

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, MARCH 20, 2023; 4:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Minutes

A. Minutes from February Meeting

II. Financial Reports

A. February Financial Reports

III. Occupancy Report

A. Occupancy Report for February

IV. Consideration Items

V. Discussion

City of Davenport  
Housing Commission

Department:  
Contact Info: Malia Dunn

**Date**  
**2/27/2023**

Subject:  
Minutes from February Meeting

ATTACHMENTS:

Type	Description
▢ Cover Memo	February Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	4/12/2023 - 8:46 AM

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

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

**Monday, February 27, 2023 at 4:00 PM**

**MEETING AGENDA**

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

- I.    The February meeting of the Davenport Housing Commission was called to order at 4:00 pm
- II.   Roll Call
- III.   Approval of January minutes **APPROVED**  
      Roberts made a motion to accept; Susich seconded the motion
- IV.   Approval of January 2023 Financial Reports **APPROVED**  
      Miller made a motion to accept; Susich seconded the motion
- V.    Utilization Reports for January **APPROVED**  
      Roberts made motion to accept; Susich seconded the motion
- VI.   Consideration Items  
      A. Resolution Supporting the Closeout of Public Housing **TABLED**  
          Susich made a motion to move the discussion to support the close out of public housing to a later date to allow for the Housing Commission to view PIH Notice ; Miller seconded the motion
- VII.   Meeting Adjourned – 4:28 pm **APPROVED**  
      Patterson made a motion to adjourn; Roberts seconded the motion

City of Davenport  
Housing Commission

Department:  
Contact Info:

**Date**

Subject:  
February Financial Reports

ATTACHMENTS:

Type	Description
▢ Cover Memo	February Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	4/12/2023 - 8:45 AM

# PUBLIC HOUSING

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$50,000.00	\$3,107.62	\$26,223.16	52.45%	\$23,776.84
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	\$1,802.53	150.21%	(\$602.53)
Telephone	\$200.00	\$0.00	\$153.63	76.82%	\$46.37
Memberships & Publications	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Professional Services	\$147,000.00	(\$11.84)	\$44,127.16	30.02%	\$102,872.84
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	\$1,333.35	41.67%	\$1,866.65
Facilities Maintenance	\$71,500.00	\$0.00	\$15,927.77	22.28%	\$55,572.23
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	\$10,000.00	33.33%	\$20,000.00
Rental Inspections	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
TOTALS	\$308,000.00	\$3,095.78	\$111,621.03	36.24%	\$196,378.97

# SECTION 8

ACCOUNT	BUDGET	FEBRUARY	YTD	% EXP	BALANCE
Travel (54401010 520210)	0.00	0.00	0.00	0.00%	
Payroll/Employee Benefits	\$374,794.00	37,852.81	182,122.10	48.59%	\$ -
Office Supplies & Services	\$13,750.00	1,081.22	1,113.08	8.10%	\$ 192,671.90
Telephone	\$3,410.00	339.88	1,876.04	55.02%	\$ 12,636.92
Memberships & Publications	\$300.00	0.00	0.00	0.00%	\$ 1,533.96
Professional Services	\$2,500.00	0.00	675.00	27.00%	\$ 300.00
Liability Insurance	\$5,394.00	-	5,394.00	100.00%	\$ 1,825.00
Rental Assistance & Utility Reimb	\$3,830,000.00	339,086.00	2,232,099.00	58.28%	\$ -
Port-in rent	\$0.00	0.00	0.00	0.00%	\$ 1,597,901.00
Payment to Other Agency	\$0.00	0.00	0.00	0.00%	\$ -
Project expense (Port Out Admin Fees)	\$15,000.00	1,193.45	6,353.24	42.35%	\$ -
Other supplies	\$15,000.00	0.00	8,722.42	58.15%	\$ 8,646.76
Property Insurance	\$1,753.00	-	1,753.00	100.00%	\$ 6,277.58
Data Processing	\$31,400.00	2,616.67	15,700.02	50.00%	\$ -
Maintenance-Machinery & Equip	\$0.00	0.00	0.00	0.00%	\$ 15,699.98
Maintenance-Motor Vehicles	\$0.00	0.00	0.00	0.00%	\$ -
Indirect Cost Allocation	\$71,467.00	5,955.58	29,777.90	41.67%	\$ -
					\$ 41,689.10
			\$		
TOTALS	\$ 4,364,768.00	\$ 388,125.61	2,485,585.80	56.95%	\$1,879,182.20

ALL PROGRAMS

ACCOUNT	BUDGET	February	YTD	% EXP	BALANCE
Payroll/Employee Benefits	\$424,794.00	\$40,960.43	\$208,345.26	49.05%	\$216,448.74
Office Supplies & Services	\$13,950.00	\$1,081.22	\$1,113.08	7.98%	\$12,836.92
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	\$1,802.53	150.21%	(\$602.53)
Telephone	\$3,610.00	\$339.88	\$2,029.67	56.22%	\$1,580.33
Memberships & Publications	\$300.00	\$0.00	\$0.00	0.00%	\$300.00
Professional Services	\$149,500.00	(\$11.84)	\$44,802.16	29.97%	\$104,697.84
Liability Insurance	\$8,894.00	\$0.00	\$8,894.00	100.00%	\$0.00
Rental Assistance & Utility Reimb	\$3,830,000.00	\$339,086.00	\$2,239,452.43	58.47%	\$1,590,547.57
Port-in rent	\$0.00	-	-	0.00%	\$0.00
Payment to Other Agency	\$0.00	-	-	0.00%	\$0.00
Project expense	\$15,000.00	1,193.45	6,353.24	42.35%	\$8,646.76
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	\$17,033.37	49.23%	\$17,566.63
Facilities Maintenance	\$71,500.00	\$0.00	\$15,927.77	22.28%	\$55,572.23
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	\$39,777.90	39.20%	\$61,689.10
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	\$391,221.39	\$2,597,206.83	55.58%	\$2,075,561.17

City of Davenport  
Housing Commission

Department:  
Contact Info:

**Date**

Subject:  
Occupancy Report for February

ATTACHMENTS:

Type	Description
▯ Cover Memo	Occupancy Report for February

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	4/12/2023 - 8:47 AM



### UTILIZATION REPORT FOR FEBRUARY 2023

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	5	265	239	148	16	2	1	676
Current	5	266	239	147	16	2	1	676
Funds available	<b>\$ 311,228</b>							
Funds spent	<b>\$ 339,086</b>							
% of Funds Utilized	109.0%							