

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Thursday, November 21, 2024

3:00 PM

**Board of Supervisors Chambers
1195 Third Street, Third Floor**

Housing Commission

Keri Akemi-Hernandez

Judith Myers

Jennifer Putnam

Manuel Rios

Michael Silacci

Arnulfo Solorio

Mike Swanton

Vacant

Vacant

GENERAL INFORMATION

All materials relating to an agenda item for an open session of a regular meeting of the Housing Commission which are provided to a majority or all of the members of the Commission by Commission members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Clerk of the Housing Commission, 1195 Third Street, Suite 305, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Commission at the meeting will be available for public inspection at the public meeting if prepared by the members of the Commission or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

How to Watch or Listen to the Napa County Housing Commission Meetings

The Commission realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Housing Commission meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa, Suite 305; or
2. Watch on Zoom via www.zoom.us/join (Meeting ID: 851 6708 4340) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 851 6708 4340).

If you are unable to attend the meeting in person and wish to submit a comment, please do one of the following:

- A. Join meeting via Zoom: www.zoom.us/join. Meeting ID 851 6708 4340, or listen on Zoom by calling 1-669-900-6833. Meeting ID 851 6708 4340 AND use the raise hand feature; or
- B. Email your comment to ncha@countyofnapa.org. Your comment will be shared with the members of the Housing Commission.

1. CALL TO ORDER; ROLL CALL

2. PUBLIC COMMENT

3. APPROVAL OF MINUTES

- A. Executive Director of Housing Authority requests approval of Minutes for the meeting of October 23, 2024. [24-1973](#)

Attachments: [Minutes](#)

4. SET MATTERS OR PUBLIC HEARING ITEMS

5. CONSENT ITEMS

6. MONTHLY REPORTS

- A. Monthly Report from California Human Development Corporation (CHDC) [24-1974](#)

Attachments: [Occupancy Report](#)

- B. Monthly Report on Capital Improvement Projects. [24-1975](#)

Attachments: [Capital Improvement Projects](#)

- C. Monthly Report from Housing Authority staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. Requested action is additional recommendations for community engagement. [24-1976](#)

Attachments: [Engagement Calendar](#)

7. ADMINISTRATIVE ITEMS

- A. Appoint two commissioners to serve on the ad-hoc budget sub-committee. [24-1986](#)
- B. Discussion on annual closures of the three Farmworker Centers. No action required. [24-1993](#)

8. EXECUTIVE DIRECTOR REPORT

9. COMMISSIONER COMMENTS AND DIRECTION TO STAFF

During this item, the Commission may, upon affirmative vote, direct Staff to investigate or research matters and report back on those matters deemed appropriate by the Commission.

10. FUTURE AGENDA ITEMS

11. ADJOURN

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON NOVEMBER 18, 2024 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE COMMISSION AND AVAILABLE FOR PUBLIC INSPECTION.

Jennifer Palmer (By e-signature)

JENNIFER PALMER, Secretary of the Commission



Napa County
Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Housing Commission

Agenda Date: 11/21/2024

File ID #: 24-1973

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director of Housing Authority
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Approval of Minutes

RECOMMENDATION

Executive Director of Housing Authority requests approval of Minutes for the meeting of October 23, 2024.

EXECUTIVE SUMMARY

Executive Director of Housing Authority requests approval of Minutes.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Executive Director of Housing Authority requests approval of Minutes for the meeting of October 23, 2024.

**MINUTES OF THE
NAPA COUNTY HOUSING COMMISSION**

October 23, 2024

Draft Summary of the Proceedings

1. Call to Order/Roll Call

Present: Commissioners Judith Myers, Jennifer Putnam, Manny Rios, Arnulfo Solorio
Absent: Commissioner Keri Akemi-Hernandez and Michael Silacci
Meeting was called to order by: Judith Myers (Chair Pro Tem)

2. Public Comment

None.

3. Approval of Minutes

- A.** Director of Housing and Homeless Services requests approval of minutes for the meeting of August 28, 2024 and September 23, 2024.

Motion text: Approve the minutes.
Voting Yes: Commissioners Judith Myers, Jennifer Putnam, Manny Rios, Arnulfo Solorio
Voting No: None
Result: Passed

4. Set Matters or Public Hearing Items

None.

5. Consent

- A.** Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority for the quarter ended September 30, 2024.

