



## Staff Reports

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**File #:** 232-2024, **Version:** 2

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**To:** Honorable Chair and Commissioners  
**From:** Steve Potter, City Manager  
**Prepared By:** Jonathen Sakamoto, Affordable Housing Representative

**TITLE:**

Intergovernmental Housing Services Agreements with the City of American Canyon and the Town of Yountville

**RECOMMENDED ACTION:**

- (1) Adopt a resolution authorizing the Deputy Director to execute the Intergovernmental Housing Services Agreement with the City of American Canyon for a two-year term in an amount not to exceed \$107,500 for fiscal year 2024-2025 and \$111,700 for fiscal year 2025-2026; and
- (2) Adopt a resolution authorizing the Deputy Director to execute the Intergovernmental Housing Services Agreement with the Town of Yountville for a two-year term in an amount not to exceed \$62,700 for fiscal year 2024-2025 and \$65,200 for fiscal year 2025-2026.

**DISCUSSION:**

Since fiscal year 2007-2008, the Housing Authority has provided a variety of housing services to the City of American Canyon and the Town of Yountville. The Housing Authority has entered into Intergovernmental Housing Services Agreements with the City and the Town to provide these services. The current agreements expired on June 30, 2024, and the City and Town each wish to enter into a new two-year agreement. In addition, funds are passed through the Housing Authority to Abode Services for additional housing services. The Housing Authority also has existing two-year services agreements in place with the Cities of St. Helena and Calistoga. Those agreements expired on June 30, 2024 and are also being renegotiated.

The services provided to the City and Town respectively will include technical assistance related to a variety of housing functions. Outlined below are the general housing functions provided:

- Administer Section 8 Rental Assistance: 13% of the rental assistance vouchers are provided to households living in American Canyon and Yountville.
- Represent the City and Town on the Countywide Continuum of Care Committee and secure funding from HUD for the delivery of homelessness services.
- Provide technical assistance to the respective planning departments on a variety of affordable housing issues.
- Provide technical assistance with housing grant applications and/or program implementation and reporting.
- Review affordable housing development applications and draft necessary regulatory

agreements.

- Provide annual compliance monitoring of rent restriction and inclusionary agreements for a combined 489 affordable housing units.
- Provide loan servicing, annual owner occupancy monitoring, and marketing of re-sales for a combined 143 ownership affordable housing units.
- Pass through funds in the amount of \$2,000 per year for countywide rental assistance to Abode Services.

Housing staff met with the City and Town management teams independently to review services provided during the previous fiscal year and to discuss the upcoming contracts. The proposed agreements will be for a term of two-years beginning, July 1, 2024 and ending June 30, 2026.

**FINANCIAL IMPACTS:**

Revenue from these service agreements totaling \$170,200 has been included in the Housing Authority's Fiscal Year 2024-25 budget. Revenue totaling \$174,900 for the Fiscal Year 2025-26 will be including in the next year's budget.

**CEQA:**

The Deputy Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution authorizing the Deputy Director to execute the Intergovernmental Housing Services Agreements with the City of American Canyon.

EX A - Intergovernmental Housing Services Agreement with the City of American Canyon

ATCH 2 - Resolution authorizing the Deputy Director to execute the Intergovernmental Housing Services Agreements with the Town of Yountville.

EX A - Intergovernmental Housing Services Agreement with the Town of Yountville

**NOTIFICATION:**

The City of American Canyon and Town of Yountville were notified of this agenda item.