HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JULY 17, 2023; 4:00 PM

CITY HALL, 226 WEST 4TH STREET, COUNCIL CHAMBERS

I. Minutes
   A. June Meeting Minutes

II. Financial Reports
   A. May and June Financial Reports

III. Occupancy Report
   A. Utilization Report for May and June

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

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

Date
7/17/2023

Subject:
June Meeting Minutes

ATTACHMENTS:

	Type	Description
🗋	Cover Memo	June Meeting Minutes

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, June 26, 2023 at 4:00 PM

MEETING AGENDA

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

I. The June meeting of the Davenport Housing Commission was called to order at 4:01 pm

II. Roll Call

III. Approval of May Minutes **APPROVED**
Patterson made a motion to accept; Susich seconded the motion

IV. Approval of May 2023 Financial Reports **TABLED**
Miller made a motion to table financial reports;
Susich seconded the motion

V. Occupation/Utilization Report for May **TABLED**
Patterson made motion to table; Susich seconded the motion

VI. Consideration Items:
Housing Commission members request additional information from Finance Dept regarding administrative costs; Commissioner Patterson is not renewing her appointment.

VII. Meeting Adjourned – 4:31pm **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
7/17/2023

Subject:
May and June Financial Reports

ATTACHMENTS:

	Type	Description
🗋	Cover Memo	May Financial Reports
🗋	Cover Memo	June Financial Reports

Public Housing

Employee Salary/Benefits	Budget	MAY	YTD	Balance	Expenditure
Full Time Salaries		$ -	$ 18,298.69		
Part Time Salaries		$ 2,646.56	$ 18,735.84		
Retirement FICA		$ 202.47	$ 2,844.42		
Retirement-IPERS		$ 249.84	$ 3,494.69		
Employee Insurance			$ 6,377.26		
Deferred Comp			$ 494.03		
Retirement Health Savings			$ 198.29		
Total	**$ 50,000.00**	**$ 3,098.87**	**$ 50,443.22**	**$ (443.22)**	**100.89%**
Office Supplies and Services	**$ 200.00**	$ -	$ -		**0.00%**
Books and Periodicals	**$ -**		$ -		
Utility Services	**$ 1,200.00**	$ 8.31	$ 2,505.49	**$ (1,305.49)**	**208.79%**
Telephone	**$ 200.00**		$ 186.47		**93.24%**
Membership and Publications			$ -		
Professional Services	**$ 146,980.00**		$ 50,330.31	**$ 96,649.69**	**34.24%**
Liability Insurance	**$ 3,500.00**		$ 3,500.00	**$ -**	**100.00%**
Utility Reimbursements	**$ -**		$ 12,216.43	**$ (12,216.43)**	
Software Costs					
Data Processing	**$ 3,200.00**		$ 3,200.00	**$ -**	**100.00%**
Facilities Maintenance	**$ 71,500.00**		$ 21,066.77	**$ 50,433.23**	**29.46%**
Property Insurance	**$ 1,200.00**		$ 1,200.00	**$ -**	**100.00%**
Maintenance- Machinery/Equ	**$ -**		$ 20,486.91	**$ (20,486.91)**	
Maintenance- Motor Vehicles	**$ -**		$ -	**$ -**	
Workers Compensation	**$ -**	$ -	$ -	**$ -**	
Indirect Cost Allocation	**$ 30,000.00**	$ -	$ 30,000.00	**$ -**	**100.00%**
Totals:	$ 307,980.00	**$ 3,107.18**	**$ 195,135.60**		**63%**