Motion text: Approve the minutes.
Voting Yes: Commissioners Judith Myers, Jennifer Putnam, Manny Rios, Arnulfo Solorio
Voting No: None
Result: Passed

6. Monthly Reports

- A. Monthly Report from California Human Development Corporation (CHDC).**

Presentation made by Santino Garcia, CHDC Chief Operations Officer. Current occupancy Mondavi-40, Calistoga-55, River Ranch-60. Mondavi closes November 16th and reopens December 20th; Calistoga closes November 23rd and reopens December 29th; River Ranch closes December 28th, reopens February 2nd.

No public comment.

Discussion held.

B. Monthly Report on Capital Improvement Projects.

Presentation by Alex Carrasco, Project Manager. Mondavi Center dorm unit HVAC units and walk in refrigerator repairs have risen to high priority needs. The Farmworker Committee has committed donation toward both projects.

No Public Comment.

Discussion held.

C. Monthly Report from Housing Authority Staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. Requested action is additional recommendations for community engagement.

Presentation by Alex Carrasco, Project Manager.

No Public Comment.

Discussion held.

7. Administrative Items

A. Presentation by Burbank Housing on Heritage House Farmworker Housing Units. No action required.

Presentation by Nancy Trejo, Burbank Housing Resident Services Coordinator. Discussed outreach efforts and challenges to leasing farmworker specific units at Valle Verde and Heritage House.

No public comment.

Discussion held.

B. Presentation by Planning, Building, & Environmental Services on Amendments to Napa County Code Related to Farmworker Housing.

Presentation by Trevor Hawkes, Supervising Planner. Further division within any parcel created and maintained for farmworker centers is allowed to facilitate individual home ownership for farmworkers. The minimal parcel size for individual farmworker homes allowed under Section 18.104.010 shall be 1,200 square feet.

No public comment.

Discussion held.

8. Executive Director Report

Presentation by Alex Carrasco, Project Manager. Congressman Mike Thompson will be hosting an informational session regarding USDA funding. Staff plan on attending to learn

about funding options and potential opportunities for the centers.

9. Commissioner Comments and Direction to Staff

Commissioner Myers requests an update at a future meeting regarding Director Palmer’s presentation at the Generation Housing Forum.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on Thursday, November 19, 2024, at 3:00 pm.

Judith Myers, Chair Pro Tem

ATTEST: _____
Jennifer Palmer, Secretary of the Commission



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Housing Commission

Agenda Date: 11/21/2024

File ID #: 24-1974

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director of Housing Authority
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Monthly Report from California Human Development Corporation (CHDC)

RECOMMENDATION

Monthly Report from California Human Development Corporation (CHDC)

EXECUTIVE SUMMARY

A monthly report from CHDC on the status of the Farmworker Centers including occupancy report, maintenance updates, and to review accounts receivable balances at each center.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion

