

HOUSING COMMISSION MINUTES

CITY OF DAVENPORT, IOWA

MONDAY, MAY 16, 2022; 4:00 PM

CITY COUNCIL CHAMBERS, 226 W. 4TH STREET, DAVENPORT, IOWA

I. Minutes

A. April 2022 Minutes

II. Financial Reports

A. Financial Reports for April

III. Occupancy Report

IV. Resolution Supporting Adoption of Updated Administrative Plan for the Housing Choice Voucher Program

A. Resolution Supporting Adoption of Updated Administrative Plan for the Housing Choice Voucher Program

V. Discussion

City of Davenport
Housing Commission

Department: Community & Economic Development
Contact Info: Bruce Berger, Bruce.Berger@davenportiowa.com, 563-326-7769

Date
5/16/2022

Subject:
April 2022 Minutes

ATTACHMENTS:

Type	Description
 Cover Memo	Minutes

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

April 18, 2022; 4:00 PM

City Hall Council Chambers,

226 W 4th St., Davenport, Iowa

Members Present: Wissing, Miller, Susich, Roberts, Patterson

Staff Present: Berger

- I. The April 18, 2022 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.
- II. Roll Call-all present
- III. Approval of March 21, 2022 minutes **APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for March 21, 2022.
Roberts made a motion to accept. Susich seconded the motion. Approved unanimously.

- IV. Approval of March, 2022 Financials **APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for March 2022.
Miller made a motion to accept, with Susich seconding. Approved unanimously.

- V. Approval of the Occupancy and Utilization Report **APPROVED**

Approval of the Davenport Housing Commission Meeting Occupancy and Utilization reports for of March 2022.
Patterson made a motion to accept with Susich seconding. Approved unanimously.

- VI. Meeting Adjourned - **4:28 PM**
Roberts made a motion to adjourn with Susich seconding. Approved unanimously.

City of Davenport
Housing Commission

Department: Community & Economic Development
Contact Info: Bruce Berger, Bruce.Berger@davenportiowa.com, 563-326-7769

Date
5/16/2022

Subject:
Financial Reports for April

ATTACHMENTS:

Type	Description
 Cover Memo	Financial Reports for April

MONTHLY FINANCIALS REPORT

April 2022

PUBLIC HOUSING

ACCOUNT	BUDGET	APRIL	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$135,063.00	\$5,459.53	\$63,065.26	46.69%	\$71,997.74
Office Supplies & Services	\$1,035.00	\$0.00	\$14.48	1.40%	\$1,020.52
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$2,000.00	\$161.28	\$2,685.52	134.28%	(\$685.52)
Telephone	\$300.00	\$31.85	\$310.17	103.39%	(\$10.17)
Memberships & Publications	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Professional Services	\$1,400.00	\$106.18	\$1,123.23	80.23%	\$276.77
Liability Insurance	\$7,245.00	\$0.00	\$7,245.00	100.00%	\$0.00
Utility Reimbursements	\$20,000.00	\$2,769.84	\$23,483.38	117.42%	(\$3,483.38)
Data Processing	\$6,900.00	\$575.00	\$5,750.00	83.33%	\$1,150.00
Facilities Maintenance	\$75,500.00	\$4,289.24	\$30,194.95	39.99%	\$45,305.05
Property Insurance	\$2,458.00	\$0.00	\$2,458.00	100.00%	\$0.00
Maintenance-Machinery & Equip	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Maintenance-Motor Vehicles	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Workers Compensation	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost Allocation	\$61,848.00	\$5,154.00	\$51,540.00	83.33%	\$10,308.00
Rental Inspections	\$775.00	\$0.00	\$745.00	96.13%	\$30.00
TOTALS	\$314,524.00	\$18,546.92	\$188,614.99	59.97%	\$125,909.01

MONTHLY FINANCIALS REPORT
April 2022

SECTION 8

ACCOUNT	BUDGET	APRIL	YTD	% EXP	BALANCE
Travel (54401010 520210)	\$ 1,600.00			0.00%	\$ 1,600.00
Payroll/Employee Benefits	\$277,136.00	33,168.68	323,215.64	116.63%	\$ (46,079.64)
Office Supplies & Services	\$13,700.00	932.43	8,619.59	62.92%	\$ 5,080.41
Telephone	\$3,300.00	318.55	3,101.52	93.99%	\$ 198.48
Memberships & Publications	\$250.00	-	-	0.00%	\$ 250.00
Professional Services	\$5,000.00	329.29	1,274.78	25.50%	\$ 3,725.22
Liability Insurance	\$13,655.00	-	13,655.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,600,000.00	313,333.26	3,125,254.36	86.81%	\$ 474,745.64
Port-in rent	\$50,000.00	-	135.00	0.27%	\$ 49,865.00
Payment to Other Agency	\$218,839.00	-	111,778.00	51.08%	\$ 107,061.00
Project expense	\$10,000.00	1,253.68	13,068.83	130.69%	\$ (3,068.83)
Other supplies	\$8,000.00	-	34,065.64	425.82%	\$ (26,065.64)
Property Insurance	\$4,320.00	-	4,320.00	100.00%	\$ -
Data Processing	\$31,100.00	2,591.67	25,916.70	83.33%	\$ 5,183.30
Maintenance-Machinery & Equip	\$1,800.00	-	550.38	30.58%	\$ 1,249.62
Maintenance-Motor Vehicles	\$950.00	61.27	1,823.45	191.94%	\$ (873.45)
Indirect Cost Allocation	\$72,069.00	6,005.75	60,057.50	83.33%	\$ 12,011.50
TOTALS	\$ 4,311,719.00	\$ 357,994.58	\$ 3,726,836.39	86.44%	\$584,882.61

City of Davenport
Housing Commission

Department: Community & Economic Development
Contact Info: Bruce Berger, Bruce.Berger@davenportiowa.com, 563-326-7769

Date
5/16/2022

Subject:
Resolution Supporting Adoption of Updated Administrative Plan for the Housing Choice Voucher Program

ATTACHMENTS:

Type	Description
 Cover Memo	Resolution

**RESOLUTION SUPPORTING ADOPTION OF UPDATED ADMINISTRATIVE PLAN
FOR THE HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the City of Davenport administers the Housing Choice Voucher program which currently provides assistance for 660 households in Davenport, IA; and

WHEREAS, the Community & Economic Development office maintains an Administrative Plan which defines procedures for local implementation of the program in accordance with the regulations from the Department of Housing and Urban Development; and

WHEREAS, two updates to this Administrative Plan are proposed; and

WHEREAS, this proposed update includes the following changes:

- Removing furnace inspection documentation as a program requirement, since a valid rental license is already a program requirement and the furnace inspection is part of obtaining a rental license (duplicitous);
- Change in Local Preferences for the selection of applicants from the Housing Choice Voucher Program Waiting List to provide a preference to applicants who have one or more members who work 20 hours per week on average; and

WHEREAS, the Davenport Housing Commission provides oversight for the administrative actions of the voucher programs in the C&ED Department;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission supports the adoption and implementation of these changes to the Administrative Plan to be made effective on June 1, 2022.

Adopted this 16th day of May, 2022.

Matt Wissing, Chairperson

Davenport Housing Commission