

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Monday, February 24, 2025; 3:30 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Secretary's Report
 - 1. January Meeting Minutes
 - 2. January Financial Report
 - 3. January Utilization Report
- III. Communications
- IV. Old Business
- V. New Business
 - 1. Annual Plan
- VI. Other Business
- VII. Open Forum for Comment
- VIII. Adjourn
 - 1. Next Board Meeting - March 17, 2025

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

2/24/2025

Subject:

January Meeting Minutes

Recommendation:

Background:

Attachments:

1. Jan meeting minutes - February Commission meeting

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, January 13, 2025 at 4:00 PM

MEETING AGENDA

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

I. Call to Order

The January meeting of the Davenport Housing Commission was called to order at 3:57pm

II. Secretary's Report

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

III. Communication

IV. Old Business

V. New Business- Annual Plan (deferred until February meeting)

V. Other Business

VI. Open Forum for Comment

- VII. Meeting Adjourned – 4: 23 pm** APPROVED
Stahler made a motion to adjourn; Miller seconded the motion

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
2/24/2025

Subject:
January Financial Report

Recommendation:

Background:

Attachments:

1. January 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	January	YTD	Balance	Expenditure
Full Time Salaries	\$ 313,855.00	\$ 24,147.77	\$ 169,480.18	\$ 144,374.82	
Overtime Pay					
Retirement FICA	\$ 24,010.00	\$ 1,866.15	\$ 13,047.02		
Retirement-IPERS	\$ 29,628.00	\$ 2,279.53	\$ 15,875.80		
Employee Insurance	\$ 114,682.00	\$ 8,091.17	\$ 60,004.27		
Deferred Comp	\$ 6,985.00	\$ 531.84	\$ 3,489.11		
Retirement Health Savings	\$ 3,139.00	\$ 241.47	\$ 1,681.64		
Total	\$ 492,299.00	\$ 37,157.93	\$ 263,578.02		54%
Travel					
<u>Office Supplies and Services</u>	\$ 17,000.00	\$ 2,623.60	\$ 7,816.75	\$ 9,183.25	46%
<u>Telephone</u>	\$ 3,649.00	\$ 302.59	\$ 2,333.55	\$ 1,315.45	64%
<u>Membership and Publications</u>	\$ 300.00		\$ 239.00	\$ 61.00	80%
<u>Professional Services (Sec8)</u>	\$ 2,500.00	\$ 594.57	\$ 3,511.43	\$ (1,011.43)	140%
<u>Liability Insurance</u>	\$ 8,335.00		\$ 8,335.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 4,280,000.00	\$ 422,380.00	\$ 3,219,858.98	\$ 1,060,141.02	75%
<u>Project Expense</u>	\$ 15,000.00	\$ 961.91	\$ 7,034.27	\$ 7,965.73	47%
<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	\$ 18,841.62	\$ 13,458.38	58%
<u>Workmans Compensation</u>	\$ 204.00		\$ 204.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 75,973.00	\$ 6,331.08	\$ 44,317.56	\$ 31,655.44	58%
Totals:	\$ 4,960,131.00	\$ 473,043.34	\$ 3,608,641.18		73%

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

2/24/2025

Subject:

January Utilization Report

Recommendation:

Background:

Attachments:

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

UTILIZATION REPORT FOR JANUARY 2025

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	4	263	265	138	28	1	1	700
Current	3	265	264	139	28	1	1	701
Funds available	\$ 402,761							
Funds spent	\$ 422,380							
% of Funds Used	104.9%							

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

2/24/2025

Subject:

Annual Plan

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	