ENVIRONMENTAL IMPACT

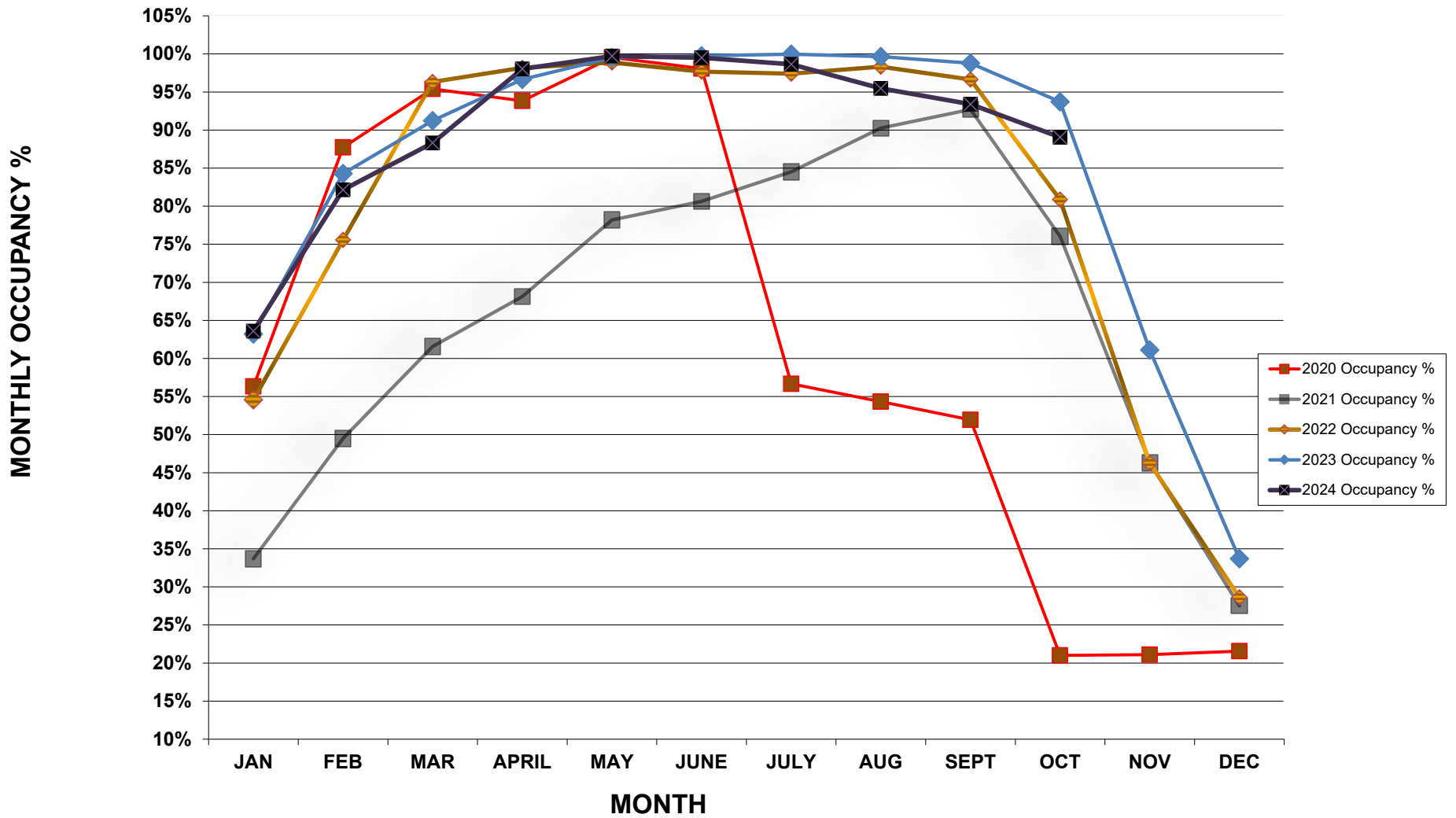
ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Napa County Housing Authority contracts with CHDC, a non-profit organization, with more than 50 years of experience with farmworkers. CHDC staff at each of the three publicly owned farmworker centers provide day to day services including enrolling applicants into or out of the housing program, collecting rent,

maintenance, cleaning, and cooking three meals a day, six days a week for up to 60 lodgers per location or 180 total.

NC FW HSNNG CENTERS - OCCUPANCY ANALYSIS



CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 OCCUPANCY REPORT
 FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

