

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

THURSDAY, FEBRUARY 4, 2021; 4:00 PM

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

COMMISSION JANUARY MEETING - CANCELLED DUE TO INCLEMENT WEATHER

I. Minutes

- A. December minutes

II. Financial Reports

- A. December Financial Report

III. Occupancy Report

- A. December Occupancy Report

IV. Consideration Items

- A. Resolution 2021-01
- B. Resolution 2021-02

V. Discussion

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**1/25/2021**

Subject:  
December minutes

ATTACHMENTS:

| Type         | Description      |
|--------------|------------------|
| ▢ Cover Memo | December minutes |

REVIEWERS:

| Department | Reviewer          | Action   | Date                 |
|------------|-------------------|----------|----------------------|
| City Clerk | Gerhardt, Destiny | Approved | 1/22/2021 - 12:35 PM |

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

January 11, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4<sup>th</sup> St.

Members Present: Wissing, Miller, Roberts, Richards, 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

III. Approval of November 16, 2020 minutes

**APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for November 16, 2020.

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

The motion approved unanimously.

IV. Approval of November, 2020 Financials

**APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for November, 2020.

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, 2020 and Utilization report for November, 2020.

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

The motion approved unanimously.

VI. Approval of Resolution 2020-03

**APPROVED**

Approval of Resolution 2020-03 supporting a Foster Youth to Independence Housing Collaboration.

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

The motion approved unanimously.

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

Roberts made a motion to adjourn. Richards seconded that motion.

The Motion approved unanimously.

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**1/25/2021**

Subject:  
December Financial Report

ATTACHMENTS:

| Type         | Description               |
|--------------|---------------------------|
| ▢ Cover Memo | December Financial Report |

REVIEWERS:

| Department | Reviewer          | Action   | Date                 |
|------------|-------------------|----------|----------------------|
| City Clerk | Gerhardt, Destiny | Approved | 1/22/2021 - 12:38 PM |

**MONTHLY FINANCIALS REPORT  
DECEMBER 2020**

| HERITAGE                      |                     |                    |                     |               |                     |
|-------------------------------|---------------------|--------------------|---------------------|---------------|---------------------|
| ACCOUNT                       | BUDGET              | DECEMBER           | YTD                 | % EXP         | BALANCE             |
| Payroll/Employee Benefits     | \$121,407.00        | \$12,461.72        | \$54,879.40         | 45.20%        | \$66,527.60         |
| Office Supplies & Services    | \$15,593.00         | \$695.99           | \$4,883.99          | 31.32%        | \$10,709.01         |
| Books & Periodicals           | \$0.00              |                    |                     | 0.00%         | \$0.00              |
| Utility Services              | \$150,000.00        | \$10,535.15        | \$71,234.66         | 47.49%        | \$78,765.34         |
| Telephone                     | \$1,700.00          | \$151.42           | \$873.14            | 51.36%        | \$826.86            |
| Memberships & Publications    | \$0.00              |                    |                     | 0.00%         | \$0.00              |
| Professional Services         | \$4,930.00          | \$155.88           | \$2,406.88          | 48.82%        | \$2,523.12          |
| 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           | \$3,400.02          | 50.00%        | \$3,399.98          |
| Facilities Maintenance        | \$309,004.00        | \$21,025.40        | \$133,343.59        | 43.15%        | \$175,660.41        |
| 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         | \$37,762.98         | 50.00%        | \$37,763.02         |
| Rental Inspections            | \$635.00            | \$0.00             | \$635.00            | 100.00%       | \$0.00              |
| <b>TOTALS</b>                 | <b>\$711,957.00</b> | <b>\$51,886.06</b> | <b>\$335,781.66</b> | <b>47.16%</b> | <b>\$376,175.34</b> |