Housing Choice Voucher

Employee Salary/Benefits	BUDGET	MAY	YTD	Balance	Expenditure
Full Time Salaries	$ 241,122.00	$ 24,957.50	$ 254,234.37	$ (13,112.37)	
Part Time Salaries	$ -	$ -	$ 8,883.73		
Retirement FICA	$ 18,446.00	$ 1,924.03	$ 20,199.55		
Retirement-IPERS	$ 22,762.00	$ 2,355.99	$ 24,809.97		
Employee Insurance	$ 82,436.00	$ 10,146.19	$ 107,314.53		
Deferred Comp	$ 7,617.00	$ 618.95	$ 6,089.86		
Retirement Health Savings	$ 2,411.00	$ 249.60	$ 2,628.32		
Total	**$ 374,794.00**	**$ 40,252.26**	**$ 424,160.33**		**89%**
Travel	$ -		$ -		
Office Supplies and Services	$ 13,640.00	$ 489.96	$ 11,111.26	$ 2,528.74	**81%**
Books and Periodicals	$ 300.00	$ -	$ -		**0%**
Telephone	$ 3,410.00	$ 347.85	$ 3,556.11	$ (146.11)	**93%**
Membership and Publications	$ -	$ -	$ -	$ -	0%
Professional Services	$ 2,500.00	$ 20.00	$ 695.00	$ 1,805.00	**33%**
Liability Insurance	$ 5,394.00	$ -	$ 5,394.00	$ -	**100%**
Rental Assist/Utility Reimburse	$ 3,916,924.00	$ 351,298.53	$ 3,995,971.08	$ (79,047.08)	**102%**
Port In Rent	$ -	$ -	$ -	$ -	0%
Payment to Other Agency	$ -	$ -	$ -	$ -	0%
Project Expense	$ 15,000.00	$ 825.84	$ 10,309.78	$ 4,690.22	**69%**
Other supplies	$ 15,000.00	$ -	$ 8,722.42	$ 6,277.58	**58%**
Property Insurance	$ 1,753.00	$ -	$ 1,753.00	$ -	**100%**
Data Processing	$ 31,400.00	$ 2,616.67	$ 28,783.37	$ 2,616.63	**92%**
Maintenance- Machinery/Equ	$ -	$ -	$ -	$ -	0%
Maintenance- Motor Vehicles	$ -	$ -	$ -	$ -	0%
Indirect Cost Allocation	$ 71,467.00	$ 5,955.58	$ 65,511.38	$ 5,955.62	**92%**
Totals:	$ 4,451,582.00	**$ 401,806.69**	**$ 4,555,967.73**		**102%**

Public Housing

Employee Salary/Benefits	Budget	JUNE	YTD	Balance	Expenditure
Full Time Salaries		$ -	$ 18,298.69		
Part Time Salaries		$ 2,539.00	$ 21,274.84		
Retirement FICA		$ 194.22	$ 3,038.64		
Retirement-IPERS		$ 120.93	$ 3,615.62		
Employee Insurance			$ 6,377.26		
Deferred Comp			$ 494.03		
Retirement Health Savings			$ 198.29		
Total	**$ 50,000.00**	**$ 2,854.15**	**$ 53,297.37**	**$ (3,297.37)**	**106.59%**
Office Supplies and Services	**$ 200.00**	$ -	$ -		**0.00%**
Books and Periodicals	**$ -**		$ -		
Utility Services	**$ 1,200.00**	$ 8.30	$ 2,513.79	**$ (1,313.79)**	**209.48%**
Telephone	**$ 200.00**		$ 186.47		**93.24%**
Membership and Publications			$ -		
Professional Services	**$ 146,980.00**		$ 50,330.31	**$ 96,649.69**	**34.24%**
Liability Insurance	**$ 3,500.00**		$ 3,500.00	**$ -**	**100.00%**
Utility Reimbursements	**$ -**		$ 12,216.43	**$ (12,216.43)**	
Software Costs					
Data Processing	**$ 3,200.00**		$ 3,200.00	**$ -**	**100.00%**
Facilities Maintenance	**$ 71,500.00**		$ 21,066.77	**$ 50,433.23**	**29.46%**
Property Insurance	**$ 1,200.00**		$ 1,200.00	**$ -**	**100.00%**
Maintenance- Machinery/Equ	**$ -**		$ 20,486.91	**$ (20,486.91)**	
Maintenance- Motor Vehicles	**$ -**		$ -	**$ -**	
Workers Compensation	**$ -**	$ -	$ -	**$ -**	
Indirect Cost Allocation	**$ 30,000.00**	$ -	$ 30,000.00	**$ -**	**100.00%**
Totals:	$ 307,980.00	**$ 2,862.45**	**$ 197,998.05**		**64%**

