

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Monday, April 14, 2025; 4:00 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Secretary's Report
 - 1. March Meeting Minutes
 - 2. March Financial Report
 - 3. March Utilization Report
- III. Communications
- IV. Old Business
- V. New Business
 - 1. Resolution to Approve 2025 Annual Plan
 - 2. Revision to Administrative Plan: Tenant Grievance Policy
- VI. Other Business
- VII. Open Forum for Comment
- VIII. Adjourn
 - 1. Next Board Meeting - To Be Determined

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
4/14/2025

Subject:
March Meeting Minutes

Recommendation:

Background:

Attachments:

1. March meeting minutes - April Commission meeting

DAVENPORT HOUSING COMMISSION
Regular Meeting

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

Monday, March 17th, 2025 at 3:45 PM

MEETING AGENDA

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

I. **Call to Order-** 3:46 pm

The March meeting of the Davenport Housing Commission was called to order at 3:46 pm

II. **Secretary's Report**

1. February Meeting Minutes APPROVED
 Stahler made a motion to accept; Miller seconded the motion

2. February Financial Report APPROVED
 Stahler made a motion to approve; Miller seconded the motion

3. February Utilization Report APPROVED
 Stahler made a motion to approve; Miller seconded the motion

III. **Communication**

IV. **Old Business**

V. **New Business-** Annual Plan presentation

V. **Other Business**

VI. **Open Forum for Comment**

VII. **Meeting Adjourned – 4:12 pm** APPROVED

Miller made a motion to adjourn; Stahler seconded the motion
Next meeting scheduled-Monday, April 14, 2025 at 4:00 pm

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
4/14/2025

Subject:
March Financial Report

Recommendation:

Background:

Attachments:

1. 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	\$ 313,855.00	\$ 28,241.17	\$ 225,756.96	\$ 88,098.04	
Overtime Pay					
Retirement FICA	\$ 24,010.00	\$ 2,181.35	\$ 17,386.01		
Retirement-IPERS	\$ 29,628.00	\$ 2,665.94	\$ 21,188.28		
Employee Insurance	\$ 114,682.00	\$ 11,442.09	\$ 84,150.14		
Deferred Comp	\$ 6,985.00	\$ 644.42	\$ 4,772.29		
Retirement Health Savings	\$ 3,139.00	\$ 282.40	\$ 2,244.39		
Total	\$ 492,299.00		\$ 355,498.07		72%
Travel					
<u>Office Supplies and Services</u>	\$ 17,000.00	\$ 978.90	\$ 10,298.26	\$ 6,701.74	61%
<u>Telephone</u>	\$ 3,649.00	\$ 427.23	\$ 3,071.40	\$ 577.60	84%
<u>Membership and Publications</u>	\$ 300.00	\$ -	\$ 239.00	\$ 61.00	80%
<u>Professional Services (Sec8)</u>	\$ 2,500.00	\$ -	\$ 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	\$ 431,563.00	\$ 4,044,656.71	\$ 235,343.29	95%
<u>Project Expense</u>	\$ 15,000.00	\$ 843.41	\$ 8,684.06	\$ 6,315.94	58%
<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	\$ 24,224.94	\$ 8,075.06	75%
<u>Workmans Compensation</u>	\$ 204.00	\$ -	\$ 204.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 75,973.00	\$ 6,331.08	\$ 56,979.72	\$ 18,993.28	75%
Totals:	\$ 4,960,131.00	\$ 488,292.65	\$ 4,548,273.59		92%

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

4/14/2025

Subject:

March Utilization Report

Recommendation:

Background:

Attachments:

1. occupancy & utilization report for Mar- Apr HC meeting

UTILIZATION REPORT FOR MARCH 2025

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	3	261	259	138	28	1	1	691
Current	4	255	254	140	28	1	1	683
Funds available	\$ 420,905							
Funds spent	\$ 417,000							
% of Funds Used	99.1%							

City of Davenport

Department: Community & Economic Development

Contact Info: |

Action / Date

4/14/2025

Subject:

Resolution to Approve 2025 Annual Plan

Recommendation:

Background:

Attachments:

1. Resolution 04-2025-01 Supporting the 2025 Annual Plan

Resolution 2025-04-01
Resolution Supporting the 2025 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 2025 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 2025 Annual Plan

Adopted this 14th day of April, 2025.

