

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, SEPTEMBER 18, 2023; 4:00 PM

CITY HALL, 226 WEST 4TH STREET, COUNCIL CHAMBERS

I. Minutes

A. August Meeting Minutes

II. Financial Reports

A. August Financial Reports

III. Occupancy Report

A. Occupancy Report for August

IV. Consideration Items

A. Resolution Supporting the Close Out of Public Housing

V. Discussion

City of Davenport
Housing Commission

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

Date
9/18/2023

Subject:
August Meeting Minutes

ATTACHMENTS:

Type	Description
▣ Cover Memo	August Meeting Minutes

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, August 21, 2023 at 4:00 PM

MEETING AGENDA

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

- I. The August meeting of the Davenport Housing Commission was called to order at 4:00 pm
- II. Roll Call
- III. July Meeting Minutes **APPROVED**
Miller made a motion to accept; Susich seconded the motion
- IV. July 2023 Financial Reports **APPROVED**
Miller made a motion to accept; Susich seconded the motion
- V. Occupation/Utilization Report for July 2023 **APPROVED**
Roberts made motion to accept; Susich seconded the motion
- VI. Consideration Items: **APPROVED**
Resolution Supporting FY23 Annual Section Eight
Management Assessment Program

Roberts made motion to accept; Susich seconded the motion
- VII. Meeting Adjourned – 5:02pm **APPROVED**
Roberts made a motion to adjourn; Susich seconded the motion

City of Davenport
Housing Commission

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Contact Info: Malia Dunn

Date
9/18/2023

Subject:
August Financial Reports

ATTACHMENTS:

Type	Description
▣ Cover Memo	August Financial Reports

Public Housing

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

<u>Employee Salary/Benefits</u>	Budget	August	YTD	Balance	Expenditure
Full Time Salaries		\$ -	\$ -		
Part Time Salaries					
Retirement FICA					
Retirement-IPERS					
Employee Insurance					
Deferred Comp					
Retirement Health Savings					
Total		\$ -	\$ -	\$ -	#DIV/0!
<u>Office Supplies and Services</u>					#DIV/0!
<u>Books and Periodicals</u>					
<u>Utility Services</u>			\$ 8.14	\$ 8.14	#DIV/0!
<u>Telephone</u>					#DIV/0!
<u>Membership and Publications</u>					
<u>Professional Services</u>					#DIV/0!
<u>Liability Insurance</u>					#DIV/0!
<u>Utility Reimbursements</u>					
<u>Software Costs</u>					
<u>Data Processing</u>					#DIV/0!
<u>Facilities Maintenance</u>					#DIV/0!
<u>Property Insurance</u>					#DIV/0!
<u>Maintenance- Machinery/Equip</u>					
<u>Maintenance- Motor Vehicles</u>					
<u>Workers Compensation</u>					
<u>Indirect Cost Allocation</u>					#DIV/0!
Totals:	\$ -	\$ -	\$ 8.14		#DIV/0!

