

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, APRIL 17, 2023; 4:00 PM

CITY HALL, 226 WEST 4TH STREET, COUNCIL CHAMBERS

I. Minutes

A. Minutes from March meeting

II. Financial Reports

A. Financial Reports for March

III. Utilization Report

A. Utilization Report for March

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

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

Date
4/17/2023

Subject:
Minutes from March meeting

ATTACHMENTS:

Type	Description
▯ Cover Memo	Minutes from March Meeting

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, March 20, 2023 at 4:00 PM

MEETING AGENDA

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

- I. The March meeting of the Davenport Housing Commission was called to order at 4:00 pm
- II. Roll Call
- III. Approval of February Minutes **APPROVED**
Roberts made a motion to accept; Susich seconded the motion
- IV. Approval of February 2023 Financial Reports **APPROVED**
Miller made a motion to accept HCV financial reports, but requested additional information regarding Public Housing financial reports; Susich seconded the motion
- V. Occupation/Utilization Report for February **APPROVED**
Roberts made motion to accept; Miller seconded the motion
- VI. Consideration Items
A. Resolution to support closing Public Housing tabled until Financial Reports are complete
- VII. Meeting Adjourned – 4:29pm **APPROVED**
Roberts made a motion to adjourn; Roberts seconded the motion

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Financial Reports for March

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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%

City of Davenport
Housing Commission

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

Date
4/17/2023

Subject:
Utilization Report for March

ATTACHMENTS:

Type	Description
▣ Cover Memo	Utilization Report
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UTILIZATION REPORT FOR MARCH 2023

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	5	266	239	147	16	2	1	676
Current	5	272	245	147	16	2	1	688
Funds available	\$ 341,089							
Funds spent	\$ 364,964.88							
% of Funds Used	107.0%							

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