

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JANUARY 27, 2020; 4:00 PM

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

COMMISSION JANUARY MEETING

I. Minutes

- A. Minutes of the December meeting

II. Financial Reports

- A. December Financial Report

III. Occupancy Report

- A. December Occupancy Report

IV. Consideration Items

- A. Resolution 2020-01

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
1/27/2020

Subject:
Minutes of the December meeting

ATTACHMENTS:

Type	Description
▢ Cover Memo	Minutes of the December meeting

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/22/2020 - 1:58 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

December 23, 2019; 3:30 PM

Police Department Community Room,
416 N. Harrison St.

Members Present: Wissing, Susich, Miller, Roberts

Staff Present: Gerhardt, Dodds

I. The December 23, 2019 meeting of the Davenport Housing Commission was called to order at 3:31 p.m.

II. Roll Call-**ALL EXCEPT RUIZ**

III. Approval of November 18, 2019 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for November 18, 2019

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

The motion approved unanimously.

IV. Approval of November, 2019 Financials

APPROVED

Approval of the Davenport Housing Commission Meeting Financials for November, 2019.

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 19, 2019 and Utilization report for November 2019.

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

The motion approved unanimously.

VI. Discussion

Staff member, Dodds, presented information from the Housing Coordinators daily work to support increasing the payment standard to 110%. Commission will vote at the January meeting.

VII. Meeting Adjourned-**4:19PM**

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
1/27/2020

Subject:
December Financial Report

ATTACHMENTS:

Type	Description
▯ Cover Memo	December Financial Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/22/2020 - 1:59 PM

MONTHLY FINANCIALS REPORT
DECEMBER 2019

HERITAGE

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$128,817.00	\$9,101.86	\$57,681.12	44.78%	\$71,135.88
Office Supplies & Services	\$17,000.00	\$1,059.82	\$7,529.60	44.29%	\$9,470.40
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$13,944.90	\$62,119.00	49.70%	\$62,881.00
Telephone	\$1,500.00	\$94.61	\$759.69	50.65%	\$740.31
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$4,930.00	\$576.33	\$2,963.93	60.12%	\$1,966.07
Liability Insurance	\$9,846.00	\$0.00	\$9,846.00	100.00%	\$0.00
Rental Assistance	\$0.00			0.00%	\$0.00
Data Processing	\$6,600.00	\$550.00	\$3,300.00	50.00%	\$3,300.00
Facilities Maintenance	\$292,704.00	\$41,696.17	\$176,759.92	60.39%	\$115,944.08
Property Insurance	\$3,554.00	\$0.00	\$3,554.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$9,516.00	\$0.00	\$9,516.00	100.00%	\$0.00
Indirect Cost Allocation	\$72,431.00	\$6,035.92	\$36,215.52	50.00%	\$36,215.48
Rental Inspections	\$25.00	\$0.00	\$635.00	2540.00%	(\$610.00)
TOTALS	\$672,373.00	\$73,059.61	\$370,879.78	55.16%	\$301,493.22

MONTHLY FINANCIALS REPORT
DECEMBER 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$105,504.00	\$7,444.22	\$34,457.01	32.66%	\$71,046.99
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$153.74	\$680.67	34.03%	\$1,319.33
Telephone	\$300.00	\$18.31	\$147.02	49.01%	\$152.98
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00	\$98.00	\$833.36	58.28%	\$596.64
Liability Insurance	\$9,833.00	\$0.00	\$9,833.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$2,028.81	\$11,499.08	57.50%	\$8,500.92
Data Processing	\$6,600.00	\$550.00	\$3,300.00	50.00%	\$3,300.00
Facilities Maintenance	\$138,967.00	\$6,211.79	\$77,579.37	55.83%	\$61,387.63
Property Insurance	\$3,547.00	\$0.00	\$3,547.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00			0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00			0.00%	\$0.00
Workers Compensation	\$9,482.00	\$0.00	\$9,482.00	100.00%	\$0.00
Indirect Cost Allocation	\$54,908.00	\$4,575.67	\$27,454.02	50.00%	\$27,453.98
Rental Inspections	\$525.00	\$0.00	\$775.00	147.62%	(\$250.00)
TOTALS	\$354,131.00	\$21,080.54	\$179,587.53	50.71%	\$174,543.47

