

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Monday, December 16, 2024; 4:00 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Secretary's Report
 - 1. October Meeting Minutes
 - 2. October Financial Report
 - 3. October Utilization
 - 4. November Financial Report
 - 5. November Utilization
- III. Communications
- IV. Old Business
- V. New Business
- VI. Other Business
- VII. Open Forum for Comment
- VIII. Adjourn
 - 1. Next scheduled meeting- To Be Determined

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

12/16/2024

Subject:

October Meeting Minutes

Recommendation:

Background:

Attachments:

1. October meeting minutes - November Commission meeting

**DAVENPORT HOUSING COMMISSION
Regular Meeting**

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

Monday, October 21, 2024 at 4:00 PM

MEETING AGENDA

Members present: Miller, Stahler, Hinton, Roberts, Wissing
Staff present: Dunn

I. Call to Order

The October meeting of the Davenport Housing Commission was called to order at 4:00 pm

II. Secretary's Report

1. September Meeting Minutes **APPROVED**
 Stahler made a motion to accept; Miller seconded the motion
2. September Financial Reports **APPROVED**
 Miller made a motion to approve; Stahler seconded the motion
3. September Utilization Report **APPROVED**
 Stahler made motion to accept; Miller seconded the motion

III. Communication

1. Admin Plan and Annual Plan Updates

IV. Old Business

V. New Business

V. Other Business

November Housing Commission meeting – Monday, November 18
December Housing Commission meeting – Monday, December 16
January Housing Commission meeting – Monday, January 27

VI. Open Forum for Comment

- VII. Meeting Adjourned – 4: 27 pm** **APPROVED**
Roberts made a motion to adjourn; Miller seconded the motion

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

12/16/2024

Subject:

October Financial Report

Recommendation:

Background:

Attachments:

1. October Financial Workbook

Housing Choice Voucher

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

<u>Employee Salary/Benefits</u>	BUDGET	October	YTD	Balance	Expenditure
Full Time Salaries	\$ 313,855.00	\$ 22,117.90	\$ 87,027.45	\$ 226,827.55	
Overtime Pay					
Retirement FICA	\$ 24,010.00	\$ 1,701.01	\$ 6,696.53		
Retirement-IPERS	\$ 29,628.00	\$ 2,087.92	\$ 8,181.99		
Employee Insurance	\$ 114,682.00	\$ 8,074.20	\$ 34,614.88		
Deferred Comp	\$ 6,985.00	\$ 441.28	\$ 1,843.01		
Retirement Health Savings	\$ 3,139.00	\$ 221.16	\$ 866.67		
Total	\$ 492,299.00	\$ 34,643.47	\$ 139,230.53		28%
Travel					
<u>Office Supplies and Services</u>	\$ 17,000.00	\$ 510.15	\$ 3,411.24	\$ 13,588.76	20%
<u>Telephone</u>	\$ 3,649.00	\$ 386.28	\$ 1,349.64	\$ 2,299.36	37%
<u>Membership and Publications</u>	\$ 300.00	\$ 239.00	\$ 239.00	\$ 61.00	80%
<u>Professional Services (Sec8)</u>	\$ 2,500.00	\$ 225.92	\$ 2,690.94	\$ (190.94)	108%
<u>Liability Insurance</u>	\$ 8,335.00		\$ 8,335.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 4,280,000.00	\$ 419,213.00	\$ 1,978,088.36	\$ 2,301,911.64	46%
<u>Port In Rent</u>				\$ -	
<u>Project Expense</u>	\$ 15,000.00	\$ 902.25	\$ 3,789.56	\$ 11,210.44	25%
<u>Other supplies</u>	\$ 30,000.00		\$ 30,000.00	\$ -	100%
<u>Property Insurance</u>	\$ 2,571.00		\$ 2,571.00	\$ -	100%
<u>Data Processing</u>	\$ 32,300.00	\$ 2,691.66	\$ 10,766.64	\$ 21,533.36	33%
<u>Workmans Compensation</u>	\$ 204.00		\$ 204.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 75,973.00	\$ 6,331.08	\$ 25,324.32	\$ 50,648.68	33%
Totals:	\$ 4,960,131.00	\$ 465,142.81	\$ 2,206,000.23		44%

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

12/16/2024

Subject:

October Utilization

Recommendation:

Background:

Attachments:

1. occupancy & utilization report for Oct- November HC meeting

UTILIZATION REPORT FOR OCTOBER 2024

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	3	263	273	144	20	1	1	705
Current	4	264	272	144	22	1	1	708
Funds available	\$ 411,306							
Funds spent	\$ 419,213							
% of Funds Used	101.9%							

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
12/16/2024

Subject:
November Financial Report

Recommendation:

Background:

Attachments:

1. November Financial Workbook

Housing Choice Voucher

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

<u>Employee Salary/Benefits</u>	BUDGET	November	YTD	Balance	Expenditure
Full Time Salaries	\$ 313,855.00	\$ 34,126.86	\$ 121,154.31	\$ 192,700.69	
Overtime Pay					
Retirement FICA	\$ 24,010.00	\$ 2,631.87	\$ 9,328.40		
Retirement-IPERS	\$ 29,628.00	\$ 3,131.88	\$ 11,313.87		
Employee Insurance	\$ 114,682.00	\$ 8,082.10	\$ 42,696.98		
Deferred Comp	\$ 6,985.00	\$ 661.92	\$ 2,504.93		
Retirement Health Savings	\$ 3,139.00	\$ 331.74	\$ 1,198.41		
Total	\$ 492,299.00	\$ 48,966.37	\$ 188,196.90		38%
Travel					
<u>Office Supplies and Services</u>	\$ 17,000.00	\$ 110.86	\$ 3,522.10	\$ 13,477.90	21%
<u>Telephone</u>	\$ 3,649.00		\$ 1,349.64	\$ 2,299.36	37%
<u>Membership and Publications</u>	\$ 300.00		\$ 239.00	\$ 61.00	80%
<u>Professional Services (Sec8)</u>	\$ 2,500.00	\$ 225.92	\$ 2,916.86	\$ (416.86)	117%
<u>Liability Insurance</u>	\$ 8,335.00		\$ 8,335.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 4,280,000.00	\$ 415,642.00	\$ 2,393,730.36	\$ 1,886,269.64	56%
<u>Port In Rent</u>				\$ -	
<u>Project Expense</u>	\$ 15,000.00	\$ 1,320.40	\$ 5,109.96	\$ 9,890.04	34%
<u>Other supplies</u>	\$ 30,000.00		\$ 30,000.00	\$ -	100%
<u>Property Insurance</u>	\$ 2,571.00		\$ 2,571.00	\$ -	100%
<u>Data Processing</u>	\$ 32,300.00	\$ 2,691.66	\$ 13,458.30	\$ 18,841.70	42%
<u>Workmans Compensation</u>	\$ 204.00		\$ 204.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 75,973.00	\$ 6,331.08	\$ 31,655.40	\$ 44,317.60	42%
Totals:	\$ 4,960,131.00	\$ 475,288.29	\$ 2,681,288.52		54%

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
12/16/2024

Subject:
November Utilization

Recommendation:

Background:

Attachments:

1. occupancy & utilization report for Nov- December HC meeting

UTILIZATION REPORT FOR NOVEMBER 2024

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	4	264	272	144	22	1	1	708
Current	5	264	269	141	27	1	1	708
Funds available	\$ 422,961							
Funds spent	\$ 412,004							
% of Funds Used	97.4%							