

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, SEPTEMBER 16, 2019; 4:00 PM

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

SEPTEMBER COMMISSION MEETING

I. Minutes

- A. Minutes of the August meeting

II. Financial Reports

- A. Financial Reports for July
- B. Financial Reports for August

III. Occupancy Report

- A. Occupancy Report for August

IV. Consideration Items

- A. Resolution 2019-04

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/16/2019

Subject:
Minutes of the August meeting

ATTACHMENTS:

Type	Description
▢ Cover Memo	August minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/12/2019 - 9:47 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

August 19, 2019; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Susich, Roberts, Miller

Staff Present: Gerhardt

- I. The August 19, 2019 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.

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

- III. Approval of July 15, 2019 minutes

APPROVED

Approval of the Davenport Housing Commission Meeting Minutes for July 15, 2019
Susich made a motion to accept. Miller seconded the motion.
The motion was unanimously approved.

- IV. Approval of July, 2019 Financials

TABLED

Approval of the Davenport Housing Commission Meeting Financials for July, 2019.
Roberts made a motion to table these financial statements until next meeting when they will have final numbers for the month. Miller seconded that motion.
July, 2019 Financials are tabled to the September meeting.

- V. Approval of the Occupancy and Utilization Report

APPROVED

Approval of the Davenport Housing Commission Meeting Occupancy report as of August 13, 2019 and Utilization report for July 2019.
Roberts made a motion to accept. Susich seconded the motion.
The motion was unanimously approved.

VI. Approval of Resolution 2019-03

APPROVED

Resolution to support Fiscal Year 2019 Annual Section Eight Management Assessment Program (SEMAP) Certification.

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

The motion was unanimously approved.

VII. Meeting Adjourned-**4:31PM**

Susich made a motion to adjourn. Miller seconded that motion.

The Motion was approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/16/2019

Subject:
Financial Reports for July

ATTACHMENTS:

Type	Description
▢ Cover Memo	Financial Reports for July

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/12/2019 - 9:48 AM

MONTHLY FINANCIALS REPORT
JULY 2019

HERITAGE

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$128,817.00	\$6,477.41	\$6,477.41	5.03%	\$122,339.59
Office Supplies & Services	\$17,000.00	\$567.20	\$567.20	3.34%	\$16,432.80
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$3,052.33	\$3,052.33	2.44%	\$121,947.67
Telephone	\$1,500.00	\$119.88	\$119.88	7.99%	\$1,380.12
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$4,930.00			0.00%	\$4,930.00
Liability Insurance	\$9,846.00	\$9,846.00	\$9,846.00	100.00%	\$0.00
Rental Assistance	\$0.00			0.00%	\$0.00
Data Processing	\$6,600.00	\$550.00	\$550.00	8.33%	\$6,050.00
Facilities Maintenance	\$292,704.00	\$18,609.06	\$18,609.06	6.36%	\$274,094.94
Property Insurance	\$3,554.00	\$3,554.00	\$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	\$9,516.00	\$9,516.00	100.00%	\$0.00
Indirect Cost Allocation	\$72,431.00	\$6,035.92	\$6,035.92	8.33%	\$66,395.08
Rental Inspections	\$25.00	\$635.00	\$635.00	2540.00%	(\$610.00)
TOTALS	\$672,373.00	\$58,962.80	\$58,962.80	8.77%	\$613,410.20

MONTHLY FINANCIALS REPORT
JULY 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$105,504.00	\$5,203.18	\$5,203.18	4.93%	\$100,300.82
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$22.87	\$22.87	1.14%	\$1,977.13
Telephone	\$300.00	\$23.20	\$23.20	7.73%	\$276.80
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00			0.00%	\$1,430.00
Liability Insurance	\$9,833.00	\$9,833.00	\$9,833.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$2,753.02	\$2,753.02	13.77%	\$17,246.98
Data Processing	\$6,600.00	\$550.00	\$550.00	8.33%	\$6,050.00
Facilities Maintenance	\$138,967.00	\$7,718.56	\$7,718.56	5.55%	\$131,248.44
Property Insurance	\$3,547.00	\$3,547.00	\$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	\$9,482.00	\$9,482.00	100.00%	\$0.00
Indirect Cost Allocation	\$54,908.00	\$4,575.67	\$4,575.67	8.33%	\$50,332.33
Rental Inspections	\$525.00	\$775.00	\$775.00	147.62%	(\$250.00)
TOTALS	\$354,131.00	\$44,483.50	\$44,483.50	12.56%	\$309,647.50