Housing Choice Voucher

Employee Salary/Benefits	BUDGET	June	YTD	Balance	Expenditure
Full Time Salaries	$ 241,122.00	$ 35,839.59	$ 290,073.96	$ (48,951.96)	
Part Time Salaries	$ -		$ 8,883.73		
Overtime Pay	$ -	$ 121.48	$ 121.48		
Retirement FICA	$ 18,446.00	$ 2,779.53	$ 22,979.08		
Retirement-IPERS	$ 22,762.00	$ 3,394.72	$ 28,204.69		
Employee Insurance	$ 82,436.00	$ 9,758.53	$ 117,073.06		
Deferred Comp	$ 7,617.00	$ 851.94	$ 6,941.80		
Retirement Health Savings	$ 2,411.00	$ 359.62	$ 2,987.94		
Total	**$ 374,794.00**	**$ 53,105.41**	**$ 477,265.74**		**127%**
Travel	$ -		$ -		
Office Supplies and Services	$ 13,640.00	$ 225.22	$ 11,336.48	$ 2,303.52	**83%**
Books and Periodicals	$ 300.00		$ -		**0%**
Telephone	$ 3,410.00	$ 321.42	$ 3,877.53	$ (467.53)	**93%**
Membership and Publications	$ -		$ -	$ -	0%
Professional Services	$ 2,500.00		$ 695.00	$ 1,805.00	**33%**
Liability Insurance	$ 5,394.00		$ 5,394.00	$ -	**100%**
Rental Assist/Utility Reimburse	$ 3,916,924.00	$ 23,731.40	$ 4,019,702.48	$ (102,778.48)	**103%**
Port In Rent	$ -		$ -	$ -	0%
Payment to Other Agency	$ -		$ -	$ -	0%
Project Expense	$ 15,000.00	$ 2.37	$ 10,312.15	$ 4,687.85	**69%**
Other supplies	$ 15,000.00		$ 8,722.42	$ 6,277.58	**58%**
Property Insurance	$ 1,753.00		$ 1,753.00	$ -	**100%**
Data Processing	$ 31,400.00	$ 2,616.63	$ 31,400.00	$ -	**100%**
Maintenance- Machinery/Equ	$ -		$ -	$ -	0%
Maintenance- Motor Vehicles	$ -		$ -	$ -	0%
Indirect Cost Allocation	$ 71,467.00	$ 5,955.62	$ 71,467.00	$ -	**100%**
Totals:	$ 4,451,582.00	**$ 85,958.07**	**$ 4,641,925.80**		**104%**

City of Davenport
Housing Commission

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

Date
7/17/2023

Subject:
Utilization Report for May and June

ATTACHMENTS:

	Type	Description
🗋	Cover Memo	May Utilization Report
🗋	Cover Memo	June Utilization Report

UTILIZATION REPORT FOR MAY 2023

Vouchers	0	1	2	3	4	5	6	Total
Previous Month	5	272	246	147	16	2	1	689
Current	5	276	253	141	16	2	1	694
Funds available	**$ 312,975**							
Funds spent	**$ 351,299**							
% of Funds Used	112.2%							

UTILIZATION REPORT FOR JUNE 2023

Vouchers	0	1	2	3	4	5	6	Total
Previous Month	5	276	253	141	16	2	1	694
Current	5	275	267	144	16	2	1	710
Funds available	**$ 346,381**							
Funds spent	**$ 23,731**							
% of Funds Used	6.9%							