

HOUSING COMMISSION MINUTES

CITY OF DAVENPORT, IOWA

MONDAY, NOVEMBER 20, 2023; 4:00 PM

CITY HALL, 226 WEST 4TH STREET, COUNCIL CHAMBERS

I. Minutes

- A. October Meeting Minutes

II. Financial Reports

- A. October Financial Report

III. Occupancy Report

- A. Utilization Report for October

IV. Consideration Items

- A. Modification of the Housing Commission Reports
- B. Resolution to reject Public Housing Operating and Capital Funds Grant 2024

V. Discussion

City of Davenport
Housing Commission

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

Date
11/20/2023

Subject:
October Meeting Minutes

ATTACHMENTS:

Type	Description
 Cover Memo	October Meeting Minutes

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, October 16, 2023 at 4:00 PM

MEETING AGENDA

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

- I. The October meeting of the Davenport Housing Commission was called to order at 4:01 pm
- II. Roll Call
- III. September Meeting Minutes **APPROVED**
Susich made a motion to accept; Miller seconded the motion
- IV. September 2023 Financial Reports **APPROVED**
Susich made a motion to accept; Miller seconded the motion;
- V. Occupation Report for September 2023 **APPROVED**
Susich made motion to accept; Miller seconded the motion
- VI. Consideration Items
- VII. Discussion Item
HUD-VASH and City of Davenport Partnership
- VIII. Meeting Adjourned – 4:53pm **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
11/20/2023

Subject:
October Financial Report

ATTACHMENTS:

Type	Description
 Cover Memo	October Financial Report

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	October	YTD	Balance	Expenditure
Full Time Salaries	\$ 280,135.00	\$ 23,195.27	\$ 90,295.42	\$ 189,839.58	
Part Time Salaries					
Overtime Pay			\$ 254.12		
Retirement FICA	\$ 25,018.00	\$ 1,782.85	\$ 6,972.54		
Retirement-IPERS	\$ 30,872.00	\$ 2,189.64	\$ 8,547.17		
Employee Insurance	\$ 127,069.00	\$ 9,745.28	\$ 39,416.73		
Deferred Comp	\$ 7,947.00	\$ 518.24	\$ 2,117.27		
Retirement Health Savings	\$ 3,270.00	\$ 231.94	\$ 905.39		
Total	\$ 474,311.00	\$ 37,663.22	\$ 148,508.64		31%
Travel					
<u>Office Supplies and Services</u>	\$ 13,750.00	\$ 81.19	\$ 3,618.22	\$ 10,131.78	26%
<u>Telephone</u>	\$ 3,410.00	\$ 343.01	\$ 1,494.15	\$ 1,915.85	44%
<u>Membership and Publications</u>	\$ 300.00			\$ 300.00	0%
<u>Professional Services</u>	\$ 2,500.00	\$ 180.00	\$ 660.00	\$ 1,840.00	26%
<u>Liability Insurance</u>	\$ 5,414.00		\$ 5,414.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 3,597,718.00	\$ 364,551.00	\$ 1,810,632.77	\$ 1,787,085.23	50%
<u>Port In Rent</u>				\$ -	
<u>Payment to Other Agency</u>				\$ -	
<u>Project Expense</u>	\$ 15,000.00	\$ 672.72	\$ 3,796.76	\$ 11,203.24	25%
<u>Other supplies</u>	\$ 25,750.00		\$ 21,358.08	\$ 4,391.92	83%
<u>Property Insurance</u>	\$ 1,841.00		\$ 1,841.00	\$ -	100%
<u>Data Processing</u>	\$ 31,900.00	\$ 2,658.33	\$ 10,633.32	\$ 21,266.68	33%
<u>Workmans Compensation</u>	\$ 198.00		\$ 198.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 71,848.00	\$ 5,987.33	\$ 23,949.32	\$ 47,898.68	33%
Totals:	\$ 4,243,940.00	\$ 412,136.80	\$ 2,032,104.26		48%

City of Davenport
Housing Commission

Department:
Contact Info:

Date
11/20/2023

Subject:
Utilization Report for October

ATTACHMENTS:

Type	Description
 Cover Memo	Utilization Report for October

UTILIZATION REPORT FOR OCTOBER 2023

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	4	284	275	147	15	2	1	728
Current	4	285	270	146	15	2	1	723
Funds available	\$ 360,096							
Funds spent	\$ 364,551							
% of Funds Used	101.2%							

City of Davenport
Housing Commission

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

Date
11/20/2023

Subject:
Modification of the Housing Commission Reports

ATTACHMENTS:

Type	Description
 Cover Memo	Modified Housing Commission Reports

SAMPLE

Housing Choice Voucher Leasing - Activity Report		
Family Searching Activity Report		
Activity	September 2023	Current Month
New Vouchers Issued	8	10
Voucher Expired/Canceled	1	3
New leases (Effective Beg of Mth)	7	6
EOP (Ended Participation)- Voluntary	2	4
Family Searching, End of October	27	20

SAMPLE

Special Purpose Vouchers Leasing - Activity Report		
Activity	HUD-VASH	FYI
New Vouchers Issued	3	2
Voucher Expired/Canceled	2	0
New leases (Effective Beg of Mth)	4	6
EOP (Ended Participation)- Voluntary	6	1
Family Searching, End of October	5	3

SAMPLE

Housing Choice Voucher Waiting List Status Report as of 10/31/2023	
Applicant by Bedroom Size Per Admin Plan	% of Applicants
1 bedroom	64%
2 bedroom	28%
3 bedroom	7%
4 bedroom	0%
Total	100%

SAMPLE

Housing Choice Voucher Utilization Report by Bedroom Size as of 10/312023

Applicant by Bedroom Size Per Admin Plan	Current Month	Previous Month
0 bedroom	4	4
1 bedroom	284	279
2 bedroom	275	277
3 bedroom	147	149
4 bedroom	16	16
5 bedroom	2	2
6 bedroom	1	1
Total	729	728
HCV Funding as of 10/31/2023		
Funds available	\$360,096	
Funds spent	\$368,788	
% of Funds Used	102.41%	

City of Davenport
Housing Commission

Department:
Contact Info: Malia Dunn

Date
11/20/2023

Subject:
Resolution to reject Public Housing Operating and Capital Funds Grant 2024

ATTACHMENTS:

Type	Description
 Cover Memo	Resolution to Reject Public Housing Funds

Resolution 2023-04

Resolution Rejecting Public Housing Operating and Capital Fund Grants 2024

WHEREAS, the City of Davenport, administered the Public Housing program, which provided subsidized housing for qualifying households in Davenport, Iowa until the fall 2022, when the properties were conveyed to several nonprofit, affordable housing agencies; and

WHEREAS, in September 2023, the Davenport Housing Commission approved a resolution to officially close-out this program as required by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, in November 2023, HUD asked that the City of Davenport also formally reject the 2024 Public Housing Capital and Operating Funds, which are grants that HUD annually provides to Housing Authorities operating Public Housing programs.

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission hereby rejects HUD's Public Housing 2024 Capital and Operating Fund grants (IA01P045501-24 and IA045-00000124D).

Adopted this 20th day of November, 2023.

Matt Wissing, Chairperson
Davenport Housing Commission