| PLAN | TOTALS | ALL SITES | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APRIL | MAY | JUNE | TOTAL |
|---------|---|-----------|------------|-----------|-----------|-----------|-----------|--------|--------|--------|--------|--------|--------|--------|------------|
| 2024-25 | Available Capacity - Nights | | 5,580 | 5,580 | 5,400 | 5,580 | 5,400 | 1,980 | 3,780 | 5,040 | 5,580 | 5,400 | 5,580 | 5,400 | 60,300 |
| | Scheduled Capacity - Nights | | 5,580 | 5,580 | 5,400 | 4,980 | 3,300 | 1,980 | 5,580 | 5,040 | 5,580 | 5,400 | 5,580 | 5,400 | 59,400 |
| | Scheduled Occupancy % | | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| | Monthly Projected Nights | | 5,301 | 5,301 | 5,130 | 4,731 | 3,135 | 1,881 | 5,301 | 4,788 | 5,301 | 5,130 | 5,301 | 5,130 | 56,430 |
| | YTD Projected Nights | | 5,301 | 10,602 | 15,732 | 20,463 | 23,598 | 25,479 | 30,780 | 35,568 | 40,869 | 45,999 | 51,300 | 56,430 | 56,430 |
| | Monthly Actual Nights | | 5,504 | 5,327 | 5,044 | 4,969 | - | - | - | - | - | - | - | - | 20,844 |
| | YTD Actual Nights | | 5,504 | 10,831 | 15,875 | 20,844 | - | - | - | - | - | - | - | - | 20,844 |
| (1) | YTD Actual Occupancy % | | 99% | 97% | 96% | 97% | | | | | | | | | 97% |
| (2) | YTD Projected - Occupancy % | | 95% | 95% | 95% | 95% | | | | | | | | | 95% |
| (3) | YTD Occupancy % to Projected | | 104% | 102% | 101% | 102% | | | | | | | | | 102% |
| (4) | Monthly Actual Occupancy % | | 99% | 95% | 93% | 100% | | | | | | | | | 100% |
| (5) | Monthly Projected Occupancy % | | 95% | 95% | 95% | 95% | | | | | | | | | 95% |
| (6) | Monthly Occupancy % to Projected | | 104% | 100% | 98% | 105% | | | | | | | | | 105% |
| | Rent Earned | | 93,568.00 | 90,559.00 | 85,748.00 | 84,473.00 | - | - | - | - | - | - | - | - | 354,348.00 |
| | Rent Collected | | 102,631.00 | 84,150.00 | 85,187.00 | 81,804.00 | - | - | - | - | - | - | - | - | 353,772.00 |
| | Deposits | | 103,713.00 | 85,476.00 | 86,581.00 | 82,943.00 | - | - | - | - | - | - | - | - | 358,713.00 |
| | Deposits in Transit | | 7,174.00 | 5,848.00 | 4,454.00 | 3,315.00 | - | - | - | - | - | - | - | - | 3,315.00 |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | | |
| | Beginning Balance: | | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | YTD Deposits in Transit | | | | | | | | | | | | | | |
| | Beginning Balance: | | 8,256.00 | 7,174.00 | 5,848.00 | 4,454.00 | 3,315.00 | - | - | - | - | - | - | - | 3,315.00 |
| | YTD Accounts Receivable | | | | | | | | | | | | | | |
| | Beginning Balance: | | 3,686.00 | 8,784.00 | 11,912.00 | 13,595.00 | 11,797.00 | - | - | - | - | - | - | - | 11,797.00 |
| | YTD Prepaid Rents | | | | | | | | | | | | | | |
| | Beginning Balance: | | 231.00 | 14,392.00 | 11,111.00 | 12,233.00 | 7,766.00 | - | - | - | - | - | - | - | 7,766.00 |
| | Monthly Vacancy Loss - \$\$ | | - | 1,020.00 | 3,298.00 | 1,700.00 | - | - | - | - | - | - | - | - | 1,700.00 |
| | YTD Vacancy Loss - \$\$ | | - | 1,020.00 | 4,318.00 | 6,018.00 | - | - | - | - | - | - | - | - | 6,018.00 |
| | Monthly Vacancy Loss - Nights | | - | 60 | 194 | 100 | - | - | - | - | - | - | - | - | 100 |
| | YTD Vacancy Loss - Nights | | - | 60 | 254 | 354 | - | - | - | - | - | - | - | - | 354 |
| | Vacancy Loss based on Projected Occupancy by Site | | | | | | | | | | | | | | |

I certify that this report is a true and accurate presentation of actual occupancy and earned rent revenue during the reporting period and that these occupancy and earned rent figures were collected in accordance with the purpose and conditions of the contract referenced above.


 Santino Garcia (Nov 12, 2024 16:37 PST)
 Santino Garcia, COO Date
 California Human Development Corporation

 11/12/2024
 Prepared by: Michael S Whitt, Senior Accountant Date
 California Human Development Corporation

- (1) YTD actual nights divided by YTD scheduled capacity nights
- (2) YTD projected nights divided by YTD scheduled capacity nights
- (3) YTD actual nights divided by YTD projected capacity nights
- (4) Monthly actual nights divided by scheduled capacity nights
- (5) Monthly projected nights divided by monthly scheduled capacity nights
- (3) Monthly actual nights divided by YTD projected capacity nights

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 OCCUPANCY REPORT
 FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

