

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JANUARY 11, 2021; 4:00 PM

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

DECEMBER HOUSING COMMISSION 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 2020-03

V. Discussion

- A. Public Housing Disposition Plan

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/30/2020

Subject:
November minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	November minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2020 - 3:17 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

November 16, 2020; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Roberts, Richards

Staff Present: Gerhardt

I. The November 16, 2020 meeting of the Davenport Housing Commission was called to order at 4:01 p.m.

II. Roll Call-all except Susich

III. Approval of September 21, 2020 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for September 21, 2020.

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

The motion approved unanimously.

IV. Approval of September, 2020 Financials

APPROVED

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

Miller made a motion to accept. Richards seconded that motion.

The motion approved unanimously.

V. Approval of October, 2020 Financials

APPROVED

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

Richards made a motion to accept. Miller seconded that motion.

The motion approved unanimously.

VI. Approval of the Occupancy and Utilization Report

APPROVED

Approval of the Davenport Housing Commission Meeting Occupancy report as of October 15, 2020 and Utilization report for September, 2020.

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

The motion approved unanimously.

VII. Approval of the Occupancy and Utilization Report

APPROVED

Approval of the Davenport Housing Commission Meeting Occupancy report as of November 12, 2020 and Utilization report for October, 2020.

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

The motion approved unanimously.

VIII. Meeting Adjourned-**4:37PM**

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
12/30/2020

Subject:
November Financial Reports

ATTACHMENTS:

Type	Description
▯ Cover Memo	November Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2020 - 3:19 PM

MONTHLY FINANCIALS REPORT
NOVEMBER 2020

HERITAGE	ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
	Payroll/Employee Benefits	\$121,407.00	\$8,360.37	\$42,417.68	34.94%	\$78,989.32
	Office Supplies & Services	\$17,000.00	\$455.00	\$4,188.00	24.64%	\$12,812.00
	Books & Periodicals	\$0.00			0.00%	\$0.00
	Utility Services	\$150,000.00	\$7,817.16	\$60,699.51	40.47%	\$89,300.49
	Telephone	\$1,700.00	\$145.26	\$721.72	42.45%	\$978.28
	Memberships & Publications	\$0.00			0.00%	\$0.00
	Professional Services	\$4,930.00	\$0.00	\$2,251.00	45.66%	\$2,679.00
	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	\$2,833.35	41.67%	\$3,966.65
	Facilities Maintenance	\$309,004.00	\$23,533.55	\$112,318.19	36.35%	\$196,685.81
	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	\$31,469.15	41.67%	\$44,056.85
	Rental Inspections	\$635.00	\$0.00	\$635.00	100.00%	\$0.00
	TOTALS	\$713,364.00	\$47,171.84	\$283,895.60	39.80%	\$429,468.40

MONTHLY FINANCIALS REPORT
NOVEMBER 2020

PUBLIC HOUSING

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$91,381.00	\$6,100.58	\$22,414.37	24.53%	\$68,966.63
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$121.66	\$578.87	28.94%	\$1,421.13
Telephone	\$300.00	\$28.11	\$139.68	46.56%	\$160.32
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,400.00	\$43.98	\$66.68	4.76%	\$1,333.32
Liability Insurance	\$11,900.00	\$0.00	\$11,900.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$3,705.56	\$11,429.00	57.15%	\$8,571.00
Data Processing	\$6,800.00	\$566.67	\$2,833.35	41.67%	\$3,966.65
Facilities Maintenance	\$156,848.00	\$8,121.69	\$54,311.47	34.63%	\$102,536.53
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	\$24,862.90	41.67%	\$34,808.10
Rental Inspections	\$775.00	\$0.00	\$775.00	100.00%	\$0.00
TOTALS	\$366,499.00	\$23,660.83	\$143,700.32	39.21%	\$222,798.68

