

# **Town of Yountville**

6550 Yount Street  
Yountville, CA 94599



*Town of Yountville*

*"The Heart of the Napa Valley"*

## **Meeting Agenda - Final**

**Tuesday, January 15, 2019**

**5:30 PM**

**Special Meeting #1**

**Town Hall Council Chambers**

### **Yountville Housing Authority**

***Chairperson John Dunbar***  
***Vice Chair Kerri Dorman***  
***Member Margie Mohler***  
***Member Marita Dorenbecher***  
***Member Jeffrey Durham***

**1. CALL TO ORDER****2. ROLL CALL****3. ADOPTION OF AGENDA****4. ELECTION OF OFFICERS**

- A. [19-2008](#) Election of Officers.

**5. APPROVAL OF MINUTES**

- A. [18-1934](#) Approve minutes of the meeting held May 1, 2018.

Attachments: [May 1, 2018 Minutes](#)

**6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA**

Individuals will be limited to a five-minute presentation. No action will be taken by the Commission as a result of any item presented at this time.

**7. CONSENT CALENDAR - NONE****8. PRESENTATIONS**

- A. [19-2009](#) Housing Authority of the City of Napa Annual Report

Attachments: [Housing Authority Presentation](#)

**9. STAFF INFORMATIONAL REPORTS****10. COMMISSIONER COMMENTS / REPORTS****11. ADJOURNMENT**



## Staff Report

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**File #:** 19-2008, **Version:** 1

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## Yountville Housing Authority Staff Report

**DATE:** January 15, 2019  
**TO:** Chair and Members of the Authority  
**FROM:** Michelle Dahme, CMC, Town Clerk

### **TITLE**

Election of Officers.

### **DISCUSSION/BACKGROUND**

The Yountville Housing Authority By-Laws calls for the appointment of a Chair and Vice Chair for the Housing Authority of the Town of Yountville at its annual meeting.

The Mayor of the Town Council is Chair and the Vice Mayor of the Town Council is the Vice Chair of the Authority.

The Secretary/Executive Director is the Town Manager.

### **ENVIRONMENTAL REVIEW**

N/A

### **FISCAL IMPACT**

Is there a Fiscal Impact? N/A

Is it Currently Budgeted? N/A

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? N/A

Is there a Staff Resource Impact? N/A

### **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? N/A

If yes, Identify Strategic Goal and Objective. N/A

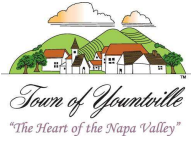
Briefly Explain Relationship to Strategic Plan Goal and Objective. N/A

### **ALTERNATIVES**

N/A

**RECOMMENDATION**

Staff requests the Authority appoint the Mayor and Vice Mayor as the Chair and Vice Chair for the Housing Authority of the Town of Yountville.



## Staff Report

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**File #:** 18-1934, **Version:** 1

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### Yountville Housing Authority Staff Report

**DATE:** January 15, 2019  
**TO:** Chair and Members of the Authority  
**FROM:** Michelle Dahme, CMC, Town Clerk

**TITLE**

Approve minutes of the meeting held May 1, 2018.

**DISCUSSION/BACKGROUND**

Staff requests the Authority approve the minutes of the meeting held May 1, 2018.

**ENVIRONMENTAL REVIEW**

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3).

**FISCAL IMPACT**

Is there a Fiscal Impact? N/A  
Is it Currently Budgeted? N/A  
Where is it Budgeted? N/A  
Is it Mandatory or Discretionary? Mandatory  
Is there a Staff Resource Impact? N/A

**STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Indirectly  
If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.

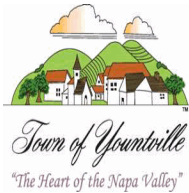
Briefly Explain Relationship to Strategic Plan Goal and Objective. Minutes are required to ensure the Legislative History of the Housing Authority action is maintained.

**ALTERNATIVES**

N/A

**RECOMMENDATION**

Approve minutes of the meeting held May 1, 2018.



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Meeting Minutes - Final

### Yountville Housing Authority

*Chairperson John Dunbar*  
*Vice Chair Marita Dorenbecher*  
*Member Margie Mohler*  
*Member Jeffrey Durham*  
*Member Kerri Dorman*

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Tuesday, May 1, 2018

5:45 PM

Town Hall Council Chambers

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#### Special Meeting

#### 1. CALL TO ORDER

Chairperson Dunbar called the special meeting to order at 5:45 p.m.

#### 2. ROLL CALL

**Present** 5 - Chairperson John Dunbar, Vice Chair Marita Dorenbecher, Member Jeffrey Durham, Member Margie Mohler, and Member Kerri Dorman

#### 3. ADOPTION OF AGENDA

**A motion was made by Member Mohler, seconded by Member Dorman to Adopt the Agenda. The motion carried by the following vote:**

**Aye:** 5 - Chairperson Dunbar, Vice Chair Dorenbecher, Member Durham, Member Mohler, and Member Dorman

#### 4. APPROVAL OF MINUTES

No Action

#### 5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

None

#### 6. CONSENT CALENDAR

- A.**     [18-1601](#)     Adopt Resolution Number 18-34 Approving a two-year agreement between the Housing Authority of the City of Napa and the Town of Yountville for affordable housing services covering Fiscal Years 2018-19 and 2019-20.

**Attachments:**     [Resolution](#)  
                              [Housing Services Contract](#)

**This Resolution was adopted.**

- B. [18-1679](#) Approve minutes of the meeting held January 16, 2018.

Attachments: [January 16, 2018 Minutes](#)

The Minutes were approved.