| | CALISTOGA | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APRIL | MAY | JUNE | TOTAL |
|---------|---|-----------|-----------|-----------|-----------|----------|-------|--------|--------|--------|--------|--------|--------|------------|
| 2024-25 | Available Capacity - Nights | 1,860 | 1,860 | 1,800 | 1,860 | 1,800 | 60 | 1,860 | 1,680 | 1,860 | 1,800 | 1,860 | 1,800 | 20,100 |
| | Scheduled Capacity - Nights | 1,860 | 1,860 | 1,800 | 1,860 | 1,500 | 60 | 1,860 | 1,680 | 1,860 | 1,800 | 1,860 | 1,800 | 19,800 |
| | Scheduled Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| | Monthly Projected Nights | 1,767 | 1,767 | 1,710 | 1,767 | 1,425 | 57 | 1,767 | 1,596 | 1,767 | 1,710 | 1,767 | 1,710 | 18,810 |
| | YTD Projected Nights | 1,767 | 3,534 | 5,244 | 7,011 | 8,436 | 8,493 | 10,260 | 11,856 | 13,623 | 15,333 | 17,100 | 18,810 | 18,810 |
| | Monthly Actual Nights | 1,842 | 1,824 | 1,742 | 1,667 | - | - | - | - | - | - | - | - | 7,075 |
| | YTD Actual Nights | 1,842 | 3,666 | 5,408 | 7,075 | | | | | | | | | 7,075 |
| | YTD Actual Occupancy % | 99% | 99% | 98% | 96% | | | | | | | | | 96% |
| | YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | | | | | | | | | 95% |
| | YTD Occupancy % to Projected | 104% | 104% | 103% | 101% | | | | | | | | | 101% |
| | Monthly Actual Occupancy % | 99% | 98% | 97% | 90% | | | | | | | | | 90% |
| | Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | | | | | | | | | 95% |
| | Monthly Occupancy % to Projected | 104% | 103% | 102% | 94% | | | | | | | | | 94% |
| | Rent Earned | 31,314.00 | 31,008.00 | 29,614.00 | 28,339.00 | | | | | | | | | 120,275.00 |
| | Rent Collected | 34,172.00 | 28,645.00 | 28,526.00 | 28,288.00 | | | | | | | | | 119,631.00 |
| | Deposits | 34,187.00 | 30,311.00 | 28,730.00 | 29,427.00 | | | | | | | | | 122,655.00 |
| | Deposits in Transit | 3,009.00 | 1,343.00 | 1,139.00 | - | | | | | | | | | - |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | |
| | Beginning Balance: | N/A | - | - | - | - | | | | | | | | - |
| | YTD Deposits in Transit | | | | | | | | | | | | | |
| | Beginning Balance: | 3,024.00 | 3,009.00 | 1,343.00 | 1,139.00 | - | | | | | | | | - |
| | YTD Accounts Receivable | | | | | | | | | | | | | |
| | Beginning Balance: | 1,146.00 | 2,640.00 | 3,915.00 | 4,408.00 | 3,235.00 | | | | | | | | 3,235.00 |
| | YTD Prepaid Rents | | | | | | | | | | | | | |
| | Beginning Balance: | - | 4,352.00 | 3,264.00 | 2,669.00 | 1,445.00 | | | | | | | | 1,445.00 |
| | Monthly Vacancy Loss - \$\$ | - | - | - | 1,700.00 | | | | | | | | | 1,700.00 |
| | YTD Vacancy Loss - \$\$ | - | - | - | 1,700.00 | | | | | | | | | 1,700.00 |
| | Monthly Vacancy Loss - Nights | - | - | - | 100 | | | | | | | | | 100 |
| | YTD Vacancy Loss - Nights | - | - | - | 100 | | | | | | | | | 100 |
| | Vacancy Loss based on Projected Occupancy | | | | | | | | | | | | | |

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 OCCUPANCY REPORT
 FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

