

HOUSING COMMISSION MINUTES

CITY OF DAVENPORT, IOWA

MONDAY, MAY 15, 2023; 4:00 PM

CITY HALL, 226 WEST 4TH STREET, COUNCIL CHAMBERS

I. Minutes

A. Minutes for April Meeting

II. Financial Reports

A. March and April Financial Reports

III. Occupancy Report

A. Occupancy and Utilization Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

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

Date
5/15/2023

Subject:
Minutes for April Meeting

ATTACHMENTS:

Type	Description
 Cover Memo	Minutes from April Meeting

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, April 17, 2023 at 4:00 PM

MEETING AGENDA

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

- I. The April meeting of the Davenport Housing Commission was called to order at 4:01 pm
- II. Roll Call
- III. Approval of March Minutes **APPROVED**
Roberts made a motion to accept; Susich seconded the motion
- IV. Approval of March 2023 Financial Reports **TABLED**
Miller made a motion to request additional time to review HCV and Public Housing financial reports, ; Wissing seconded the motion
- V. Occupation/Utilization Report for March **APPROVED**
Miller made motion to accept; Susich seconded the motion
- VI. Consideration Items
A. Preview utilization tool for HCV
- VII. Meeting Adjourned – 4:28pm **APPROVED**
Roberts 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
5/15/2023

Subject:
March and April Financial Reports

ATTACHMENTS:

Type	Description
 Cover Memo	March Financial Reports
 Cover Memo	April Financial Reports

Public Housing

<u>Employee Sal/Ben</u>	BUDGET	MARCH	YTD	Balance	Expenditure
Full Time Salaries		\$ (3.97)	\$ 18,302.68		
Part Time Salaries		\$ 2,889.13	\$ 13,472.71		
Retirement FICA		\$ 221.02	\$ 2,441.79		
Retirement-IPERS		\$ 272.73	\$ 2,997.85		
Employee Insurance			\$ 6,377.25		
Deferred Comp			\$ 494.03		
Retirement Health Savings			\$ 198.29		
Total	\$ 50,000.00	\$ 3,378.91	\$ 44,284.60	\$ 5,715.40	88.57%
<u>Office Supplies and Services</u>	\$ 200.00	\$ -	\$ -		0.00%
<u>Books and Periodicals</u>	\$ -	\$ -	\$ -		
<u>Utility Services</u>	\$ 1,200.00	\$ 8.94	\$ 2,488.39	\$ (1,288.39)	207.37%
<u>Telephone</u>	\$ 200.00	\$ -	\$ 186.47		93.24%
<u>Membership and Publications</u>		\$ -	\$ -		
<u>Professional Services</u>	\$ 146,980.00	\$ 751.31	\$ 49,190.31	\$ 97,789.69	33.47%
<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	\$ 4,139.16	\$ 187,819.88		61%

Housing Choice Voucher

<u>Employee Sal/Ben</u>	BUDGET	MARCH	YTD	Balance	Expenditure
Full Time Salaries	\$ 241,122.00	\$ 23,651.70	\$ 206,013.72	\$ 35,108.28	
Part Time Salaries	\$ -		\$ 8,883.73		
Retirement FICA	\$ 18,446.00	\$ 1,819.58	\$ 16,487.16		
Retirement-IPERS	\$ 22,762.00	\$ 2,232.53	\$ 20,258.04		
Employee Insurance	\$ 82,436.00	\$ 9,899.71	\$ 87,305.81		
Deferred Comp	\$ 7,617.00	\$ 553.55	\$ 4,936.73		
Retirement Health Savings	\$ 2,411.00	\$ 236.52	\$ 2,146.08		
Total	\$ 374,794.00	\$ 38,393.59	\$ 346,031.27		89%
Travel	\$ -	\$ -	\$ -		
<u>Office Supplies and Services</u>	\$ 13,640.00	\$ 1,187.12	\$ 9,827.19	\$ 3,812.81	72%
<u>Books and Periodicals</u>	\$ 300.00	\$ -	\$ -		0%
<u>Telephone</u>	\$ 3,410.00	\$ 347.54	\$ 2,872.97	\$ 537.03	93%
<u>Membership and Publications</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Professional Services</u>	\$ 2,500.00	\$ -	\$ 675.00	\$ 1,825.00	33%
<u>Liability Insurance</u>	\$ 5,394.00		\$ 5,394.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 3,916,924.00	\$ 364,968.88	\$ 3,284,685.88	\$ 632,238.12	84%
<u>Port In Rent</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Payment to Other Agency</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Project Expense</u>	\$ 15,000.00	\$ 579.55	\$ 8,392.17	\$ 6,607.83	56%
<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	\$ 23,550.03	\$ 7,849.97	75%
<u>Maintenance- Machinery/Equ</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Maintenance- Motor Vehicles</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Indirect Cost Allocation</u>	\$ 71,467.00	\$ 5,955.58	\$ 53,600.22	\$ 17,866.78	75%
Totals:	\$ 4,451,582.00	\$ 414,048.93	\$ 3,745,504.15		84%

