

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Monday, January 13, 2025; 4:00 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Secretary's Report
 - 1. December Meeting Minutes
 - 2. December Financial Report
 - 3. December Utilization Report
- III. Communications
- IV. Old Business
- V. New Business
 - 1. 2025 Annual Plan Presentation
- VI. Other Business
- VII. Open Forum for Comment
- VIII. Adjourn
 - 1. To Be Determined

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
1/13/2025

Subject:
December Meeting Minutes

Recommendation:

Background:

Attachments:

1. Dec meeting minutes - January Commission meeting

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, December 16, 2024 at 4:00 PM

MEETING AGENDA

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

I. Call to Order

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

II. Secretary's Report

1. October Meeting Minutes **APPROVED**
 Roberts made a motion to accept; Stahler seconded the motion
2. October Financial Report **APPROVED**
 Stahler made a motion to approve; Miller seconded the motion
3. October Utilization Report **APPROVED**
 Stahler made a motion to approve; Roberts seconded the motion
3. November Financial Report **APPROVED**
 Stahler made motion to approve;; Roberts seconded the motion
4. November Utilization Report **APPROVED**
 Roberts made a motion to approve; Miller seconded the motion

III. Communication

1. New Administrative Assistant; Annual Plan Updates next meeting

IV. Old Business

V. New Business

V. Other Business

VI. Open Forum for Comment

- VII. Meeting Adjourned – 4: 21 pm** **APPROVED**
Roberts made a motion to adjourn; Miller seconded the motion

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
1/13/2025

Subject:
December Financial Report

Recommendation:

Background:

Attachments:

1. December 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	December	YTD	Balance	Expenditure
Full Time Salaries	\$ 313,855.00	\$ 23,847.59	\$ 145,001.90	\$ 168,853.10	
Overtime Pay					
Retirement FICA	\$ 24,010.00	\$ 1,826.79	\$ 11,155.19		
Retirement-IPERS	\$ 29,628.00	\$ 2,251.20	\$ 13,565.07		
Employee Insurance	\$ 114,682.00	\$ 9,121.15	\$ 51,818.13		
Deferred Comp	\$ 6,985.00	\$ 441.28	\$ 2,946.21		
Retirement Health Savings	\$ 3,139.00	\$ 238.46	\$ 1,436.87		
Total	\$ 492,299.00	\$ 37,726.47	\$ 225,923.37		46%
Travel					
<u>Office Supplies and Services</u>	\$ 17,000.00	\$ 491.68	\$ 5,193.15	\$ 11,806.85	31%
<u>Telephone</u>	\$ 3,649.00	\$ 342.04	\$ 2,030.96	\$ 1,618.04	56%
<u>Membership and Publications</u>	\$ 300.00		\$ 239.00	\$ 61.00	80%
<u>Professional Services (Sec8)</u>	\$ 2,500.00		\$ 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	\$ 419,768.62	\$ 2,807,141.98	\$ 1,472,858.02	66%
<u>Port In Rent</u>				\$ -	
<u>Project Expense</u>	\$ 15,000.00	\$ 962.40	\$ 6,072.36	\$ 8,927.64	40%
<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	\$ 16,149.96	\$ 16,150.04	50%
<u>Workmans Compensation</u>	\$ 204.00		\$ 204.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 75,973.00	\$ 6,331.08	\$ 37,986.48	\$ 37,986.52	50%
Totals:	\$ 4,960,131.00	\$ 468,313.95	\$ 3,144,764.12		63%

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
1/13/2025

Subject:
December Utilization Report

Recommendation:

Background:

Attachments:

1. occupancy & utilization report for Dec- Jan HC meeting

UTILIZATION REPORT FOR DECEMBER 2024

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	5	264	269	141	27	1	1	708
Current	4	263	265	138	28	1	1	700
Funds available	\$ 422,961							
Funds spent	\$ 422,461							
% of Funds Used	99.9%							

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
1/13/2025

Subject:
2025 Annual Plan Presentation

Recommendation:

Background:

Attachments:

1. 2025 HCV Annual Plan

Davenport Housing Commission

Annual Plan

Monday, January 13, 2025



Malia Dunn, Housing Programs Manager

Annual Plan

- Comprehensive guide for policies, programs and operations and also serves as a strategic planning tool
- Annual Plan generally includes all program updates:
 - Increase or decrease in payment standards
 - Resolutions or Proposals for the Administrative Plan
- Ensure that the HCV program is in alignment with the Consolidated Plan for the City of Davenport

Annual Plan

- Integrates guidelines that are consistent with HUD requirements
- Ensures compliance with all fair housing and industry best practices
- Reaffirms the Housing Authorities commitment to equal housing opportunities
-

Mission

“To provide safe, decent, and sanitary housing conditions for families and to manage resources effectively.

The Davenport Housing Authority seeks to promote personal, economic, and social upward mobility, and to provide families the opportunity to make the transition from subsidized to non-subsidized housing.”



Goals and Objectives

- ❑ Maintain client centered focus that enhances the lives of low income families in Davenport
- ❑ Continuing to improve upon the quality of available housing
- ❑ Leveraging resources with Community Partners to increase housing opportunities for low to moderate income areas in Davenport
- ❑ Enhance quality control measures to maintain a 'High Performer' status
- ❑ Improve the operational efficiency of the HCV program to better serve Davenport residents

Timeline

Action	Timeline	Housing Commission
45 day Public Comment on Annual Plan	February 17- April 3	
Commission Approves Annual Plan	Mid-March (March 17)	Approval
PHA submits Annual plan to HUD	Mid-May (May 13)	
PHA implements Annual Plan	July 1, 2025	

Resource

Housing Choice Voucher Administrative Plan



The Housing Opportunity Through Modernization Act of 2016 (HOTMA) was enacted on July 29, 2016. On February 14, 2023, HUD published a final rule implementing Sections 102 and 104 of the HOTMA Act of 2016.

Many of the provisions of HOTMA are intended to streamline administrative processes and reduce burdens on PHAs, thereby also reducing burdens on participants.

As of February 16, 2024, The Davenport Housing Choice Voucher Office has published its Administrative Plan to include policies that reflect HOTMA provisions.

The Administrative Plan will be available for public review until April 16, 2024.

[Click here to view Housing Choice Voucher Administrative Plan.](#)

Website: www.davenportiowa.com/hcv