

HOUSING COMMISSION MINUTES

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

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

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>	BUDGET	November	YTD	Balance	Expenditure
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

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Date
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Subject:
Utilization Report for November

ATTACHMENTS:

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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	\$ 370,624							
Funds spent	\$ 353,056							
% of Funds Used	95.3%							