## 7. ADMINISTRATIVE / REGULAR ITEMS

None



## 8. STAFF INFORMATIONAL REPORTS

None

## 9. COMMISSIONER COMMENTS / REPORTS

None

## 10. ADJOURNMENT

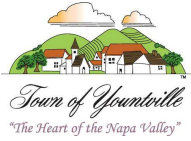
Meeting Adjourned.

ATTEST:

Steven R. Rogers  
Secretary of the Housing Authority

Date Approved:





## Staff Report

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**File #:** 19-2009, **Version:** 1

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## Yountville Housing Authority Staff Report

**DATE:** January 15, 2019

**TO:** Chair and Members of the Authority

**FROM:** Andrea Clark, Housing Authority of the City of Napa

### **TITLE**

Housing Authority of the City of Napa Annual Report

### **DISCUSSION/BACKGROUND**

Andrea Clark from the Housing Authority of the City of Napa, will present the Annual Report.

### **ENVIRONMENTAL REVIEW**

N/A

### **FISCAL IMPACT**

Is there a Fiscal Impact? N/A

Is it Currently Budgeted? N/A

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? N/A

Is there a Staff Resource Impact? N/A

### **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? N/A

If yes, Identify Strategic Goal and Objective. N/A

Briefly Explain Relationship to Strategic Plan Goal and Objective. N/A

### **ALTERNATIVES**

N/A

### **RECOMMENDATION**

Receive presentation.



*Town of Yountville*

*"The Heart of the Napa Valley"*

## **Presentation to the Yountville Housing Authority**

By the City of Napa Housing Authority

January 15, 2019

# Presentation to Yountville Housing Authority

- ▶ The Town of Yountville annually contracts with the Housing Authority to provide a variety of housing services.
- ▶ Housing Authority's work program is designed to provide:
  - *Countywide Activities: rental assistance and homeless services and projects.*
  - *Standard Housing Services: regulatory agreement monitoring, review development projects, loan servicing, & affordable housing regulatory agreements.*
  - *Additional Housing Services: other services mutually agreed upon.*

# Yountville Housing Authority

- **Countywide Activities:**
- **Section 8 Housing Services**
  - *Housing Authority administers \$10.75 million Section 8 Housing Choice Voucher program*
  - *1100 rental assistance vouchers county wide*
    - 16 Town of Yountville households receiving rental assistance
    - 2 Yountville household receives rental assistance under a special “Non-Elderly Disabled Persons” voucher program
    - 9 Yountville households on the wait list.

# Yountville Housing Authority

- Homelessness Services & Projects:
  - *Continuum of Care*
    - HACN represents the Town at monthly committee meetings
    - Annually applies for HUD Continuum of Care grants
      - 2018 application amount \$768,555
      - 2017 award amount: \$745,886
    - Funds are used to assist homeless population with case management and rental assistance

# Yountville Housing Authority

## ► Standard Housing Services:

- *Regulatory Agreement Monitoring:*
  - Annual for-sale affordable housing monitoring:
    - *Verify owner occupancy, insurance coverage, & property taxes are current.*
    - *Respond to inquiries from homeowners and lenders regarding the Town's subordination policy.*
  - Annual rental project monitoring :
    - *Compliance review of Town's Affordable Housing Agreements.*
    - *Tenant income certifications & affordable unit count.*
    - *Compliance with Local Housing Preference Policy.*

# Yountville Housing Authority

- **Standard Housing Services – cont'd**
  - *Rental project monitoring*
    - Developer Agreements Expired
      - 6 & 8 Burgundy Way – 2 units
      - 2028 Adams Street – 2 units
  - *Review Development Projects:*
    - No activity in this area. Housing Manager and staff were available to provide technical assistance.

# Yountville Housing Authority

- *Loan Servicing:*
  - Provided marketing & outreach for the Town's homeowner repair program to homeowners and mobile home park managers, realtors, and lenders.
  - Received and processed loan applications, determined program eligibility, inspections, work write-ups, loan documentation, and project construction management.
    - *Completed 2 CalHome funded repair projects*
    - *One repair project currently in process*
  - Conducted annual monitoring to confirm owner-occupancy, insurance coverage, and payment of property taxes and/or HCD registration.



# Status of Grants

**2014 HOME GRANT:**      Expired: November 30, 2017

One loan repayment:      September 30, 2018      \$    30,468

One new project and loan in process

Grant has expired, HACN will continue annual monitoring and loan servicing.

# Status of Grants

## 2014 CALHOME GRANT:

Original Amount		\$ 330,000
Expiration Date	March 24, 2018	
Projects Completed	20 owner occupied rehab	(330,000)
One loan repayment:	September 30, 2018	\$ 15,234

On new project and loan in process

All grant funds were fully expended by the grant expiration date.  
HACN will continue annual monitoring and loan servicing.

# Yountville Housing Authority

- **Standard Housing Services – cont'd**
  - *Affordable Housing Regulatory Agreements:*
    - 6572 Oak Leaf Ct.
      - *Developer Agreement expires December 31, 2026*
      - *Negotiating with the property owner to extend the term of the agreement*

# Yountville Housing Authority

## ■ Additional Housing Services

### – *HOME and CalHome Grant Services Agreements:*

- Housing staff submits borrower project reporting to HCD and maintains accurate financial accounting of grant funds
- Housing Authority maintains project and loan files
- Housing Authority submits the required quarterly and annual reporting to HCD on behalf of the Town
- Prepared and submitted HOME Program Grant 2018 application on behalf of the Town.
- Submitted request to HCD on behalf of the Town to increase the HOME Program after rehab value limit
- Currently preparing a 2018 Community Development Block Grant application.