**MONTHLY FINANCIALS REPORT  
DECEMBER 2020**

**PUBLIC HOUSING**

| ACCOUNT                       | BUDGET              | DECEMBER           | YTD                 | % EXP         | BALANCE             |
|-------------------------------|---------------------|--------------------|---------------------|---------------|---------------------|
| Payroll/Employee Benefits     | \$91,381.00         | \$8,299.64         | \$30,714.01         | 33.61%        | \$60,666.99         |
| Office Supplies & Services    | \$1,035.00          | \$1,337.00         | \$1,337.00          | 129.18%       | (\$302.00)          |
| Books & Periodicals           | \$0.00              |                    |                     | 0.00%         | \$0.00              |
| Utility Services              | \$2,000.00          | \$86.00            | \$664.87            | 33.24%        | \$1,335.13          |
| Telephone                     | \$300.00            | \$29.31            | \$168.99            | 56.33%        | \$131.01            |
| Memberships & Publications    | \$0.00              |                    |                     | 0.00%         | \$0.00              |
| Professional Services         | \$1,400.00          | \$47.05            | \$113.73            | 8.12%         | \$1,286.27          |
| Liability Insurance           | \$11,900.00         | \$0.00             | \$11,900.00         | 100.00%       | \$0.00              |
| Utility Reimbursements        | \$20,000.00         | \$2,243.98         | \$13,672.98         | 68.36%        | \$6,327.02          |
| Data Processing               | \$6,800.00          | \$566.67           | \$3,400.02          | 50.00%        | \$3,399.98          |
| Facilities Maintenance        | \$154,640.00        | \$4,087.18         | \$58,398.65         | 37.76%        | \$96,241.35         |
| 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         | \$29,835.48         | 50.00%        | \$29,835.52         |
| Rental Inspections            | \$775.00            | \$0.00             | \$775.00            | 100.00%       | \$0.00              |
| <b>TOTALS</b>                 | <b>\$364,291.00</b> | <b>\$21,669.41</b> | <b>\$165,369.73</b> | <b>45.39%</b> | <b>\$198,921.27</b> |

**MONTHLY FINANCIALS REPORT**  
**DECEMBER 2020**

**SECTION 8**

| ACCOUNT                           | BUDGET                 | DECEMBER             | YTD                    | % EXP         | BALANCE                |
|-----------------------------------|------------------------|----------------------|------------------------|---------------|------------------------|
| Travel (54401010 520210)          | \$ 1,600.00            |                      |                        | 0.00%         | \$ 1,600.00            |
| Payroll/Employee Benefits         | \$400,250.00           | 40,273.02            | 191,551.79             | 47.86%        | \$ 208,698.21          |
| Office Supplies & Services        | \$13,700.00            | 337.50               | 3,303.64               | 24.11%        | \$ 10,396.36           |
| Telephone                         | \$3,300.00             | 293.07               | 1,689.93               | 51.21%        | \$ 1,610.07            |
| 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         | 308,255.00           | 1,891,838.00           | 52.55%        | \$ 1,708,162.00        |
| Port-in rent                      | \$50,000.00            | 575.00               | 2,527.00               | 5.05%         | \$ 47,473.00           |
| Project expense                   | \$10,000.00            | 1,082.16             | 6,763.50               | 67.64%        | \$ 3,236.50            |
| 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             | 15,250.02              | 50.00%        | \$ 15,249.98           |
| 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             | 32,489.52              | 50.00%        | \$ 32,489.48           |
| <b>TOTALS</b>                     | <b>\$ 4,222,891.00</b> | <b>\$ 358,772.34</b> | <b>\$ 2,174,217.88</b> | <b>51.49%</b> | <b>\$ 2,048,673.12</b> |

**MONTHLY FINANCIALS REPORT  
DECEMBER 2020**

**ALL PROGRAMS**

| ACCOUNT                           | BUDGET                | DECEMBER            | YTD                   | % EXP         | BALANCE               |
|-----------------------------------|-----------------------|---------------------|-----------------------|---------------|-----------------------|
| Payroll/Employee Benefits         | \$613,038.00          | \$61,034.38         | \$277,145.20          | 45.21%        | \$335,892.80          |
| Office Supplies & Services        | \$30,328.00           | \$2,370.49          | \$6,558.49            | 21.63%        | \$23,769.51           |
| 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          | \$10,621.15         | \$71,899.53           | 47.30%        | \$80,100.47           |
| Telephone                         | \$5,300.00            | \$473.80            | \$1,335.20            | 25.19%        | \$3,964.80            |
| Memberships & Publications        | \$250.00              | \$0.00              | \$0.00                | 0.00%         | \$250.00              |
| Professional Services             | \$11,330.00           | \$202.93            | \$2,520.61            | 22.25%        | \$8,809.39            |
| Liability Insurance               | \$39,291.00           | \$0.00              | \$23,814.00           | 60.61%        | \$15,477.00           |
| Rental Assistance & Utility Reimb | \$3,670,000.00        | \$311,073.98        | \$322,502.98          | 8.79%         | \$3,347,497.02        |
| 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          | \$9,341.71            | 21.18%        | \$34,758.29           |
| Facilities Maintenance            | \$463,644.00          | \$25,112.58         | \$191,742.24          | 41.36%        | \$271,901.76          |
| 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         | \$100,087.98          | 50.00%        | \$100,088.02          |
| 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                |
| <b>TOTALS</b>                     | <b>\$5,299,139.00</b> | <b>\$432,327.81</b> | <b>\$2,675,369.27</b> | <b>50.49%</b> | <b>\$2,623,769.73</b> |

