

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Monday, April 15, 2024; 4:00 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Old Business
- III. Secretary's Report
 - 1. March Meeting Minutes
 - 2. March Financial Report
 - 3. Utilization Report
- IV. Communications
- V. New Business
 - 1. Resolution to Support the Adoption of Modifications for the Administrative Plan
 - 2. Resolution Supporting the 2023 and 2024 Annual Plan
- VI. Other Business
 - 1. Ethics and Conflict of Interest Training
- VII. Open Forum for Comment
- VIII. Adjourn
 - 1. Next Board Meeting - May 20, 2024

City of Davenport

Department: Community & Economic Development
Contact Info: Malia Dunn | 563-888-2202

Action / Date
4/15/2024

Subject:
March Meeting Minutes

Recommendation:

Background:

Attachments:

1. March 18, 2024 Meeting Notes

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, March 18, 2024 at 4:00 PM

MEETING AGENDA

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

- I. The March meeting of the Davenport Housing Commission was called to order at 4:00 pm
- II. Roll Call
- III. February Meeting Minutes **APPROVED**
Stahler made a motion to accept; Susich seconded the motion
- IV. February Financial Reports **APPROVED**
Stahler made a motion to approve; Susich seconded the motion
- V. Utilization Report for February 2024 **APPROVED**
Stahler made motion to accept; Susich seconded the motion
- VI. Consideration Items **APPROVED**
 - A. Resolution to Reject Public Housing Capital Funds
Miller made a motion to accept; Susich seconded the motion
 - B. Resolution to Modify the Administrative Plan **APPROVED**
Stahler made a motion to accept; Susich seconded the motion
 - C. Resolution to Approve the Annual Plan for 2023 and 2024 **APPROVED**
Stahler made a motion to accept; Miller seconded the motion
- VII. Discussion Item
Ethics and Conflict of Interest training scheduled for April Housing Commission meeting
- VIII. Meeting Adjourned – 4:46 pm **APPROVED**
Miller made a motion to adjourn; Susich seconded the motion

City of Davenport

Department: Community & Economic Development
Contact Info: Malia Dunn | 563-888-2202

Action / Date
4/15/2024

Subject:
March Financial Report

Recommendation:

Background:

Attachments:

1. March Financial Workbook
2. March 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	March	YTD	Balance	Expenditure
Full Time Salaries	\$ 280,135.00	\$ 23,624.68	\$ 220,379.59	\$ 59,755.41	
Part Time Salaries					
Overtime Pay			\$ 254.12		
Retirement FICA	\$ 25,018.00	\$ 1,821.84	\$ 16,984.92		
Retirement-IPERS	\$ 30,872.00	\$ 2,230.16	\$ 20,751.53		
Employee Insurance	\$ 127,069.00	\$ 7,480.19	\$ 85,463.12		
Deferred Comp	\$ 7,947.00	\$ 523.90	\$ 5,017.15		
Retirement Health Savings	\$ 3,270.00	\$ 235.08	\$ 2,197.01		
Total	\$ 474,311.00	\$ 35,915.85	\$ 351,047.44		74%
Travel					
<u>Office Supplies and Services</u>	\$ 13,750.00	\$ 353.48	\$ 7,593.83	\$ 6,156.17	55%
<u>Telephone</u>	\$ 3,410.00	\$ 381.17	\$ 3,321.58	\$ 88.42	97%
<u>Membership and Publications</u>	\$ 300.00			\$ 300.00	0%
<u>Professional Services</u>	\$ 2,500.00		\$ 1,672.48	\$ 827.52	67%
<u>Liability Insurance</u>	\$ 5,414.00	\$ -	\$ 5,414.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 3,597,718.00	\$ 365,328.00	\$ 3,628,216.77	\$ (30,498.77)	101%
<u>Port In Rent</u>				\$ -	
<u>Payment to Other Agency</u>				\$ -	
<u>Project Expense</u>	\$ 15,000.00	\$ 639.68	\$ 6,737.53	\$ 8,262.47	45%
<u>Other supplies</u>	\$ 25,750.00		\$ 25,750.00	\$ -	100%
<u>Property Insurance</u>	\$ 1,841.00		\$ 1,841.00	\$ -	100%
<u>Data Processing</u>	\$ 31,900.00	\$ 2,658.33	\$ 23,924.97	\$ 7,975.03	75%
<u>Workmans Compensation</u>	\$ 198.00		\$ 198.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 71,848.00	\$ 5,987.33	\$ 53,885.97	\$ 17,962.03	75%
Totals:	\$ 4,243,940.00	\$ 411,263.84	\$ 4,109,603.57		97%