MONTHLY FINANCIALS REPORT
JULY 2019

SECTION 8

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$1,600.00
Payroll/Employee Benefits	\$404,874.00	19,934.42	19,934.42	4.92%	\$384,939.58
Office Supplies & Services	\$13,700.00	\$342.80	\$342.80	2.50%	\$13,357.20
Telephone	\$2,500.00	\$232.02	\$232.02	9.28%	\$2,267.98
Memberships & Publications	\$500.00			0.00%	\$500.00
Professional Services	\$3,861.00	(\$31.80)	(\$31.80)	-0.82%	\$3,892.80
Liability Insurance	\$12,596.00	\$12,596.00	\$12,596.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,500,000.00	\$280,679.00	\$280,679.00	8.02%	\$3,219,321.00
Port-in rent	\$100,000.00	\$21,455.00	\$21,455.00	21.46%	\$78,545.00
Project expense	\$10,000.00	\$852.00	\$852.00	8.52%	\$9,148.00
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	\$2,483.33	8.33%	\$27,316.67
Maintenance-Machinery & Equip	\$2,050.00	\$632.16	\$632.16	30.84%	\$1,417.84
Maintenance-Motor Vehicles	\$665.00			0.00%	\$665.00
Workers Compensation	\$10,993.00	\$10,993.00	\$10,993.00	100.00%	\$0.00
Indirect Cost Allocation	\$58,000.00	\$4,833.33	\$4,833.33	8.33%	\$53,166.67
TOTALS	\$ 4,163,593.00	\$ 355,001.26	\$ 355,001.26	8.53%	\$3,808,591.74

MONTHLY FINANCIALS REPORT
JULY 2019

ALL PROGRAMS

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$639,195.00	\$31,615.01	\$31,615.01	4.95%	\$607,579.99
Office Supplies & Services	\$31,735.00	\$910.00	\$910.00	2.87%	\$30,825.00
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	\$127,000.00	\$3,075.20	\$3,075.20	2.42%	\$123,924.80
Telephone	\$4,300.00	\$375.10	\$375.10	8.72%	\$3,924.90
Memberships & Publications	\$950.00	\$0.00	\$0.00	0.00%	\$950.00
Professional Services	\$10,221.00	(\$31.80)	(\$31.80)	-0.31%	\$10,252.80
Liability Insurance	\$32,275.00	\$32,275.00	\$32,275.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,620,000.00	\$304,887.02	\$304,887.02	8.42%	\$3,315,112.98
Other supplies	\$8,000.00	\$0.00	\$0.00	0.00%	\$8,000.00
Furniture	\$4,454.00	\$0.00	\$0.00	0.00%	\$4,454.00
Data Processing	\$43,000.00	\$3,583.33	\$3,583.33	8.33%	\$39,416.67
Facilities Maintenance	\$431,671.00	\$26,327.62	\$26,327.62	6.10%	\$405,343.38
Property Insurance	\$7,101.00	\$7,101.00	\$7,101.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	\$632.16	\$632.16	30.84%	\$1,417.84
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$0.00	0.00%	\$665.00
Workers Compensation	\$29,991.00	\$29,991.00	\$29,991.00	100.00%	\$0.00
Indirect Cost Allocation	\$185,339.00	\$15,444.92	\$15,444.92	8.33%	\$169,894.08
Rental Inspections	\$550.00	\$1,410.00	\$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	\$458,447.56	\$458,447.56	8.83%	\$4,731,649.44

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/16/2019

Subject:
Financial Reports for August

ATTACHMENTS:

Type	Description
▢ Cover Memo	Financial Reports for August

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/12/2019 - 9:49 AM

MONTHLY FINANCIALS REPORT
AUGUST 2019

HERITAGE

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$128,817.00	\$13,263.84	\$19,741.25	15.33%	\$109,075.75
Office Supplies & Services	\$17,000.00	\$985.80	\$1,553.00	9.14%	\$15,447.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$125,000.00	\$12,681.57	\$15,733.90	12.59%	\$109,266.10
Telephone	\$1,500.00	\$120.72	\$240.60	16.04%	\$1,259.40
Memberships & Publications	\$450.00			0.00%	\$450.00
Professional Services	\$4,930.00	\$67.78	\$67.78	1.37%	\$4,862.22
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	\$0.00	\$550.00	8.33%	\$6,050.00
Facilities Maintenance	\$292,704.00	\$12,716.28	\$31,325.34	10.70%	\$261,378.66
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	\$0.00	\$6,035.92	8.33%	\$66,395.08
Rental Inspections	\$25.00	\$0.00	\$635.00	2540.00%	(\$610.00)
TOTALS	\$672,373.00	\$39,835.99	\$98,798.79	14.69%	\$573,574.21

MONTHLY FINANCIALS REPORT
AUGUST 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$105,504.00	\$10,872.67	\$16,075.85	15.24%	\$89,428.15
Office Supplies & Services	\$1,035.00			0.00%	\$1,035.00
Books & Periodicals	\$0.00			0.00%	\$0.00
Utility Services	\$2,000.00	\$141.39	\$164.26	8.21%	\$1,835.74
Telephone	\$300.00	\$23.36	\$46.56	15.52%	\$253.44
Memberships & Publications	\$0.00			0.00%	\$0.00
Professional Services	\$1,430.00	\$474.25	\$474.25	33.16%	\$955.75
Liability Insurance	\$9,833.00	\$0.00	\$9,833.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$1,248.85	\$4,001.87	20.01%	\$15,998.13
Data Processing	\$6,600.00	\$0.00	\$550.00	8.33%	\$6,050.00
Facilities Maintenance	\$138,967.00	\$15,899.27	\$23,617.83	17.00%	\$115,349.17
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	\$0.00	\$4,575.67	8.33%	\$50,332.33
Rental Inspections	\$525.00	\$0.00	\$775.00	147.62%	(\$250.00)
TOTALS	\$354,131.00	\$28,659.79	\$73,143.29	20.65%	\$280,987.71

