

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, DECEMBER 18, 2023; 4:00 PM

CITY HALL, 226 WEST 4TH STREET, COUNCIL CHAMBERS

I. Minutes

A. Minutes from November Meeting

II. Financial Reports

A. Financial Reports for November

III. Occupancy Report

A. Utilization Report for November

IV. Consideration Items

V. Discussion

City of Davenport  
Housing Commission

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

**Date**  
**12/18/2023**

Subject:  
Minutes from November Meeting

Recommendation:  
Minutes from November meeting

ATTACHMENTS:

| Type         | Description                  |
|--------------|------------------------------|
| ▢ Cover Memo | Minutes from October Meeting |

REVIEWERS:

| Department | Reviewer    | Action   | Date                 |
|------------|-------------|----------|----------------------|
| City Clerk | Dunn, Malia | Approved | 12/15/2023 - 2:37 PM |

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

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

**Monday, November 20, 2023 at 4:00 PM**

**MEETING AGENDA**

Members present:     Miller, Susich, Wissing  
Staff present:         Berger,Dunn, Holeman

- I.    The November meeting of the Davenport Housing Commission was called to order at 4:00 pm
- II.   Roll Call
- III.    October Meeting Minutes **APPROVED**  
      Susich made a motion to accept; Miller seconded the motion
- IV.    October 2023 Financial Reports **APPROVED**  
      Susich made a motion to accept; Miller seconded the motion;
- V.    Occupation Report for October 2023 **APPROVED**  
      Susich made motion to accept; Miller seconded the motion
- VI.    Consideration Items **APPROVED**  
      **A. Resolution to Reject Public Housing Operating and Capital Funds Grant 2024**
- VII.   Discussion Item  
      **A. Modification of the Housing Commission Reports**
- VIII. Meeting Adjourned – 4:37pm **APPROVED**  
      Susich made a motion to adjourn; Miller seconded the motion

City of Davenport  
Housing Commission

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

**Date**  
**12/18/2023**

Subject:  
Financial Reports for November

ATTACHMENTS:

| Type         | Description       |
|--------------|-------------------|
| ▯ Cover Memo | Financial Reports |

REVIEWERS:

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# Housing Choice Voucher

\* The financial data that is reported are preliminary numbers and are subject to change when adjustments are necessary

| <u>Employee Salary/Benefits</u>        | <b>BUDGET</b>   | <b>November</b> | <b>YTD</b>      | <b>Balance</b>  | <b>Expenditure</b> |
|----------------------------------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| Full Time Salaries                     | \$ 280,135.00   | \$ 23,995.32    | \$ 114,609.62   | \$ 165,525.38   |                    |
| Part Time Salaries                     |                 |                 |                 |                 |                    |
| Overtime Pay                           |                 |                 | \$ 254.12       |                 |                    |
| Retirement FICA                        | \$ 25,018.00    | \$ 1,844.05     | \$ 8,841.82     |                 |                    |
| Retirement-IPERS                       | \$ 30,872.00    | \$ 2,189.64     | \$ 10,766.90    |                 |                    |
| Employee Insurance                     | \$ 127,069.00   | \$ 9,771.49     | \$ 49,274.99    |                 |                    |
| Deferred Comp                          | \$ 7,947.00     | \$ 518.24       | \$ 2,651.46     |                 |                    |
| Retirement Health Savings              | \$ 3,270.00     | \$ 231.94       | \$ 1,140.52     |                 |                    |
| Total                                  | \$ 474,311.00   | \$ 38,550.68    | \$ 187,539.43   |                 | 40%                |
| Travel                                 |                 |                 |                 |                 |                    |
| <u>Office Supplies and Services</u>    | \$ 13,750.00    | \$ 800.32       | \$ 5,117.60     | \$ 8,632.40     | 37%                |
| <u>Telephone</u>                       | \$ 3,410.00     | \$ 379.44       | \$ 1,873.59     | \$ 1,536.41     | 55%                |
| <u>Membership and Publications</u>     | \$ 300.00       |                 |                 | \$ 300.00       | 0%                 |
| <u>Professional Services</u>           | \$ 2,500.00     | \$ 400.00       | \$ 1,060.00     | \$ 1,440.00     | 42%                |
| <u>Liability Insurance</u>             | \$ 5,414.00     |                 | \$ 5,414.00     | \$ -            | 100%               |
| <u>Rental Assist/Utility Reimburse</u> | \$ 3,597,718.00 | \$ 353,056.00   | \$ 2,162,360.77 | \$ 1,435,357.23 | 60%                |
| <u>Port In Rent</u>                    |                 |                 |                 | \$ -            |                    |
| <u>Payment to Other Agency</u>         |                 |                 |                 | \$ -            |                    |
| <u>Project Expense</u>                 | \$ 15,000.00    | \$ 352.02       | \$ 4,148.78     | \$ 10,851.22    | 28%                |
| <u>Other supplies</u>                  | \$ 25,750.00    | \$ 4,391.92     | \$ 25,750.00    | \$ -            | 100%               |
| <u>Property Insurance</u>              | \$ 1,841.00     |                 | \$ 1,841.00     | \$ -            | 100%               |
| <u>Data Processing</u>                 | \$ 31,900.00    | \$ 2,658.33     | \$ 13,291.65    | \$ 18,608.35    | 42%                |
| <u>Workmans Compensation</u>           | \$ 198.00       |                 | \$ 198.00       | \$ -            | 100%               |
| <u>Indirect Cost Allocation</u>        | \$ 71,848.00    | \$ 5,987.33     | \$ 29,936.65    | \$ 41,911.35    | 42%                |
| Totals:                                | \$ 4,243,940.00 | \$ 406,576.04   | \$ 2,438,531.47 |                 | 57%                |

City of Davenport  
Housing Commission

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

**Date**  
**12/18/2023**

Subject:  
Utilization Report for November

ATTACHMENTS:

| Type         | Description        |
|--------------|--------------------|
| ▯ Cover Memo | Utilization Report |

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# UTILIZATION REPORT FOR NOVEMBER 2023

| Vouchers              |                   |     |     |     |    |   |   |       |
|-----------------------|-------------------|-----|-----|-----|----|---|---|-------|
|                       | 0                 | 1   | 2   | 3   | 4  | 5 | 6 | Total |
| <i>Previous Month</i> | 4                 | 285 | 270 | 146 | 15 | 2 | 1 | 723   |
| Current               | 4                 | 278 | 269 | 145 | 15 | 1 | 1 | 713   |
| Funds available       | <b>\$ 370,624</b> |     |     |     |    |   |   |       |
| Funds spent           | <b>\$ 353,056</b> |     |     |     |    |   |   |       |
| % of Funds Used       | 95.3%             |     |     |     |    |   |   |       |
|                       |                   |     |     |     |    |   |   |       |