Housing Choice Voucher

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<u>Employee Salary/Benefits</u>	BUDGET	August	YTD	Balance	Expenditure
Full Time Salaries	\$ 280,135.00	\$ 25,664.74	\$ 43,586.00	\$ 236,549.00	
Part Time Salaries					
Overtime Pay		\$ -	\$ 65.40		
Retirement FICA	\$ 25,018.00	\$ 1,980.23	\$ 3,366.77		
Retirement-IPERS	\$ 30,872.00	\$ 2,422.14	\$ 4,119.98		
Employee Insurance	\$ 127,069.00	\$ 10,059.24	\$ 19,839.40		
Deferred Comp	\$ 7,947.00	\$ 641.40	\$ 1,059.65		
Retirement Health Savings	\$ 3,270.00	\$ 256.57	\$ 436.43		
Total	\$ 474,311.00	\$ 41,024.32	\$ 72,473.63		15%
Travel					
<u>Office Supplies and Services</u>	\$ 13,750.00	\$ 1,428.45	\$ 2,685.94	\$ 11,064.06	20%
<u>Telephone</u>	\$ 3,410.00	\$ 405.23	\$ 810.46	\$ 2,599.54	93%
<u>Membership and Publications</u>	\$ 300.00			\$ 300.00	0%
<u>Professional Services</u>	\$ 2,500.00			\$ 2,500.00	33%
<u>Liability Insurance</u>	\$ 5,414.00	\$ 364,068.00	\$ 5,414.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 3,597,718.00		\$ 1,079,071.00	\$ 2,518,647.00	30%
<u>Port In Rent</u>				\$ -	0%
<u>Payment to Other Agency</u>				\$ -	0%
<u>Project Expense</u>	\$ 15,000.00	\$ 797.02	\$ 2,327.02	\$ 12,672.98	16%
<u>Other supplies</u>	\$ 25,750.00		\$ 21,358.08	\$ 4,391.92	83%
<u>Property Insurance</u>	\$ 1,841.00		\$ 1,841.00	\$ -	100%
<u>Data Processing</u>	\$ 31,900.00	\$ 2,658.33	\$ 5,316.66	\$ 26,583.34	17%
<u>Workmans Compensation</u>	\$ 198.00		\$ 198.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 71,848.00	\$ 5,987.33	\$ 11,974.66	\$ 59,873.34	17%
Totals:	\$ 4,243,940.00	\$ 416,368.68	\$ 1,203,470.45		28%

City of Davenport
Housing Commission

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

Date
9/18/2023

Subject:
Occupancy Report for August

ATTACHMENTS:

Type	Description
▣ Cover Memo	Occupancy Report for August

UTILIZATION REPORT FOR AUGUST 2023

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	4	277	277	145	16	2	1	722
Current	4	279	277	149	16	2	1	728
Funds available	\$ 361,091							
Funds spent	\$ 364,068							
% of Funds Used	100.8%							

City of Davenport
Housing Commission

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

Date
9/18/2023

Subject:
Resolution Supporting the Close Out of Public Housing

ATTACHMENTS:

Type	Description
▣ Cover Memo	Resolution to Close Out Public Housng

Resolution 2024-03
Resolution Supporting the Closeout of Public Housing

WHEREAS, the City of Davenport, administered the Public Housing Program, which provided subsidized housing for qualifying households in Davenport, Iowa; and

WHEREAS, in Fiscal Year 2023 the City of Davenport completed the sale of 42 units, in accordance with the regulations from the Department of Housing and Urban Development; and

WHEREAS, the City of Davenport seeks to close out the Public Housing Program and requirements related to the termination of the public housing Annual Contribution Contract, also known as public housing authority closeout; and

WHEREAS, on December 21, 2022 the City submitted the initial request to the Department for Housing and Urban Development to withdraw any future request for public housing funds and terminate public housing ACC; and

WHEREAS, the City of Davenport Housing Choice Voucher Office has complied with all regulations and requirements for Notice PIH 2019-13 (HA) and request a board resolution confirming that the PHA is in compliance with all applicable close out activities; and

WHEREAS, the Davenport Housing Commission provides oversight for the administrative actions of this program; and

WHEREAS, the City of Davenport Housing Choice Voucher Office is requesting permission to close-out public housing ACC upon approval of the Davenport Housing Commission; and

WHEREAS, the Davenport Housing Commission certifies that 1) the PHA retains no non-dwelling real property (i.e., real or personal public housing property), 2) there are no outstanding litigation claims, audits, debt obligations or civil right matters and 3) there are adequate assurances in place to ensure compliance with prior HUD approvals.

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission supports the decision of the City of Davenport to terminate the ACC contract and closeout of public housing.

Adopted this 18th day of September, 2023.

Matt Wissing, Chairperson
Davenport Housing Commission