

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, NOVEMBER 21, 2022; 4:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Minutes

A. Minutes for October Meeting

II. Financial Reports

A. Financial reports for October 2022

III. Occupancy Report

A. Occupancy Report for October 2022

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Community and Economic Development-Housing
Choice Voucher Office
Contact Info: Malia Dunn

Date
11/21/2022

Subject:
Minutes for October Meeting

ATTACHMENTS:

Type	Description
▯ Cover Memo	Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	11/18/2022 - 12:19 PM

DAVENPORT HOUSING COMMISSION
Regular Meeting

**City Hall Council Chambers,
226 W. 4th St.**

Monday, October 17, 2022 at 4:00 PM

MEETING AGENDA

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

- i. The October 2022 meeting of the Davenport Housing Commission
 was called to order at 4:00 pm
- ii. Roll Call
- iii. Approval of September 2022 minutes **APPROVED**
 Miller made a motion to approve; Susich seconded the motion
- iv. Approval of September 2022 financials **APPROVED**
 Patterson made a motion to approve; Susich seconded the motion
- v. Occupancy and Utilization Reports for September **APPROVED**
 Miller made a motion to approve; Susich seconded the motion
- vi. Meeting Adjourned- 4:13 pm **APPROVED**
 Miller made a motion to adjourn; Susich seconded the motion

City of Davenport
Housing Commission

Department: Community and Economic Development-Housing
Choice Voucher Office
Contact Info: Malia Dunn

Date
11/21/2022

Subject:
Financial reports for October 2022

ATTACHMENTS:

Type	Description
▯ Cover Memo	Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	11/18/2022 - 12:24 PM

PUBLIC HOUSING

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$50,000.00	\$3,663.08	\$16,997.30	33.99%	\$33,002.70
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	\$288.36	\$1,152.22	96.02%	\$47.78
Telephone	\$200.00	\$0.00	\$90.75	45.38%	\$109.25
Memberships & Publications	\$0.00	\$30.63	\$0.00	0.00%	\$0.00
Professional Services	\$147,000.00	\$27,130.00	\$41,809.00	28.44%	\$105,191.00
Liability Insurance	\$3,500.00	\$0.00	\$3,500.00	100.00%	\$0.00
Utility Reimbursements	\$0.00	\$891.00	\$6,982.43	0.00%	(\$6,982.43)
Data Processing	\$3,200.00	\$266.67	\$1,066.68	33.33%	\$2,133.32
Facilities Maintenance	\$71,500.00	\$3,182.27	\$14,795.77	20.69%	\$56,704.23
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	\$2,500.00	\$7,500.00	25.00%	\$22,500.00
Rental Inspections	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$308,000.00	\$37,952.01	\$95,094.15	30.87%	\$212,905.85

SECTION 8

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	0.00	0.00	0.00	0.00%	-
Payroll/Employee Benefits	\$374,794.00	38,427.44	147,717.36	39.41%	\$ 227,076.64
Office Supplies & Services	\$13,750.00	633.98	246.49	1.79%	\$ 13,503.51
Telephone	\$3,410.00	306.31	1,213.69	35.59%	\$ 2,196.31
Memberships & Publications	\$300.00	0.00	0.00	0.00%	\$ 300.00
Professional Services	\$2,500.00	0.00	675.00	27.00%	\$ 1,825.00
Liability Insurance	\$5,394.00	0.00	5,394.00	100.00%	-
Rental Assistance & Utility Reimb	\$3,830,000.00	347,828.31	1,561,844.40	40.78%	\$ 2,268,155.60
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	163.68	3,597.36	23.98%	\$ 11,402.64
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%	\$ -
Data Processing	\$31,400.00	2,616.67	10,466.68	33.33%	\$ 20,933.32
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	17,866.74	25.00%	\$ 53,600.26
TOTALS	\$ 4,364,768.00	\$ 395,931.97	\$ 1,759,497.14	40.31%	\$2,605,270.86

ALL PROGRAMS

ACCOUNT	BUDGET	OCTOBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$424,794.00	\$42,090.52	\$164,714.66	38.78%	\$260,079.34
Office Supplies & Services	\$13,950.00	\$633.98	\$246.49	1.77%	\$13,703.51
Travel	\$0.00	\$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	\$288.36	\$1,152.22	96.02%	\$47.78
Telephone	\$3,610.00	\$306.31	\$1,304.44	36.13%	\$2,305.56
Memberships & Publications	\$300.00	\$30.63	\$0.00	0.00%	\$300.00
Professional Services	\$149,500.00	\$27,130.00	\$42,484.00	28.42%	\$107,016.00
Liability Insurance	\$8,894.00	\$0.00	\$8,894.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,830,000.00	\$348,719.31	\$1,568,826.83	40.96%	\$2,261,173.17
Port-in rent	\$0.00	-	-	0.00%	\$0.00
Payment to Other Agency	\$0.00	-	-	0.00%	\$0.00
Project expense	\$15,000.00	163.68	3,597.36	23.98%	\$11,402.64
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	\$2,883.34	\$11,533.36	33.33%	\$23,066.64
Facilities Maintenance	\$71,500.00	\$3,182.27	\$14,795.77	20.69%	\$56,704.23
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	\$8,455.58	\$25,366.74	25.00%	\$76,100.26
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	\$433,883.98	\$1,854,591.29	39.69%	\$2,818,176.71

City of Davenport
Housing Commission

Department: Community and Economic Development-Housing
Choice Voucher Office
Contact Info: Malia Dunn

Date
11/21/2022

Subject:
Occupancy Report for October 2022

ATTACHMENTS:

Type	Description
▣ Cover Memo	Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	11/18/2022 - 12:27 PM

OCCUPANCY REPORT FOR OCT 2022

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	4	2	0	6
Allocation #	12	3	3	18
Occupants %	33.33%	66.67%	0.00%	33.33%

Units Vacant:

745 W. 6th St #1

745 W. 6th St #2

745 W. 6th St #3

745 W. 6th St #4

745 W. 6th St #5

747 W. 61st #2

747 W. 61st #4

747 W. 61st #6

6605 Vine

1838 W. 58th St

810 Franklin

625 E. 7th

UTILIZATION REPORT FOR OCT 2022

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	4	252	238	127	12	2	1	636
Current	4	255	243	149	14	2	1	668
Funds available	\$ 346,777							
Funds spent	\$ 325,702							
% of Funds Used	93.9%							