HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Monday, August 19, 2024; 4:00 PM

City Hall | 226 West 4th Street | Council Chambers

I. Call to Order

II. Secretary's Report

1. June Meeting Minutes
2. June Financial Report
3. June Utilization Report
4. July Financial Report
5. July Utilization Report

III. Communications

IV. Old Business

V. New Business

1. Resolution for FY24 Annual SEMAP

VI. Other Business

VII. Open Forum for Comment

VIII. Adjourn

1. Next Board Meeting - September 16, 2024

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
8/19/2024

Subject:
June Meeting Minutes

Recommendation:

Background:

Attachments:
1. June meeting minutes - August Commission meeting

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, June 17, 2024 at 4:00 PM

MEETING AGENDA

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

I. Call to Order

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

II. Secretary's Report APPROVED

1. May Meeting Minutes
   Susich made a motion to accept; Miller seconded the motion

2. May Financial Reports APPROVED
   Miller made a motion to approve; Susich seconded the motion

3. May Utilization Report for March 2024 APPROVED
   Susich made motion to accept; Miller seconded the motion

III. Communication

IV. Old Business

V. New Business

VI. Other Business
1. Voucher Utilization

VII. Open Forum for Comment

VIII. Meeting Adjourned – 4:37pm APPROVED
Miller made a motion to adjourn; Susich seconded the motion

City of Davenport

Department: Community & Economic Development	**Action / Date**
Contact Info: |	**8/19/2024**

Subject:
June Financial Report

Recommendation:

Background:

Attachments:
1. June Financial Workbook

Housing Choice Voucher

* The financial data that is reported are preliminary numbers and are subject to change when adjustments are necessary

Employee Salary/Benefits	BUDGET	June	YTD	Balance	Expenditure
Full Time Salaries	$ 280,135.00	$ 29,073.17	$ 308,096.42	$ (27,961.42)	
Overtime Pay		$ 369.39	$ 623.51		
Retirement FICA	$ 25,018.00	$ 2,261.86	$ 23,769.08		
Retirement-IPERS	$ 30,872.00	$ 2,779.38	$ 29,066.86		
Employee Insurance	$ 127,069.00	$ 8,921.13	$ 112,465.74		
Deferred Comp	$ 7,947.00	$ 647.70	$ 6,973.78		
Retirement Health Savings	$ 3,270.00	$ 294.43	$ 3,078.99		
Total	**$ 474,311.00**	**$ 44,347.06**	**$ 484,074.38**		**102%**
Travel					
Office Supplies and Services	$ 13,750.00	$ 1,037.36	$ 13,198.08	$ 551.92	**96%**
Telephone	$ 3,410.00	$ 331.74	$ 4,349.92	$ (939.92)	**128%**
Membership and Publications	$ 300.00			$ 300.00	**0%**
Software (PH fund)	$ 25,000.00	$ 467.66	$ 1,818.68		**7%**
Professional Services (PH)	$ 10,000.00		$ 9,970.84	$ 29.16	**100%**
Professional Services (Sec8)	$ 2,500.00		$ 1,689.48	$ 810.52	**68%**
Liability Insurance	$ 5,414.00	$ -	$ 5,414.00	$ -	**100%**
Rental Assist/Utility Reimburse	$ 3,597,718.00	$ 40,557.00	$ 4,418,101.77	$ (820,383.77)	**123%**
Port In Rent				$ -	
Project Expense	$ 15,000.00	$ 229.00	$ 8,423.35	$ 6,576.65	**56%**
Other supplies	$ 25,750.00	$ -	$ 25,750.00	$ -	**100%**
Property Insurance	$ 1,841.00	$ -	$ 1,841.00	$ -	**100%**
Data Processing	$ 31,900.00	$ 2,658.37	$ 31,900.00	$ -	**100%**
Workmans Compensation	$ 198.00	$ -	$ 198.00	$ -	**100%**
Indirect Cost Allocation	$ 71,848.00	$ 5,987.37	$ 71,848.00	$ -	**100%**
Totals:	$ 4,278,940.00	**$ 95,615.56**	**$ 5,078,577.50**		**119%**

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date
8/19/2024

Subject:
June Utilization Report

Recommendation:

Background:

Attachments:

1. occupancy & utilization report for June- Aug HC meeting

UTILIZATION REPORT FOR JUNE 2024

Vouchers	0	1	2	3	4	5	6	Total
Previous Month	4	258	272	144	17	1	1	697
Current	4	255	275	147	17	2	1	701
Funds available	**$ 348,301**							
Funds spent	**$ 388,939**							
% of Funds Used	111.7%							

