

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Wednesday, April 2, 2025

3:00 PM

**Health and Human Services
2751 Napa Valley Corporate Drive Bld A
First Floor, Willow Conference Room
Napa, CA 94558**

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 Health and Human Services, 2751 Napa Valley Corporate Drive Building A, First Floor, Willow Conference Room, Napa, CA 94558; or
2. Watch on Zoom via www.zoom.us/join (Meeting ID: 899 8903 2912 or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 899 8903 2912).

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 899 8903 2912, or listen on Zoom by calling 1-669-900-6833. Meeting ID 899 8903 2912. 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**
4. **SET MATTERS OR PUBLIC HEARING ITEMS**
5. **CONSENT ITEMS**

- A. Recommend revisions to Lodging Revenue and Deposits Policy & Procedure to Housing Authority. [25-588](#)

Attachments: [Lodging Revenue Deposits Policy \(Redline\)](#)

- B. Approval of minutes for the meeting of February 26, 2025. [25-589](#)

Attachments: [Minutes](#)

6. **MONTHLY REPORTS**

7. ADMINISTRATIVE ITEMS

- A.** Review and recommend submitting the proposed Napa County Housing Authority Farmworker Centers operating budget for Fiscal Year 2025-2026 to CSA No.4 consultant for an Engineer's Report. **[25-590](#)**

Attachments: [NCHA Budget FY26](#)

- B.** Presentation by California Human Development Corporation (CHDC) on a proposed budget for Fiscal Year 2025-2026 to provide onsite management services for county-owned farmworker centers and possible recommendation to approve CHDC's proposed budget to Napa County Housing Authority (Housing Authority) for new agreement. **[25-591](#)**

Attachments: [CHDC Budget FY26](#)

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 APRIL 1, 2025 BY 3:00 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
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www.countyofnapa.org
Main: (707) 253-4580

Housing Commission

Agenda Date: 4/2/2025

File ID #: 25-588

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Revisions to Lodging Revenue and Deposit Policy & Procedure

RECOMMENDATION

Recommend revisions to Lodging Revenue and Deposits Policy & Procedure to Housing Authority.

EXECUTIVE SUMMARY

The Housing Commission adopted a series of policies when the Napa County Housing Authority took over management and ownership of the three farmworker centers including the Lodging Revenue and Deposits Policy & Procedure, which provides direction to the contract operator on how to collect and deposit rent revenues on behalf of the Housing Authority. The recommended revisions (redline document attached) will help reduce operational expenses related to travel (depositing at bank), by increasing the deposit requirement from \$1,500 to \$3,200.

ENVIRONMENTAL IMPACT

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

BACKGROUND AND DISCUSSION

California Human Development Corporation (CHDC) is currently the contract operator for the Housing Authority (Authority). CHDC staff (onsite managers and administrative assistant) collect lodging revenue and makes deposits on behalf of the Authority and in accordance with the Lodging Revenue and Deposits Policy & Procedure (Policy). The current Policy requires farmworker center managers transfer revenue to the Administrative Assistant when revenues on hand exceed \$1,500 the prior day.

NAPA COUNTY HOUSING AUTHORITY

<u>POLICY & PROCEDURE:</u> Lodging Revenue & Deposits	<u>DATE OF ORIGINAL ISSUANCE:</u> August 21, 2007
<u>REFERENCE:</u> Internal Control – Integrated Framework by Committee of Sponsoring Organizations of the Treadway Commission	<u>APPROVED:</u> <i>See Minutes</i>
<u>EFFECTIVE DATE:</u> April 08, 2025 January 1, 2010	<u>DISTRIBUTION:</u> Chairperson Napa County Housing Authority - Contract Operator - Authority Staff
<u>REVISION DATE:</u> March 17, 2025 November 24, 2009	
<u>NUMBER:</u> 43	

SUBJECT Lodging Revenue and Deposits

OVERVIEW Pursuant to Health and Safety Code section 34310 et seq. and 36050 et seq. the Board of the Napa County Housing Authority (Authority or NCHA) has the responsibility to oversee the collection and depositing of funds collected on behalf of the Authority. The *Internal Control -- Integrated Framework* by Committee of Sponsoring Organizations of the Treadway Commission has been utilized in determining the practices to be followed.

