

HOUSING COMMISSION MINUTES

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

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

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

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
Previous Month	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%							