

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, SEPTEMBER 19, 2022; 4:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Minutes

A. Minutes from the August Meeting

II. Financial Reports

A. Financial Reports for August

III. Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department:
Contact Info:

Date

Subject:
Minutes from the August Meeting

ATTACHMENTS:

Type	Description
▢ Cover Memo	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Community Development Committee	Berger, Bruce	Approved	9/16/2022 - 1:04 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

August 15, 2022; 4:00 PM

City Hall Council Chambers,

226 W 4th St., Davenport, Iowa

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

Members Absent:

Staff Present: Dunn, Berger

- I. The August 2022 meeting of the Davenport Housing Commission was called to order at 4:00 p.m.
- II. Roll Call
- III. Approval of July 2022 minutes **APPROVED**
Roberts made a motion to accept; Susich seconded.
- IV. Approval of July 2022 Financials **APPROVED**
Noting a few corrections, Roberts made a motion to accept; Susich seconded.
- V. Approval of the Occupancy and Utilization Reports **APPROVED**
Roberts made a motion to accept; Susich seconded.
- VI. Resolution supporting acceptance of new applications for HCV Program on selected dates in September; Roberts made a motion to approve; Susich seconded. **APPROVED**
- VII. Resolution supporting FY 2022 Section Eight Management Assessment Program (SEMAP) Certification; Roberts made a motion to approve; Susich seconded. **APPROVED**
- VIII. Meeting Adjourned - 4:58 PM **APPROVED**
Roberts made a motion to adjourn; Susich seconded.

City of Davenport
Housing Commission

Department:
Contact Info:

Date

Subject:
Financial Reports for August

ATTACHMENTS:

Type	Description
▢ Cover Memo	Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
Community Development Committee	Berger, Bruce	Approved	9/16/2022 - 1:05 PM

PUBLIC HOUSING

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$50,000.00	\$5,977.28	\$9,759.30	19.52%	\$40,240.70
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	\$484.45	\$651.52	54.29%	\$548.48
Telephone	\$200.00	\$30.66	\$60.72	30.36%	\$139.28
Memberships & Publications	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Professional Services	\$147,000.00	\$2,000.00	\$2,000.00	1.36%	\$145,000.00
Liability Insurance	\$3,500.00	\$0.00	\$3,500.00	100.00%	\$0.00
Utility Reimbursements	\$0.00	\$2,404.00	\$2,404.00	0.00%	(\$2,404.00)
Data Processing	\$3,200.00	\$266.67	\$533.34	16.67%	\$2,666.66
Facilities Maintenance	\$71,500.00	\$3,829.00	\$3,829.00	5.36%	\$67,671.00
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	\$5,000.00	16.67%	\$25,000.00
Rental Inspections	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$308,000.00	\$17,492.06	\$28,937.88	9.40%	\$279,062.12

SECTION 8

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Travel (54401010 520210)	0.00	0.00	0.00	0.00%	\$ -
Payroll/Employee Benefits	\$374,794.00	38,357.92	70,900.61	18.92%	\$ 303,893.39
Office Supplies & Services	\$13,750.00	3,191.44	4,804.76	34.94%	\$ 8,945.24
Telephone	\$3,410.00	306.58	607.14	17.80%	\$ 2,802.86
Memberships & Publications	\$300.00	0.00	0.00	0.00%	\$ 300.00
Professional Services	\$2,500.00	450.00	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	302,347.00	897,753.00	23.44%	\$ 2,932,247.00
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	906.11	2,622.95	17.49%	\$ 12,377.05
Other supplies	\$15,000.00	5,091.17	5,091.17	33.94%	\$ 9,908.83
Property Insurance	\$1,753.00	-	1,753.00	100.00%	\$ -
Data Processing	\$31,400.00	2,616.67	5,233.34	16.67%	\$ 26,166.66
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	11,911.16	16.67%	\$ 59,555.84
TOTALS	\$ 4,364,768.00	\$ 359,222.47	\$ 1,006,521.13	23.06%	\$3,358,246.87

ALL PROGRAMS

ACCOUNT	BUDGET	AUGUST	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$424,794.00	\$44,335.20	\$80,659.91	18.99%	\$344,134.09
Office Supplies & Services	\$13,950.00	\$3,191.44	\$4,804.76	34.44%	\$9,145.24
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	\$484.45	\$651.52	54.29%	\$548.48
Telephone	\$3,610.00	\$337.24	\$667.86	18.50%	\$2,942.14
Memberships & Publications	\$300.00	\$0.00	\$0.00	0.00%	\$300.00
Professional Services	\$149,500.00	\$2,450.00	\$2,450.00	1.64%	\$147,050.00
Liability Insurance	\$8,894.00	\$0.00	\$8,894.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,830,000.00	\$304,751.00	\$900,157.00	23.50%	\$2,929,843.00
Port-in rent	\$0.00	-	-	0.00%	\$0.00
Payment to Other Agency	\$0.00	-	-	0.00%	\$0.00
Project expense	\$15,000.00	906.11	2,622.95	17.49%	\$12,377.05
Other supplies	\$15,000.00	\$5,091.17	5,091.17	33.94%	\$9,908.83
Property Insurance	\$1,753.00	\$0.00	1,753.00	100.00%	\$0.00
Data Processing	\$34,600.00	\$2,883.34	\$5,766.68	16.67%	\$28,833.32
Facilities Maintenance	\$71,500.00	\$3,829.00	\$3,829.00	5.36%	\$67,671.00
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	\$16,911.16	16.67%	\$84,555.84
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	\$376,714.53	\$1,035,459.01	22.16%	\$3,637,308.99

OCCUPANCY REPORT FOR AUGUST 2022

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	12	20	4	36
Allocation #	14	24	4	42
Occupants %	85.70%	87.50%	100.00%	88.10%
Units vacant:	745 West 61st St. #1 745 West 61st St. #4 4205 N. Elsie 4207 N. Elsie 1235 W. 35th St 908 Iowa Street			

UTILIZATION REPORT FOR AUGUST 2022

Vouchers	gr					
	0	1	2	3	4	5 6 Total
<i>Previous Month</i>	5	243	244	123	11	1 629
<i>Current</i>	4	248	242	125	11	2 1 633
Funds available	\$ 319,400	Average funding available each month				
Funds spent	\$ 303,883					
% of Funds Used	95.1%	Average funding used each month				