Public Housing

<u>Employee Salary/Benefits</u>	Budget	APRIL	YTD	Balance	Expenditure
Full Time Salaries		\$ 2,296.67	\$ 20,599.35		
Part Time Salaries		\$ 2,616.57	\$ 16,089.28		
Retirement FICA		\$ 373.12	\$ 2,814.91		
Retirement-IPERS		\$ 463.80	\$ 3,461.65		
Employee Insurance		\$ 931.41	\$ 7,308.66		
Deferred Comp		\$ -	\$ 494.03		
Retirement Health Savings		\$ 22.96	\$ 221.25		
Total	\$ 50,000.00	\$ 6,704.53	\$ 50,989.13	\$ (989.13)	101.98%
<u>Office Supplies and Services</u>	\$ 200.00		\$ -		0.00%
<u>Books and Periodicals</u>	\$ -		\$ -		
<u>Utility Services</u>	\$ 1,200.00	\$ 8.79	\$ 2,497.18	\$ (1,297.18)	208.10%
<u>Telephone</u>	\$ 200.00	\$ -	\$ 186.47		93.24%
<u>Membership and Publications</u>		\$ -	\$ -		
<u>Professional Services</u>	\$ 146,980.00	\$ 1,140.00	\$ 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	\$ 7,853.32	\$ 195,673.20		64%

Housing Choice Voucher

<u>Employee Salary/Benefits</u>	BUDGET	APRIL	YTD	Balance	Expenditure
Full Time Salaries	\$ 241,122.00	\$ 22,064.63	\$ 228,078.35	\$ 13,043.65	
Part Time Salaries	\$ -	\$ -	\$ 8,883.73		
Retirement FICA	\$ 18,446.00	\$ 1,703.84	\$ 18,191.00		
Retirement-IPERS	\$ 22,762.00	\$ 2,082.91	\$ 22,340.95		
Employee Insurance	\$ 82,436.00	\$ 9,063.80	\$ 96,369.61		
Deferred Comp	\$ 7,617.00	\$ 589.15	\$ 5,525.88		
Retirement Health Savings	\$ 2,411.00	\$ 220.67	\$ 2,366.75		
Total	\$ 374,794.00	\$ 35,725.00	\$ 381,756.27		89%
Travel	\$ -		\$ -		
<u>Office Supplies and Services</u>	\$ 13,640.00	\$ 52.50	\$ 9,879.69	\$ 3,760.31	72%
<u>Books and Periodicals</u>	\$ 300.00	\$ -	\$ -		0%
<u>Telephone</u>	\$ 3,410.00	\$ 335.29	\$ 3,208.26	\$ 201.74	93%
<u>Membership and Publications</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Professional Services</u>	\$ 2,500.00	\$ -	\$ 675.00	\$ 1,825.00	33%
<u>Liability Insurance</u>	\$ 5,394.00		\$ 5,394.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 3,916,924.00	\$ 360,034.36	\$ 3,644,720.24	\$ 272,203.76	93%
<u>Port In Rent</u>	\$ -		\$ -	\$ -	0%
<u>Payment to Other Agency</u>	\$ -		\$ -	\$ -	0%
<u>Project Expense</u>	\$ 15,000.00	\$ 1,044.08	\$ 9,436.25	\$ 5,563.75	63%
<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	\$ 26,166.70	\$ 5,233.30	83%
<u>Maintenance- Machinery/Equ</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Maintenance- Motor Vehicles</u>	\$ -	\$ -	\$ -	\$ -	0%
<u>Indirect Cost Allocation</u>	\$ 71,467.00	\$ 5,955.58	\$ 59,555.80	\$ 11,911.20	83%
Totals:	\$ 4,451,582.00	\$ 405,763.48	\$ 4,151,267.63		93%

City of Davenport
Housing Commission

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

Date

Subject:
Occupancy and Utilization Report

ATTACHMENTS:

Type	Description
 Cover Memo	Utilization Report

UTILIZATION REPORT FOR APRIL 2023

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	5	266	239	147	16	2	1	675
Current	5	272	246	147	16	2	1	689
Funds available	\$ 341,089							
Funds spent	\$ 360,034							
% of Funds Used	105.6%							