Matt Wissing, Chairperson
Davenport Housing Commission

City of Davenport

Department: Community & Economic Development
Contact Info: |

Action / Date
4/14/2025

Subject:
Revision to Administrative Plan: Tenant Grievance Policy

Recommendation:

Background:

Attachments:

1. Tenant Grievance Policy

Tenant Grievance Policy

The Davenport Housing Authority has a formal process for handling all housing complaints filed by tenants. In order for an investigation into a complaint, the following conditions must be met:

- 1) **The tenant must be an active participant in the Davenport Housing Choice Voucher Program and reside in the city of Davenport.**
- 2) **The tenant must currently be living in the rental unit that Davenport Housing Authority pays rental assistance for (unless the unit was condemned by city code)**
- 3) **The Tenant Complaint Form must be completed entirely and submitted to the Housing Authority, before the request can be reviewed. Any missing information must be provided within 7 business days upon notice to the tenant.**
- 4) **If the complaint is regarding a landlord/property manager, the tenant must provide a copy of the Tenant-Landlord complaint form that was provided to the landlord, at least 7 days prior to submitting the Tenant Complaint Form to the Housing Authority in order to provide the landlord with an opportunity to take action.**

All conditions must be met in order for the request to be applicable to the Davenport Housing Authority.

Please note that not all complaints warrant action and enforcement by the Davenport Housing Authority. Once the complaint has been received (and it is verified that it is complete) a copy of the complaint will be filed in the tenants file, along with the resolution. All complaints that meet the abovementioned conditions will result in an investigation, however, the Housing Programs Manager has full discretion in determining which complaints will require immediate action.

In addition, the Davenport Housing Authority does not involve itself in legal disputes between landlords and tenants.

Tenant Inspection Request Policy

If the complaint is regarding a safety or unsanitary condition at the rental unit, then the owner will be notified and an informal inspection or emergency inspection may be scheduled. If an inspection is warranted, the inspection standards will be based upon Housing Quality Standards (HQS) guidelines set forth by the Department of Housing and Urban Development, and the Housing Programs Manager will decide the next course of action. This action will only take place after the tenant has followed the appropriate steps.

Below is a list and description of the Housing Authorities forms for tenant grievances.

Tenant Grievance Form

If the complaint is regarding a Housing Choice Voucher staff member, then the tenant must clearly state and document the following:

- Name of the HCV staff member
- Reason for the complaint
- Alleged actions or inactions of the HCV staff member that led up to the complaint

- Documentation of the tenants communication with the HCV staff member and resulting action thereafter
- Preferred resolution to the complaint
- Supplemental information (i.e. text messages, emails, letters, etc)

Tenant- Landlord Complaint Form

For a complaint regarding a landlord, the Tenant- Landlord complaint form must be completed and submitted with documentation that the landlord had been provided a copy of the Tenant Landlord Complaint form at least 7 days prior to submission to the Housing Authority.

The tenant is also encouraged to provide additional evidence to support their complaint. This evidence can include, dates and times of phone calls, emails, letters or text.

All forms must be signed by the tenant and a detailed description of the alleged violation(s) must be provided at the time the complaint is submitted. If the complaint is regarding a violation of HQS, only after the Housing Authority has received a copy of the Tenant Complaint form, and verified receipt from the property manager/owner, will an investigation begin.

The Davenport Housing Authorities function is protect the health and safety of tenants in the program, but tenants have responsibilities prior to filing a complaint with the local Housing Authority.