| MONDAVI | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APRIL | MAY | JUNE | TOTAL |
|--|-----------|-----------|-----------|-----------|----------|-------|--------|--------|--------|--------|--------|--------|------------|
| 2024-25 Available Capacity - Nights | 1,860 | 1,860 | 1,800 | 1,860 | 1,800 | 60 | 1,860 | 1,680 | 1,860 | 1,800 | 1,860 | 1,800 | 20,100 |
| Scheduled Capacity - Nights | 1,860 | 1,860 | 1,800 | 1,260 | 300 | 1,860 | 1,860 | 1,680 | 1,860 | 1,800 | 1,860 | 1,800 | 19,800 |
| Scheduled Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| Monthly Projected Nights | 1,767 | 1,767 | 1,710 | 1,197 | 285 | 1,767 | 1,767 | 1,596 | 1,767 | 1,710 | 1,767 | 1,710 | 18,810 |
| YTD Projected Nights | 1,767 | 3,534 | 5,244 | 6,441 | 6,726 | 8,493 | 10,260 | 11,856 | 13,623 | 15,333 | 17,100 | 18,810 | 18,810 |
| Monthly Actual Nights | 1,847 | 1,707 | 1,516 | 1,447 | - | - | - | - | - | - | - | - | 6,517 |
| YTD Actual Nights | 1,847 | 3,554 | 5,070 | 6,517 | | | | | | | | | 6,517 |
| YTD Actual Occupancy % | 99% | 96% | 92% | 96% | | | | | | | | | 96% |
| YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | | | | | | | | | 95% |
| YTD Occupancy % to Projected | 105% | 101% | 97% | 101% | | | | | | | | | 101% |
| Monthly Actual Occupancy % | 99% | 92% | 84% | 115% | | | | | | | | | 115% |
| Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | | | | | | | | | 95% |
| Monthly Occupancy % to Projected | 105% | 97% | 89% | 121% | | | | | | | | | 121% |
| Rent Earned | 31,399.00 | 29,019.00 | 25,772.00 | 24,599.00 | | | | | | | | | 110,789.00 |
| Rent Collected | 32,130.00 | 29,325.00 | 25,449.00 | 22,746.00 | | | | | | | | | 109,650.00 |
| Deposits | 35,906.00 | 26,690.00 | 27,693.00 | 22,491.00 | | | | | | | | | 112,780.00 |
| Deposits in Transit | - | 2,635.00 | 391.00 | 646.00 | | | | | | | | | 646.00 |
| YTD NCHA Approved Write Offs | | | | | | | | | | | | | |
| Beginning Balance: | N/A | - | - | - | - | | | | | | | | - |
| YTD Deposits in Transit | | | | | | | | | | | | | |
| Beginning Balance: | 3,776.00 | - | 2,635.00 | 391.00 | 646.00 | | | | | | | | 646.00 |
| YTD Accounts Receivable | | | | | | | | | | | | | |
| Beginning Balance: | 1,784.00 | 4,300.00 | 4,572.00 | 5,303.00 | 4,814.00 | | | | | | | | 4,814.00 |
| YTD Prepaid Rents | | | | | | | | | | | | | |
| Beginning Balance: | 78.00 | 3,325.00 | 3,903.00 | 4,311.00 | 1,969.00 | | | | | | | | 1,969.00 |
| Monthly Vacancy Loss - \$\$ | - | 1,020.00 | 3,298.00 | - | | | | | | | | | - |
| YTD Vacancy Loss - \$\$ | - | 1,020.00 | 4,318.00 | 4,318.00 | | | | | | | | | 4,318.00 |
| Monthly Vacancy Loss - Nights | - | 60 | 194 | - | | | | | | | | | - |
| YTD Vacancy Loss - Nights | - | 60 | 254 | 254 | | | | | | | | | 254 |
| Vacancy Loss based on Projected Occupancy | | | | | | | | | | | | | |

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 OCCUPANCY REPORT
 FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

| | RIVER RANCH | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APRIL | MAY | JUNE | TOTAL |
|----------------|---|-----------|-----------|-----------|-----------|----------|-------|--------|--------|--------|--------|--------|--------|------------|
| 2024-25 | Available Capacity - Nights | 1,860 | 1,860 | 1,800 | 1,860 | 1,800 | 1,860 | 60 | 1,680 | 1,860 | 1,800 | 1,860 | 1,800 | 20,100 |
| | Scheduled Capacity - Nights | 1,860 | 1,860 | 1,800 | 1,860 | 1,500 | 60 | 1,860 | 1,680 | 1,860 | 1,800 | 1,860 | 1,800 | 19,800 |
| | Scheduled Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| | Monthly Projected Nights | 1,767 | 1,767 | 1,710 | 1,767 | 1,425 | 57 | 1,767 | 1,596 | 1,767 | 1,710 | 1,767 | 1,710 | 18,810 |
| | YTD Projected Nights | 1,767 | 3,534 | 5,244 | 7,011 | 8,436 | 8,493 | 10,260 | 11,856 | 13,623 | 15,333 | 17,100 | 18,810 | 18,810 |
| | Monthly Actual Nights | 1,815 | 1,796 | 1,786 | 1,855 | - | - | - | - | - | - | - | - | 7,252 |
| | YTD Actual Nights | 1,815 | 3,611 | 5,397 | 7,252 | | | | | | | | | 7,252 |
| | YTD Actual Occupancy % | 98% | 97% | 98% | 98% | | | | | | | | | 98% |
| | YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | | | | | | | | | 95% |
| | YTD Occupancy % to Projected | 103% | 102% | 103% | 103% | | | | | | | | | 103% |
| | Monthly Actual Occupancy % | 98% | 97% | 99% | 100% | | | | | | | | | 100% |
| | Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | | | | | | | | | 95% |
| | Monthly Occupancy % to Projected | 103% | 102% | 104% | 105% | | | | | | | | | 105% |
| | Rent Earned | 30,855.00 | 30,532.00 | 30,362.00 | 31,535.00 | | | | | | | | | 123,284.00 |
| | Rent Collected | 36,329.00 | 26,180.00 | 31,212.00 | 30,770.00 | | | | | | | | | 124,491.00 |
| | Deposits | 33,620.00 | 28,475.00 | 30,158.00 | 31,025.00 | | | | | | | | | 123,278.00 |
| | Deposits in Transit | 4,165.00 | 1,870.00 | 2,924.00 | 2,669.00 | | | | | | | | | 2,669.00 |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | |
| | Beginning Balance: | N/A | - | - | - | - | | | | | | | | - |
| | YTD Deposits in Transit | | | | | | | | | | | | | |
| | Beginning Balance: | 1,456.00 | 4,165.00 | 1,870.00 | 2,924.00 | 2,669.00 | | | | | | | | 2,669.00 |
| | YTD Accounts Receivable | | | | | | | | | | | | | |
| | Beginning Balance: | 756.00 | 1,844.00 | 3,425.00 | 3,884.00 | 3,748.00 | | | | | | | | 3,748.00 |
| | YTD Prepaid Rents | | | | | | | | | | | | | |
| | Beginning Balance: | 153.00 | 6,715.00 | 3,944.00 | 5,253.00 | 4,352.00 | | | | | | | | 4,352.00 |
| | Monthly Vacancy Loss - \$\$ | | | | | | | | | | | | | |
| | Beginning Balance: | - | - | - | - | - | | | | | | | | - |
| | YTD Vacancy Loss - \$\$ | | | | | | | | | | | | | |
| | Beginning Balance: | - | - | - | - | - | | | | | | | | - |
| | Monthly Vacancy Loss - Nights | | | | | | | | | | | | | |
| | Beginning Balance: | - | - | - | - | - | | | | | | | | - |
| | YTD Vacancy Loss - Nights | | | | | | | | | | | | | |
| | Beginning Balance: | - | - | - | - | - | | | | | | | | - |
| | Vacancy Loss based on Projected Occupancy | | | | | | | | | | | | | |