Side by Side Comparison YTD: Employee Salary and Benefits-***Oct Report ran on O**

	October	November
Full Time Salaries	\$ 90,295.42	\$ 114,609.62
Part Time Salaries		
Overtime Pay	\$ 254.12	\$ 254.12
Retirement FICA	\$ 6,972.54	\$ 8,841.82
Retirement-IPERS	\$ 8,547.17	\$ 10,766.90
Employee Insurance	\$ 39,416.73	\$ 49,274.99
Deferred Comp	\$ 2,117.27	\$ 2,651.46
Retirement Health Savings	\$ 905.39	\$ 1,140.52
Total	\$ 148,508.64	\$ 187,539.43

Side by Side Comparison MTH Employee Salary and Benefits-

	October	November
Full Time Salaries	\$ 23,195.27	\$ 23,995.32
Part Time Salaries		
Overtime Pay		
Retirement FICA	\$ 1,782.85	\$ 1,844.05
Retirement-IPERS	\$ 2,189.64	\$ 2,189.64
Employee Insurance	\$ 9,745.28	\$ 9,771.49
Deferred Comp	\$ 518.24	\$ 518.24
Retirement Health Savings	\$ 231.94	\$ 231.94
Total	\$ 37,663.22	\$ 38,550.68

Side by Side Comparison YTD: Office Supplies

Office supplies and services	\$ 3,618.22	\$ 5,117.60
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Oct 13

Housing Choice Voucher

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City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
4/15/2024

Subject:
Utilization Report

Recommendation:

Background:

Attachments:

1. Utilization Report for March

UTILIZATION REPORT FOR MARCH 2024

Vouchers								Total
	0	1	2	3	4	5	6	
Previous Month	4	270	278	142	16	1	1	712
Current	4	265	273	142	16	1	1	702
Funds available	\$ 361,250							
Funds spent	\$ 365,328							
% of Funds Used	101.1%							

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

4/15/2024

Subject:

Resolution to Support the Adoption of Modifications for the Administrative Plan

Recommendation:

Background:

Attachments:

1. Resolution 04-2024 Supporting the Adoption of Updated Admin Plan

Resolution 2024-04
**Resolution Supporting Adoption of Updated Administrative Plan
for the Housing Choice Voucher Program**

WHEREAS, the City of Davenport administers the Housing Choice Voucher (HCV) Program which currently provides housing assistance for 702 households in Davenport, IA; and

WHEREAS, the HCV office maintains an Administrative Plan which defines policies and procedures for local implementation of the program in accordance with regulations from the Department of Housing and Urban Development; and

WHEREAS, in December 2023, the HCV office completed a comprehensive review of the current Administrative Plan and determined the following principal changes to the Administrative Plan

- Increase in the subsidy standard, from the current two heartbeats per room, to adding an additional bedroom for children of the opposite gender over the age of 6
- Implementation of local preference for VAWA, displaced tenants due to code enforcement evacuation or federally declared natural disaster, and Davenport residency for homeless applicants
- Reduction of the minimum rent from \$50 to \$0

WHEREAS, the Davenport Housing Commission provides oversight for the administrative actions of the HCV office;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission supports the HCV adoption and implementation of the updated Administrative Plan to be made effective March 18, 2024.

Adopted this 15th day of April, 2024.

Matt Wissing, Chairperson
Davenport Housing Commission

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

4/15/2024

Subject:

Resolution Supporting the 2023 and 2024 Annual Plan

Recommendation:

Background:

Attachments:

1. Resolution 04-2024-02 Supporting the 2023 and 2024 Annual Plan

Resolution 2024-04-02
Resolution Supporting the 2023 and 2024 ANNUAL Plan

WHEREAS, the Department of Housing and Urban Development requires that the Housing Choice Voucher office submit an Annual Plan for each calendar year; and

WHEREAS, the HCV office obtained permission from the Department of Housing and Urban Development to combine the 2023 and 2024 Annual Plan; and

WHEREAS, the 2023 and 2024 Annual plan has been available for public opinion for 45 days; and

WHEREAS, the Davenport Housing Commission provides oversight for the administrative actions of the HCV office;

WHEREAS, the Housing Commission has had the opportunity to review the Annual Plan and concurs with the information provided;

WHEREAS, a Resolution by the Davenport Housing Commission is required for approval before the Annual Plan is submitted to HUD

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission supports the approval of the 2023 and 2024 Annual Plan

Adopted this 15th day of April, 2024.

Matt Wissing, Chairperson
Davenport Housing Commission

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
4/15/2024

Subject:
Ethics and Conflict of Interest Training

Recommendation:

Background:

Attachments:
None