

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, FEBRUARY 27, 2023; 4:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

FEBRUARY HOUSING COMMISSION MEETING

I. Minutes

- A. Minutes from January Meeting

II. Financial Reports

- A. Financial Reports for January

III. Occupancy Report

- A. Occupancy Report for January

IV. Consideration Items

- A. Resolution to Approve HUD SF424

V. Discussion

City of Davenport  
Housing Commission

Department:  
Contact Info:

**Date**

Subject:  
Minutes from January Meeting

ATTACHMENTS:

Type	Description
▢ Cover Memo	Minutes from Jan 2023 Meeting

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Admin, Default	Approved	4/11/2023 - 3:19 PM

**DAVENPORT HOUSING COMMISSION**  
**Regular Meeting**

**City Hall Council Chambers,  
226 W. 4<sup>th</sup> St.**

**Monday, January 23, 2022 at 4:00 PM**

**MEETING AGENDA**

Members present: Wissing, Susich, Miller, Roberts, Patterson  
Staff present: Dunn

- I. The January meeting of the Davenport Housing Commission was called to order at 4:00 pm
- II. Roll Call
- III. Approval of December minutes **APPROVED**  
Roberts made a motion to accept; Susich seconded the motion
- IV. Approval of December 2022 Financial Reports **APPROVED**  
Commissioner Miller requested additional information about increase in employee benefits and HAP payments; Staff explained that there was a formula error in calculation that has since been resolved. Miller made a motion to approve; Roberts seconded the motion
- V. Occupancy and Utilization Reports for December **APPROVED**  
Patterson made motion to accept; Roberts seconded the motion
- VI. Discussion
  - A. Resolution to Increase Payment Standard from 110% to 120% **APPROVED**  
Staff provided Housing Commission with GIS map and current payment standard; Staff requested the Housing Commission consider the benefits of increasing payment standard; provide opportunities for clients to move from low to mod and minority concentration areas; incentivize landlords to participate with the program; assist new participants with obtaining housing and decreases rent burden for existing participants. Roberts made a motion to accept; Susich seconded the motion for approval.

- B. Wissing made a motion to move the February Housing Commission meeting from Monday, February 20, 2023 to Monday, February 27, 2023 due to Presidents Day holiday;  
Motion approve unanimously.

- VII. Meeting Adjourned – 4:28 pm **APPROVED**  
Roberts made a motion to adjourn; Susich seconded the motion

City of Davenport  
Housing Commission

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**Date**

Subject:  
Financial Reports for January

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## PUBLIC HOUSING

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$50,000.00	\$3,171.45	\$46,554.49	93.11%	\$3,445.51
Office Supplies & Services	\$200.00	\$0.00	\$0.00	0.00%	\$200.00
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$1,200.00	\$0.00	\$3,215.00	267.92%	(\$2,015.00)
Telephone	\$200.00	(\$17.28)	\$3,197.72	1598.86%	(\$2,997.72)
Memberships & Publications	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Professional Services	\$147,000.00	\$0.00	\$53,739.00	36.56%	\$93,261.00
Liability Insurance	\$3,500.00	\$0.00	\$3,500.00	100.00%	\$0.00
Utility Reimbursements	\$0.00	\$0.00	\$7,353.43	0.00%	(\$7,353.43)
Data Processing	\$3,200.00	\$0.00	\$1,867.00	58.34%	\$1,333.00
Facilities Maintenance	\$71,500.00	\$225.00	\$16,152.77	22.59%	\$55,347.23
Property Insurance	\$1,200.00	\$0.00	\$1,200.00	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	\$30,000.00	\$0.00	\$17,500.00	58.33%	\$12,500.00
Rental Inspections	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$308,000.00	\$3,379.17	\$154,279.41	50.09%	\$153,720.59