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Housing Commission

Agenda Date: 11/21/2024

File ID #: 24-1975

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director of Housing Authority
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Monthly Report on Capital Improvement Projects

RECOMMENDATION

Monthly Report on Capital Improvement Projects.

EXECUTIVE SUMMARY

Monthly Report on Capital Improvement Projects. For discussion and direction to staff.

PROCEDURAL REQUIREMENTS

1. Staff Report.
2. Public Comment.
3. Discussion and direction to staff.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In December 2023, Housing Authority staff presented the Housing Commissioners with the list of capital improvements needs identified by County and CHDC staff. This list included summary of project scope and budgets based on informal solicitation of project estimates by related service providers. The list was sorted by health and safety impact needs and projects were ranked "HIGH", "MEDIUM", and "LOW" priority. Additionally, available funding sources - including donor-advised funds from the Farmworker Committee -

were noted for each potential project. Housing Commissioners discussed the scope of needs and available funds and recommended staff proceed with securing estimates and submitting budget adjustments to proceed immediately with all items identified as “HIGH” priority items. Today, Housing Authority staff provide an update on each project identified as high priority and next steps for securing bids, contracts, and budget adjustments to launch the identified work.

Capital Improvement Projects - High Priority

| | Description | Location | Budget | Funding | Phase | Update (11/13/24) |
|---|-------------------------------------|-------------|-----------|-------------------|----------|---|
| 1 | Kitchen Fire Suppression Repair | Calistoga | \$ 6,445 | NCHA-Maint Budget | Planning | Estimated Start Date 12/2/24 |
| 2 | HVAC Replacement (2), Dorms | Mondavi | \$ 30,000 | Donation | Planning | Next step - Contract |
| 3 | Walkin Refrigerator Condensing Unit | Mondavi | \$ 8,000 | Donation | Planning | Next step - Contract |
| 4 | Water Treatment Backup Generator | All Centers | \$ 60,000 | Donation | Planning | Next step - RFQ for engineer designs and specifications |

Completed Projects

| | Description | Location | Budget | Funding | Phase | Update (11/13/24) |
|--|---------------------------------|-------------|-----------|-------------------|-----------|-------------------|
| | Fire Pump Repair | Mondavi | \$ 7,090 | NCHA-Maint Budget | Completed | |
| | Walkway Repair | River Ranch | \$ 75,000 | Donation | Completed | |
| | Radiant Heat Repair (2), Dorms | River Ranch | \$ 56,000 | Other | Completed | |
| | Kitchen Fire Suppression Repair | Mondavi | \$ 4,125 | NCHA-Maint Budget | Completed | |



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Housing Commission

Agenda Date: 11/21/2024

File ID #: 24-1976

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director of Housing Authority
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: FHNIA Community Engagement Report

RECOMMENDATION

Monthly Report from Housing Authority staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. Requested action is additional recommendations for community engagement.

