

HOUSING COMMISSION MINUTES

CITY OF DAVENPORT, IOWA

MONDAY, JUNE 26, 2023; 4:00 PM

226 W. 4TH STREET, CITY HALL, COUNCIL CHAMBERS

I. Minutes

A. Minutes for May Meeting

II. Financial Reports

A. Financial Reports for May

III. Occupancy Report

A. Occupancy/Utilization Report for May

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

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

Date
6/26/2023

Subject:
Minutes for May Meeting

ATTACHMENTS:

Type	Description
 Cover Memo	Minutes from May Meeting

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, May 15, 2023 at 4:00 PM

MEETING AGENDA

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

- I. The May meeting of the Davenport Housing Commission was called to order at 4:00 pm
- II. Roll Call
- III. Approval of April Minutes **APPROVED**
Miller made a motion to accept; Susich seconded the motion
- IV. Approval of March and April 2023 Financial Reports **APPROVED**
Miller made a motion to accept March financial reports;
Susich seconded the motion

Miller made a motion to accept April financial reports;
Susich seconded the motion
- V. Occupation/Utilization Report for April **APPROVED**
Susich made motion to accept; Patterson seconded the motion
- VI. Consideration Items:
A discussion took place regarding the utilization report for HCV;
consensus was to carryover to the next Housing Commission Meeting for review
- VII. Meeting Adjourned – 4:25pm **APPROVED**
Wissing 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
6/26/2023

Subject:
Financial Reports for May

ATTACHMENTS:

Type	Description
 Cover Memo	May Financial Reports

Public Housing

<u>Employee Salary/Benefits</u>	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%
<u>Office Supplies and Services</u>	\$ 200.00	\$ -	\$ -		0.00%
<u>Books and Periodicals</u>	\$ -		\$ -		
<u>Utility Services</u>	\$ 1,200.00	\$ 8.31	\$ 2,505.49	\$ (1,305.49)	208.79%
<u>Telephone</u>	\$ 200.00		\$ 186.47		93.24%
<u>Membership and Publications</u>			\$ -		
<u>Professional Services</u>	\$ 146,980.00		\$ 50,330.31	\$ 96,649.69	34.24%
<u>Liability Insurance</u>	\$ 3,500.00		\$ 3,500.00	\$ -	100.00%
<u>Utility Reimbursements</u>	\$ -		\$ 12,216.43	\$ (12,216.43)	
<u>Software Costs</u>					
<u>Data Processing</u>	\$ 3,200.00		\$ 3,200.00	\$ -	100.00%
<u>Facilities Maintenance</u>	\$ 71,500.00		\$ 21,066.77	\$ 50,433.23	29.46%
<u>Property Insurance</u>	\$ 1,200.00		\$ 1,200.00	\$ -	100.00%
<u>Maintenance- Machinery/Equ</u>	\$ -		\$ 20,486.91	\$ (20,486.91)	
<u>Maintenance- Motor Vehicles</u>	\$ -		\$ -	\$ -	
<u>Workers Compensation</u>	\$ -	\$ -	\$ -	\$ -	
<u>Indirect Cost Allocation</u>	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	100.00%
Totals:	\$ 307,980.00	\$ 3,107.18	\$ 195,135.60		63%

Housing Choice Voucher

<u>Employee Salary/Benefits</u>	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	\$ -		\$ -		
<u>Office Supplies and Services</u>	\$ 13,640.00	\$ 489.96	\$ 11,111.26	\$ 2,528.74	81%
<u>Books and Periodicals</u>	\$ 300.00	\$ -	\$ -		0%
<u>Telephone</u>	\$ 3,410.00	\$ 347.85	\$ 3,556.11	\$ (146.11)	93%
<u>Membership and Publications</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Professional Services</u>	\$ 2,500.00	\$ 20.00	\$ 695.00	\$ 1,805.00	33%
<u>Liability Insurance</u>	\$ 5,394.00	\$ -	\$ 5,394.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 3,916,924.00	\$ 351,298.53	\$ 3,995,971.08	\$ (79,047.08)	102%
<u>Port In Rent</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Payment to Other Agency</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Project Expense</u>	\$ 15,000.00	\$ 825.84	\$ 10,309.78	\$ 4,690.22	69%
<u>Other supplies</u>	\$ 15,000.00	\$ -	\$ 8,722.42	\$ 6,277.58	58%
<u>Property Insurance</u>	\$ 1,753.00	\$ -	\$ 1,753.00	\$ -	100%
<u>Data Processing</u>	\$ 31,400.00	\$ 2,616.67	\$ 28,783.37	\$ 2,616.63	92%
<u>Maintenance- Machinery/Equ</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Maintenance- Motor Vehicles</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Indirect Cost Allocation</u>	\$ 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%

City of Davenport
Housing Commission

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

Date
6/26/2023

Subject:
Occupancy/Utilization Report for May

ATTACHMENTS:

Type	Description
 Cover Memo	Occupancy Report for May

UTILIZATION REPORT FOR MAY 2023

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	5	272	246	147	16	2	1	688
Current	5	276	253	141	16	2	1	694
Funds available	\$ 312,975							
Funds spent	\$ 351,299							
% of Funds Used	112.2%							