MONTHLY FINANCIALS REPORT
NOVEMBER 2020

SECTION 8

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$400,250.00	30,334.58	151,278.77	37.80%	\$ 248,971.23
Office Supplies & Services	\$13,700.00	-	2,966.14	21.65%	\$ 10,733.86
Telephone	\$3,300.00	281.14	1,396.86	42.33%	\$ 1,903.14
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	314,925.00	1,583,583.00	43.99%	\$ 2,016,417.00
Port-in rent	\$50,000.00	1,150.00	1,952.00	3.90%	\$ 48,048.00
Project expense	\$10,000.00	1,397.79	5,681.34	56.81%	\$ 4,318.66
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	12,708.35	41.67%	\$ 17,791.65
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	27,074.60	41.67%	\$ 37,904.40
TOTALS	\$ 4,222,891.00	\$ 356,045.10	\$ 1,815,445.54	42.99%	\$ 2,407,445.46

MONTHLY FINANCIALS REPORT
NOVEMBER 2020

ALL PROGRAMS

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$613,038.00	\$44,795.53	\$216,110.82	35.25%	\$396,927.18
Office Supplies & Services	\$31,735.00	\$455.00	\$4,188.00	13.20%	\$27,547.00
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	\$152,000.00	\$7,938.82	\$61,278.38	40.31%	\$90,721.62
Telephone	\$5,300.00	\$454.51	\$1,142.54	21.56%	\$4,157.46
Memberships & Publications	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
Professional Services	\$11,330.00	\$43.98	\$2,317.68	20.46%	\$9,012.32
Liability Insurance	\$39,291.00	\$0.00	\$23,814.00	60.61%	\$15,477.00
Rental Assistance & Utility Reimb	\$3,670,000.00	\$319,780.56	\$327,504.00	8.92%	\$3,342,496.00
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	\$8,208.37	18.61%	\$35,891.63
Facilities Maintenance	\$465,852.00	\$31,655.24	\$166,629.66	35.77%	\$299,222.34
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	\$83,406.65	41.67%	\$116,769.35
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
TOTALS	\$5,302,754.00	\$426,877.77	\$2,243,041.46	42.30%	\$3,059,712.54

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/30/2020

Subject:
November Occupancy Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	November Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2020 - 3:20 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF DECEMBER 16, 2020

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	13	23	4	40
Allocation #	14	24	4	42
Occupancy %	92.9%	95.8%	100.0%	95.2%
Units Vacant: 747 W 61st St. #5 1344 W 16th St				

Heritage	Bedroom Size		
	1	2	Total
Occupied #	114	2	116
Allocation #	118	2	120
Occupancy %	96.6%	100.0%	96.7%
Units Vacant: Apts.			
	302	812	
	508	1109	

UTILIZATION REPORT FOR NOVEMBER 2020

Vouchers	Bedroom Size							Total
	0	1	2	3	4	5	6	
Previous Month	12	255	252	145	14	2	1	681
Current	11	255	254	142	14	2	1	679
Funds available	\$ 308,094	Average funding available each month						
Funds spent	\$ 310,821							
% of Funds Used	100.9%	Average funding used each month						

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
1/11/2021

Subject:
Resolution 2020-03

ATTACHMENTS:

Type	Description
▢ Cover Memo	Resolution 2020-03

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2020 - 3:21 PM

Resolution 2020-03

RESOLUTION SUPPORTING A FOSTER YOUTH TO INDEPENDENCE HOUSING COLLABORATION

WHEREAS, through the Foster Youth to Independence (FYI) initiative HUD will provide Housing Choice Vouchers for youth at least 18 years of age and not more than 24 years of age; left foster care, or will leave foster care within 90 days, and is homeless or at risk of becoming homeless; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the Office of Assisted Housing submit a Memorandum of Understanding creating a Foster Youth to Independence Housing Collaboration locally; and

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

WHEREAS, a Resolution by the Board of Commissioners is required to submit the Memorandum of Understanding to HUD;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission members of the Office of Assisted Housing support the participation in Foster Youth to Independence Housing Collaboration locally and authorize the Chairman to execute the memorandum.

Adopted this 11th day of January, 2021.

Matt Wissing, Chairman

Davenport Housing Commission

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/30/2020

Subject:
Public Housing Disposition Plan

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/18/2020 - 3:22 PM