City of Davenport

Department: Community & Economic Development	**Action / Date**
Contact Info: |	**8/19/2024**

Subject:
July Financial Report

Recommendation:

Background:

Attachments:
1. July Financial Workbook

Housing Choice Voucher

* The financial data that is reported are preliminary numbers and are subject to change when adjustments are necessary

Employee Salary/Benefits	**BUDGET**	**July**	**YTD**	**Balance**	**Expenditure**
Full Time Salaries	$ 313,855.00	$ 17,903.91	$ 17,903.91	$ 295,951.09	
Overtime Pay					
Retirement FICA	$ 24,010.00	$ 1,380.11	$ 1,380.11		
Retirement-IPERS	$ 29,628.00	$ 1,690.12	$ 1,690.12		
Employee Insurance	$ 114,682.00	$ 9,127.40	$ 9,127.40		
Deferred Comp	$ 6,985.00	$ 398.36	$ 398.36		
Retirement Health Savings	$ 3,139.00	$ 179.03	$ 179.03		
Total	**$ 492,299.00**	**$ 30,678.93**	**$ 30,678.93**		**6%**
Travel					
Office Supplies and Services	$ 17,000.00	$ 980.15	$ 980.15	$ 16,019.85	**6%**
Telephone	$ 3,649.00	$ 324.60	$ 324.60	$ 3,324.40	**9%**
Membership and Publications	$ 300.00			$ 300.00	**0%**
Software (PH fund)					**#DIV/0!**
Professional Services (PH)				$ -	**#DIV/0!**
Professional Services (Sec8)	$ 2,500.00	$ 2,013.18	$ 2,013.18	$ 486.82	**81%**
Liability Insurance	$ 8,335.00	$ 8,335.00	$ 8,335.00	$ -	**100%**
Rental Assist/Utility Reimburse	$ 4,280,000.00	$ 749,204.00	$ 749,204.00	$ 3,530,796.00	**18%**
Port In Rent				$ -	
Project Expense	$ 15,000.00	$ 1,431.25	$ 1,431.25	$ 13,568.75	**10%**
Other supplies	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -	**100%**
Property Insurance	$ 2,571.00	$ 2,571.00	$ 2,571.00	$ -	**100%**
Data Processing	$ 32,300.00	$ 2,691.66	$ 2,691.66	$ 29,608.34	**8%**
Workmans Compensation	$ 204.00	$ 204.00	$ 204.00	$ -	**100%**
Indirect Cost Allocation	$ 75,973.00	$ 6,331.08	$ 6,331.08	$ 69,641.92	**8%**
Totals:	$ 4,960,131.00	**$ 834,764.85**	**$ 834,764.85**		**17%**

City of Davenport

Department: Community & Economic Development **Action / Date**

Contact Info: | **8/19/2024**

Subject:

July Utilization Report

Recommendation:

Background:

Attachments:

1. occupancy & utilization report for JuLY- Aug HC meeting

UTILIZATION REPORT FOR JULY 2024 uly

Vouchers								
	0	1	2	3	4	5	6	Total
Previous Month	4	255	275	147	17	2	1	701
Current	4	248	270	146	17	1	1	687
Funds available	**$ 372,238**							
Funds spent	**$ 382,310**							
% of Funds Used	102.7%							

City of Davenport

Department: Community & Economic Development | **Action / Date**
Contact Info: | **8/19/2024**

Subject:
Resolution for FY24 Annual SEMAP

Recommendation:

Background:

Attachments:
1. SEMAP Resolution 2024

Resolution 2025-01

RESOLUTION SUPPORTING FISCAL YEAR 2024 ANNUAL

SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) requires that

the City of Davenport (as the Public Housing Authority or PHA) submit a Section Eight Management

Assessment Program (SEMAP) Certification for each fiscal year; and

WHEREAS, the SEMAP Certification has been completed by the PHA staff based on information from

July 1, 2023 through June 30, 2024; and

WHEREAS, a Resolution is required to be approved by the Davenport Housing Commission before the SEMAP Certification may be submitted to HUD.

NOW, THEREFORE, BE IT RESOLVED, that the Davenport Housing Commission approves the SEMAP Certification for submittal to HUD by the August 30th deadline and that the Chairperson of the Commission is authorized to execute the SEMAP Certification form in compliance with HUD requirements.

Adopted this 19th day of August, 2024.

Matt Wissing, Chairperson

Davenport Housing Commission