POLICY & PROCEDURE (Procedure): The following procedure is to be followed by the staff of the Authority and the Contract Operator of the Farm Worker Centers for the collection and depositing of revenues collected on behalf of the Authority.

I) CONTACT INFORMATION:

A) Information will be transmitted to NCHA to the attention of the following individuals until otherwise notified:

- ~~1) Manager, Community and Intergovernmental Affairs – 1195 Third Street, Room 310, Napa, CA 94559~~
- ~~2) 1) Director of the Department of Housing & Homeless Services (DHHS) or their designee and Community Development Coordinator – 1195 Third Street, Room B-20, Napa, CA 94559 – 2751 Napa Valley Corporate Drive Building B, Napa, CA 94558~~
- ~~3) 2) Accountant-Auditor Manager (Internal Audits) – 1195 Third Street, Room B-10, Napa, CA 94559~~

- B) Lodging fees are collected by Contract Operator and deposited in the NCHA designated bank account.
- C) Deposit slip books are supplied to Contract Operator by NCHA upon advance request.

II) **PROCEDURE:** “Center Manager” and “Administrative Assistant/Fiscal Analyst” are designated employees of the Contract Operator. When the designated employee is not available to perform their duties, then another “authorized” administrative employee of the Contract Operator will fulfill the responsibilities outlined in this policy. The Contract Operator will be responsible for designating “authorized” employees.

- A) Each Center Manager will receive from the Administrative Assistant/Fiscal Analyst a \$100 change fund to be used for making change.
 - 1) The Change Fund must be stored in the on-site safe when not in use.
 - 2) The Center Manager must turn in the change fund to the Administrative Assistant/Fiscal Analyst at the time the site is closed each year.
- B) Center Managers will collect lodging fees from the lodgers in accordance with the Lodging Agreement in effect during the lodger’s stay. Center Managers will be available to collect lodging fees at a minimum on Mondays and Fridays and any other time a lodger offers to pay.
- C) Center Managers store the lodging revenue received and the supporting documentation in the on-site safe until it is transferred to the Administrative Assistant/Fiscal Analyst. Center Managers transfer cash to the Administrative Assistant/Fiscal Analyst based on the schedule noted below if lodging fees and other revenues on hand are in excess of ~~\$1,500-\$3,200~~ at midnight the prior day.

- ~~1) March through October — r~~Revenues are transferred on Monday, Wednesday and Friday no later than 1:00 pm.
- ~~2) November through February — revenues are transferred on Monday and Friday.~~
- ~~3) Any time cash on hand at midnight the prior day is in excess of \$5,000.~~

- D) The Administrative Assistant/Fiscal Analyst signs a cash transfer receipt upon receipt of the deposit from the Center Managers.
- E) The Administrative Assistant/Fiscal Analyst deposits the transfer of cash at NCHA’s designated bank within ~~24~~ hours of receiving the funds from the Center Managers Cash transfers from Centers received before 1:00 pm should be deposited before 5:00 pm on the same day. Only rare or extraordinary circumstances should result in a cash transfer received before 1:00 pm not being deposited on the same day. In those rare circumstances, the deposit shall be made before noon the following business day. The lodging revenue received and supporting documentation ~~is~~ shall be stored

in the on-site safe by the Administrative Assistant/Fiscal Analyst until the time of the deposit.

- F) By the end of the subsequent business day after depositing the cash at NCHA's designated bank, the Administrative Assistant/Fiscal Analyst ~~will shall fax email~~ the deposit slip and breakdown of the deposit to the Department of Housing & Homeless Services (DHHS) Project Manager and/or their designee. Treasurer for NCHA. (See attached example of the breakdown.)
- G) Monthly documentation noted below ~~must shall~~ be provided to NCHA, Contract Operator's St. Helena files, and Contract Operator's fiscal department by the 10th of the subsequent month.
- H) Other documentation ~~must shall~~ be submitted to NCHA, Contract Operator's St. Helena files, and Contract Operator's fiscal department by noon of the subsequent business day.
- I) Center Managers ~~must shall~~ store unused receipts in the on-site safe.
- J) The Administrative Assistant/Fiscal Analyst ~~must shall~~ maintain a listing of the receipt books on hand and issued. The listing ~~must shall~~ include the beginning and ending receipt numbers of each receipt book; if issued, contain the name of the Center Manager and the name of the Center.