EXECUTIVE SUMMARY

Monthly Report from Housing Authority staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. Requested action is additional recommendations for community engagement.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Napa County Board of Supervisors commissioned the Farmworker Housing Needs and Impacts

Assessment in July 2023 to shed light on the housing challenges faced by farmworkers in Napa County and the impact those challenges are having on the Napa Valley wine industry. Housing Authority staff presented the report to the commission in August 2024 and initiated a series of presentations to help inform the community about the project, report findings, and the opportunities for collective action. Today's report will update the commission on community engagement efforts.

2024 Farmworker Housing Needs & Impacts Assessment Report Community Engagement

Opportunities for Engagement

| | | |
|------------------------|-------------------------------|----------------|
| Farmworker Foundation | City Councils | General Public |
| UpValley Family Center | Live Healthy Napa County | Farm Bureau |
| Puertas Abiertas | Burbank Housing | Grape Growers |
| Lideres Campesinas | Napa Valley Housing Coalition | Napa College |
| Realtors Association | Chamber of Commerce | IIBA |

Calendar

| 2024 | | | | | | 2025 |
|----------------------|--------------------|----------------------|------------------------------|---|-------------------------|---------------|
| JUL | AUG | SEP | OCT | NOV | DEC | JAN |
| Board of Supervisors | Housing Commission | Napa Valley Vintners | Napa County League of Cities | Housing Coalition Live Healthy Napa County | UpValley Family Centers | City Councils |



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 11/21/2024

File ID #: 24-1986

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director of Housing Authority
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Appointments to Housing Commission ad-hoc budget sub-committee

RECOMMENDATION

Appoint two commissioners to serve on the ad-hoc budget sub-committee.

EXECUTIVE SUMMARY

Executive Director of Housing Authority seeks two members from the Housing Commission to serve on an ad-hoc budget sub-committee. Appointed members of the sub-committee will work with Housing Authority staff and the Auditor-Controller to review the proposed Napa County Housing Authority budget for Fiscal Year 2025-2026 and prepare a recommendation to the Housing Authority.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, second, discussion and vote on the item

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Napa County Housing Authority (NCHA) budget is comprised of two divisions for the purpose of

operating the Farmworker Centers in Napa County. Division 50600 - Administration reflects the general operations of the NCHA. Included are the appropriations for County support to direct and oversee the total Farm Worker Center operations and an annual audit. Division 50605 - Farmworker Centers reflects the daily operations of the three Farmworker Centers (River Ranch, Calistoga, and Mondavi) as well as capital improvements.

Appointed commissioners will work together with other members of the ad-hoc budget committee, including the Auditor-Controller and Housing Authority staff, to review the proposed budget and prepare a recommendation for the Housing Commission to provide the Housing Authority. Timing of the work will include two 1-hour budget meetings in December and January (total of four 1-hour, in-person meetings) to finalize the recommended budget by February for presentation and recommendation to the Housing Authority.



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 11/21/2024

File ID #: 24-1993

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director of Housing Authority
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Discussion on annual closure of the three Farmworker Centers

RECOMMENDATION

Discussion on annual closures of the three Farmworker Centers. No action required.

EXECUTIVE SUMMARY

The Farmworker Centers (Centers) are subject to provisions of local ordinance (Section 18.104.305), which allow occupancy for no more than three hundred thirty days in a calendar year. The Napa County Housing Authority's agreement with California Human Development Corporation (CHDC) includes staffing all three Centers for three hundred and thirty days. As of November 12th, and with impending closures of two Centers (Mondavi & Calistoga) later this month, occupancy across the three Centers was 67% or 121 lodgers. The River Ranch Center will remain open in December at full occupancy. There are currently 25 lodgers on the waitlist for the River Ranch Center. Discussion of the annual closures is essential ahead of planning for Fiscal Year 2025-2026.

PROCEDURAL REQUIREMENTS:

1. Staff Report
2. Public Comment
3. Discussion. No action required.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Napa County Housing Authority (Authority) has an agreement with California Human Development Corporation (CHDC) to manage the day-to-day activities of the Centers. Two of the three Centers (Mondavi and Calistoga) opened on January 1, 2024, and are scheduled to close on November 16th and 23rd respectively. River Ranch opened in February and is scheduled to close on December 28th. Historically, two Centers have closed in December given the decreased demand for labor in the winter months. However, in 2023 and 2024, occupancy rates for the month of November have remained high (61% and 67%) vs. prior years (2021 and 2022 - 46%), which suggests increased housing demand year round.