Assisted Housing must operate these programs in accordance with the regulations from the Department of Housing and Urban Development; and

WHEREAS, the Office of Assisted Housing and the Davenport Housing Commission care about the health & well-being of these tenants and wish to minimize the negative health impacts of smoking on non-smoker & smoker tenants alike; and

WHEREAS, unit turnover maintenance costs are higher for smoked-in units than other units and fiscal responsibility and the financial sustainability of these programs is of great importance to the Davenport Housing Commission; and

WHEREAS, the Davenport Housing Commission provides oversight for the implementation of new policies and the administrative actions of the Office of Assisted Housing;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission members support the amendment to the Admissions and Continued Occupancy Policy (ACOP) to incorporate the smoke-free policies adopted on December 13, 2017 in the Heritage and Scattered site public housing in Davenport, Iowa administered by the Office of Assisted Housing with an effective date of June 13, 2018.

Adopted this 13th day of June, 2018.

Matt Wissing, Chairperson

Davenport Housing Commission