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**1/25/2021**

Subject:  
December Occupancy Report

ATTACHMENTS:

| Type         | Description               |
|--------------|---------------------------|
| ▢ Cover Memo | December Occupancy Report |

REVIEWERS:

| Department | Reviewer          | Action   | Date                 |
|------------|-------------------|----------|----------------------|
| City Clerk | Gerhardt, Destiny | Approved | 1/22/2021 - 12:42 PM |

# OCCUPANCY AND UTILIZATION REPORT

## DAVENPORT HOUSING COMMISSION

### OCCUPANCY REPORT AS OF JANUARY 22, 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:  |              |       |        |       |
| 1344 W 16th St |              |       |        |       |

| Heritage            | Bedroom Size |        |       |
|---------------------|--------------|--------|-------|
|                     | 1            | 2      | Total |
| Occupied #          | 113          | 2      | 115   |
| Allocation #        | 118          | 2      | 120   |
| Occupancy %         | 95.8%        | 100.0% | 95.8% |
| Units Vacant: Apts. |              |        |       |
|                     | 208          | 405    | 1109  |
|                     | 302          | 903    |       |

### UTILIZATION REPORT FOR DECEMBER 2020

| Vouchers              | Bedroom Size |                                      |     |     |    |   |   | Total |
|-----------------------|--------------|--------------------------------------|-----|-----|----|---|---|-------|
|                       | 0            | 1                                    | 2   | 3   | 4  | 5 | 6 |       |
| <i>Previous Month</i> | 11           | 255                                  | 254 | 142 | 14 | 2 | 1 | 679   |
| <i>Current</i>        | 12           | 254                                  | 250 | 140 | 14 | 2 | 1 | 673   |
| Funds available       | \$ 308,094   | Average funding available each month |     |     |    |   |   |       |
| Funds spent           | \$ 307,171   |                                      |     |     |    |   |   |       |
| % of Funds Used       | 99.7%        | Average funding used each month      |     |     |    |   |   |       |
|                       |              |                                      |     |     |    |   |   |       |

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**

Subject:  
Resolution 2021-01

ATTACHMENTS:

| Type         | Description        |
|--------------|--------------------|
| ▢ Cover Memo | Resolution 2021-01 |

REVIEWERS:

| Department | Reviewer          | Action   | Date                |
|------------|-------------------|----------|---------------------|
| City Clerk | Gerhardt, Destiny | Approved | 1/29/2021 - 3:05 PM |

## **Resolution 2021-01**

### **RESOLUTION SUPPORTING AMENDMENT TO ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) TO ADD A WAITING LIST PREFERENCE FOR THE FOSTER YOUTH TO INDEPENDENCE VOUCHERS**

WHEREAS, the Office of Assisted Housing administers the Housing Choice Voucher program which provides subsidized 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 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 add a waiting list preference for the Foster Youth to Independence voucher program in Davenport, Iowa administered by the Office of Assisted Housing with an effective date of February 4, 2021.

Adopted this 4th day of February, 2021

Matt Wissing, Chairperson

Davenport Housing Commission

City of Davenport  
Housing Commission

Department: Housing Commission  
Contact Info: Destiny Gerhardt

**Date**  
**2/4/2021**

Subject:  
Resolution 2021-02

ATTACHMENTS:

| Type         | Description        |
|--------------|--------------------|
| ▢ Cover Memo | Resolution 2021-02 |

REVIEWERS:

| Department | Reviewer          | Action   | Date                |
|------------|-------------------|----------|---------------------|
| City Clerk | Gerhardt, Destiny | Approved | 1/29/2021 - 3:06 PM |

## **Resolution 2021-02**

### **RESOLUTION SUPPORTING ACCEPTANCE OF FOSTER YOUTH TO INDEPENDENCE APPLICATIONS FOR THE HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the Office of Assisted Housing administers the Housing Choice Voucher program which provides housing assistance for families in Davenport, IA; and

WHEREAS, the Office of Assisted Housing maintains a Waiting List of applications from eligible persons or families for this program in accordance with the regulations from the Department of Housing and Urban Development; and

WHEREAS, the Office of Assisted Housing is requesting permission to accept new applications that qualify for the Foster Youth to Independence program; 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 supports the decision of the Office of Assisted Housing to open the Housing Choice Voucher program waiting list to new applications that qualify for the Foster Youth to Independence program.

Adopted this 4th day of February, 2021

Matthew Wissing, Chairperson

Davenport Housing Commission