**MONTHLY FINANCIALS REPORT
DECEMBER 2019**

SECTION 8

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$404,874.00	30,296.50	188,289.97	46.51%	\$ 216,584.03
Office Supplies & Services	\$13,700.00	589.30	6,220.72	45.41%	\$ 7,479.28
Telephone	\$2,500.00	183.12	1,470.35	58.81%	\$ 1,029.65
Memberships & Publications	\$500.00			0.00%	\$ 500.00
Professional Services	\$3,861.00	652.31	2,280.27	59.06%	\$ 1,580.73
Liability Insurance	\$12,596.00	-	12,596.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,500,000.00	299,883.00	1,734,663.00	49.56%	\$ 1,765,337.00
Port-in rent	\$100,000.00	585.00	71,286.00	71.29%	\$ 28,714.00
Project expense	\$10,000.00	511.20	4,984.20	49.84%	\$ 5,015.80
Other supplies	\$8,000.00			0.00%	\$ 8,000.00
Property Insurance	\$4,454.00			0.00%	\$ 4,454.00
Data Processing	\$29,800.00	2,483.33	14,899.98	50.00%	\$ 14,900.02
Maintenance-Machinery & Equip	\$2,050.00	-	907.35	44.26%	\$ 1,142.65
Maintenance-Motor Vehicles	\$665.00	-	65.85	9.90%	\$ 599.15
Workers Compensation	\$10,993.00	-	10,993.00	100.00%	\$ -
Indirect Cost Allocation	\$58,000.00	4,833.33	28,999.98	50.00%	\$ 29,000.02
TOTALS	\$4,163,593.00	\$ 340,017.09	\$2,077,656.67	49.90%	\$2,085,936.33

MONTHLY FINANCIALS REPORT
DECEMBER 2019

ALL PROGRAMS

ACCOUNT	BUDGET	DECEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$639,195.00	\$46,842.58	\$280,428.10	43.87%	\$358,766.90
Office Supplies & Services	\$31,735.00	\$1,649.12	\$8,118.90	25.58%	\$23,616.10
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	\$127,000.00	\$14,098.64	\$62,799.67	49.45%	\$64,200.33
Telephone	\$4,300.00	\$296.04	\$1,089.83	25.34%	\$3,210.17
Memberships & Publications	\$950.00	\$0.00	\$0.00	0.00%	\$950.00
Professional Services	\$10,221.00	\$1,326.64	\$4,449.60	43.53%	\$5,771.40
Liability Insurance	\$32,275.00	\$0.00	\$19,679.00	60.97%	\$12,596.00
Rental Assistance & Utility Reimb	\$3,620,000.00	\$302,496.81	\$311,967.08	8.62%	\$3,308,032.92
Other supplies	\$8,000.00	\$0.00	\$0.00	0.00%	\$8,000.00
Property Insurance	\$4,454.00	\$0.00	\$0.00	0.00%	\$4,454.00
Data Processing	\$43,000.00	\$3,583.33	\$9,083.33	21.12%	\$33,916.67
Facilities Maintenance	\$431,671.00	\$47,907.96	\$254,339.29	58.92%	\$177,331.71
Property Insurance	\$7,101.00	\$0.00	\$7,101.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	\$0.00	0.00%	\$2,050.00
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$65.85	9.90%	\$599.15
Workers Compensation	\$29,991.00	\$0.00	\$29,991.00	100.00%	\$0.00
Indirect Cost Allocation	\$185,339.00	\$15,444.92	\$92,669.52	50.00%	\$92,669.48
Rental Inspections	\$550.00	\$0.00	\$1,410.00	256.36%	(\$860.00)
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$5,190,097.00	\$434,157.24	\$2,628,123.98	50.64%	\$2,561,973.02

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
1/27/2020

Subject:
December Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	December Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/22/2020 - 2:00 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF January 22, 2020

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	13	24	4	41
Allocation #	14	24	4	42
Occupancy %	92.9%	100.0%	100.0%	97.6%
Units Vacant: 747 W 61st St. #4				

Heritage	Bedroom Size		
	1	2	Total
Occupied #	113	2	115
Allocation #	118	2	120
Occupancy %	95.8%	100.0%	95.8%
Units Vacant: Apts. 902			
	208	904	
	705	1108	

UTILIZATION REPORT FOR DECEMBER 2019

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
<i>Previous Month</i>	14	244	271	144	18	3	1	695
Current	15	248	269	142	18	3	1	696
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 295,022							
% of Funds Used	95.8%	Average funding used each month						

City of Davenport
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Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
1/27/2020

Subject:
Resolution 2020-01

ATTACHMENTS:

Type	Description
▣ Cover Memo	Resolution 2020-01

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	1/22/2020 - 2:01 PM

Resolution 2020-01

RESOLUTION SUPPORTING ADOPTION OF THE HOUSING CHOICE VOUCHER PROGRAM'S PAYMENT STANDARDS

WHEREAS, the Office of Assisted Housing is responsible for adopting payment standards between 90 and 110 percent of the published fair market rents; and

WHEREAS, the Office of Assisted Housing requests approval to adopt payment standards at 110% of the currently published fair market rents for all bedroom unit sizes;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission members of the Office of Assisted Housing approve the Housing Choice Voucher Program's payment standard at 110% of published fair market rents for all bedroom unit sizes.

Adopted this 27th day of January, 2020.

Matt Wissing, Chairperson

Davenport Housing Commission