MONTHLY FINANCIALS REPORT
AUGUST 2019

SECTION 8

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$1,600.00
Payroll/Employee Benefits	\$404,874.00	42,459.29	62,393.71	10.49%	\$362,414.71
Office Supplies & Services	\$13,700.00	\$2,581.85	2,924.65	18.85%	\$11,118.15
Telephone	\$2,500.00	\$233.65	465.67	9.35%	\$2,266.35
Memberships & Publications	\$500.00			0.00%	\$500.00
Professional Services	\$3,861.00	\$0.00	(31.80)	0.00%	\$3,861.00
Liability Insurance	\$12,596.00	\$0.00	12,596.00	0.00%	\$12,596.00
Rental Assistance & Utility Reimb	\$3,500,000.00	\$269,859.00	550,538.00	7.71%	\$3,230,141.00
Port-in rent	\$100,000.00	\$26,023.00	47,478.00	26.02%	\$73,977.00
Project expense	\$10,000.00	\$894.60	1,746.60	8.95%	\$9,105.40
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	\$0.00	2,483.33	0.00%	\$29,800.00
Maintenance-Machinery & Equip	\$2,050.00	\$0.00	632.16	0.00%	\$2,050.00
Maintenance-Motor Vehicles	\$665.00			0.00%	\$665.00
Workers Compensation	\$10,993.00	\$0.00	\$10,993.00	100.00%	\$0.00
Indirect Cost Allocation	\$58,000.00	\$0.00	\$4,833.33	8.33%	\$53,166.67
TOTALS	\$ 4,163,593.00	\$ 342,051.39	\$ 697,052.65	16.74%	\$3,466,540.35

MONTHLY FINANCIALS REPORT
AUGUST 2019

ALL PROGRAMS

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$639,195.00	#REF!	\$78,276.39	12.25%	\$560,918.61
Office Supplies & Services	\$31,735.00	#REF!	\$4,134.85	13.03%	\$27,600.15
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	\$12,822.96	\$15,898.16	12.52%	\$111,101.84
Telephone	\$4,300.00	#REF!	\$520.81	12.11%	\$3,779.19
Memberships & Publications	\$950.00	#REF!	\$0.00	0.00%	\$950.00
Professional Services	\$10,221.00	#REF!	\$542.03	5.30%	\$9,678.97
Liability Insurance	\$32,275.00	#REF!	\$19,679.00	60.97%	\$12,596.00
Rental Assistance & Utility Reimb	\$3,620,000.00	#REF!	\$299,883.87	8.28%	\$3,320,116.13
Other supplies	\$8,000.00	#REF!	\$0.00	0.00%	\$8,000.00
Furniture	\$4,454.00	#REF!	\$0.00	0.00%	\$4,454.00
Data Processing	\$43,000.00	#REF!	\$1,100.00	2.56%	\$41,900.00
Facilities Maintenance	\$431,671.00	\$28,615.55	\$54,943.17	12.73%	\$376,727.83
Property Insurance	\$7,101.00	\$0.00	\$7,101.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$2,050.00	#REF!	\$0.00	0.00%	\$2,050.00
Maintenance-Motor Vehicles	\$665.00	\$0.00	\$0.00	0.00%	\$665.00
Workers Compensation	\$29,991.00	\$0.00	\$29,991.00	100.00%	\$0.00
Indirect Cost Allocation	\$185,339.00	\$0.00	\$15,444.92	8.33%	\$169,894.08
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	\$410,547.17	\$868,994.73	16.74%	\$4,321,102.27

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/16/2019

Subject:
Occupancy Report for August

ATTACHMENTS:

Type	Description
▣ Cover Memo	Occupancy report for August

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/12/2019 - 9:50 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF SEPTEMBER 12, 2019

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:	1829 W 58th St. 526 W 7th St			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	115	2	117
Allocation #	118	2	120
Occupancy %	97.5%	100.0%	97.5%
Units Vacant:	Apts. 410 610 811		

UTILIZATION REPORT FOR AUGUST 2019

Vouchers	Bedroom Size						Total
	0	1	2	3	4	5	
<i>Previous Month</i>	11	221	249	130	16	2	629
<i>Current</i>	11	224	251	132	17	2	637
Funds available	\$ 308,094	Average funding available each month					
Funds spent	\$ 277,065						
% of Funds Used	89.9%	Average funding used each month					

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
9/16/2019

Subject:
Resolution 2019-04

ATTACHMENTS:

Type	Description
▢ Cover Memo	Resolution 2019-04

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	9/12/2019 - 9:51 AM

Resolution 2019-04

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 16th day of September, 2019.

Matt Wissing, Chairperson

Davenport Housing Commission