## SECTION 8

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Travel (54401010 520210)	0.00	0.00	0.00	0.00%	\$ -
Payroll/Employee Benefits	\$374,794.00	37,968.23	317,149.23	84.62%	\$ 57,644.77
Office Supplies & Services	\$13,750.00	517.41	8,209.41	59.70%	\$ 5,540.59
Telephone	\$3,410.00	320.95	2,513.95	73.72%	\$ 896.05
Memberships & Publications	\$300.00	0.00	0.00	0.00%	\$ 300.00
Professional Services	\$2,500.00	0.00	450.00	18.00%	\$ 2,050.00
Liability Insurance	\$5,394.00	-	5,394.00	100.00%	\$ -
Rental Assistance & Utility Reimb	\$3,830,000.00	342,697.00	2,932,062.00	76.56%	\$ 897,938.00
Port-in rent	\$0.00	0.00	0.00	0.00%	\$ -
Payment to Other Agency	\$0.00	0.00	0.00	0.00%	\$ -
Project expense (Port Out Admin Fees)	\$15,000.00	702.41	7,424.41	49.50%	\$ 7,575.59
Other supplies	\$15,000.00	0.00	8,722.42	58.15%	\$ 6,277.58
Property Insurance	\$1,753.00	-	1,753.00	100.00%	\$ -
Data Processing	\$31,400.00	2,616.67	20,933.67	66.67%	\$ 10,466.33
Maintenance-Machinery & Equip	\$0.00	0.00	0.00	0.00%	\$ -
Maintenance-Motor Vehicles	\$0.00	0.00	0.00	0.00%	\$ -
Indirect Cost Allocation	\$71,467.00	5,955.58	47,644.58	66.67%	\$ 23,822.42
TOTALS	\$ 4,364,768.00	\$ 390,778.25	\$ 3,352,256.67	76.80%	\$1,012,511.33

ALL PROGRAMS

ACCOUNT	BUDGET	JANUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$424,794.00	\$41,139.68	\$363,703.72	85.62%	\$61,090.28
Office Supplies & Services	\$13,950.00	\$517.41	\$8,209.41	58.85%	\$5,740.59
Travel	\$ -	\$0.00	\$0.00	0.00%	\$0.00
Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Utility Services	\$1,200.00	\$0.00	\$3,215.00	267.92%	(\$2,015.00)
Telephone	\$3,610.00	\$303.67	\$5,711.67	158.22%	(\$2,101.67)
Memberships & Publications	\$300.00	\$0.00	\$0.00	0.00%	\$300.00
Professional Services	\$149,500.00	\$0.00	\$54,189.00	36.25%	\$95,311.00
Liability Insurance	\$8,894.00	\$0.00	\$8,894.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,830,000.00	\$342,697.00	\$2,939,415.43	76.75%	\$890,584.57
Port-in rent	\$0.00	-	-	0.00%	\$0.00
Payment to Other Agency	\$0.00	-	-	0.00%	\$0.00
Project expense	\$15,000.00	702.41	7,424.41	49.50%	\$7,575.59
Other supplies	\$15,000.00	\$0.00	8,722.42	58.15%	\$6,277.58
Property Insurance	\$1,753.00	\$0.00	1,753.00	100.00%	\$0.00
Data Processing	\$34,600.00	\$2,616.67	\$22,800.67	65.90%	\$11,799.33
Facilities Maintenance	\$71,500.00	\$225.00	\$16,152.77	22.59%	\$55,347.23
Property Insurance	\$1,200.00	\$0.00	\$1,200.00	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	\$101,467.00	\$5,955.58	\$65,144.58	64.20%	\$36,322.42
Rental Inspections	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Office Furniture & Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$4,672,768.00	\$394,157.42	\$3,506,536.08	75.04%	\$1,166,231.92



City of Davenport  
Housing Commission

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**Date**

Subject:  
Occupancy Report for January

ATTACHMENTS:

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▯ Cover Memo	Occupancy Report for January

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### UTILIZATION REPORT FOR JANUARY 2023

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	4	265	242	147	16	2	1	677
Current	5	265	239	148	16	2	1	676
Funds available	<b>\$ 311,228</b>							
Funds spent	<b>\$ 342,697</b>							
% of Funds Utilized	110.1%							

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**Date**

Subject:  
Resolution to Approve HUD SF424

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Admin, Default	Approved	4/11/2023 - 3:21 PM