III) PROCESS:

- A) Each on-site Manager collects Lodging Fees:
 - 1) Receive cash, money order, ~~or check-~~ or debit/credit card.
 - 2) Complete a 3-part rent receipt, showing dates for bed nights for which payment is made.
 - (a) Also show the date received; the name of the lodger; the lodger's identification number; the amount received agrees with the bed nights listed; whether the amount was cash, check or money order; the room number rented and the signature of the Center Manager.
 - (b) Minor errors can be corrected by lining out the error, making the correction, and initialing. No erasure or correction fluid may be used. If there are major errors, void the receipt. Obtain the initials of the lodger making the payment should an error be corrected on the receipt.
 - (c) Distribution: Original (white) to lodger; first copy (pink) to NCHA; second copy (yellow) remains in book for Manager's files.
 - 3) Center Managers will transfer cash to the Administrative Assistant/Fiscal Analyst based on the schedule noted below if lodging fees and other revenues on hand are in excess of \$3,200 ~~\$1,500~~ at midnight the prior day.

- (a) ~~March through October~~—Rrevenues are transferred on Monday, Wednesday and Friday.
- ~~(b) November through February~~—~~revenues are transferred on Monday and Friday. Revenues received after 1:00 pm on Friday are transferred by 9:00 am the following Monday.~~
- ~~(b)~~
- ~~(c) Any time cash on hand at midnight the prior day is in excess of \$5,000.~~
- 4) ~~The transportation of the funds to the Administrative Assistant/Fiscal Analyst should never occur at the same time. Revenue transfer shall i~~include the following when transferring the cash:
- (a) A machine tape of the lodging receipts for the week or the segment of the week.
- (b) The cash, checks and money orders received.
- (c) The receipt tape and the cash must match. Count and convey the lodging receipts to the Administrative Assistant/Fiscal Analyst, witnessed by at least one other staff member.
- (d) Obtain the Administrative Assistant/Fiscal Analyst's signature on the cash transfer receipt.
- Distribution: original to St. Helena files; copy to Center Manager.
- (e) Take the white copy of any voided receipts and attach it to the pink copy for transmittal to NCHA.
- 5) The weekly collection period ends at midnight the evening of the day prior to the Contract Operator's Weekly Staff Meeting, ~~currently on Wednesday~~. If the total cash on hand exceeds \$3,200, \$1,500 ~~during the week then the weekly collection time frame will be split into two or more segments.~~ Rrefer to section II.C. for the deposit guidelines.
- (a) Prepare the "Rent Report" weekly.
- (b) Include all new lodger agreements for the week.
- (c) Include all segment deposits during the week.
- (d) At the weekly staff meeting, each Manager will:
- (1) Submit the weekly "Rent Report".
 - (2) Submit the weekly or segment lodging receipts and tape.
 - (3) Count and convey the lodging receipts to the Administrative Assistant/Fiscal Analyst, witnessed by at least one other staff member.

(4) Obtain the Administrative Assistant/Fiscal Analyst's signature on the cash transfer receipt.

- Distribution: original to St. Helena files; copy to Center Manager.

B) Administrative Assistant/Fiscal Analyst:

- 1) Receive "Rent Reports", lodging revenues and copies of receipts with tapes.
- 2) Witness revenue count and receive revenues.
- 3) Confirm revenues match cash transfer receipt and lodging receipt tape, and that receipt numbers on the cash transfer receipt match the receipts submitted. Sign cash transfer receipt.
- 4) Make bank deposit within 2412 hours of receipt.
 - (a) Make tape from receipts from each site. It must match the revenues and the tape submitted by (each) Manager.
 - (b) Make one deposit slip for currency and one deposit slip for coins when coins exceed \$5.00. A separate deposit slip for coins is only needed when the night deposit box will be used. The total of both deposit slips must equal the total of all revenue received (i.e., rent, laundry, etc.) **Leave deposit slips in book.**
 - (c) Complete the "Report of Deposit" for each deposit made to the bank. Include a breakdown by site and type of revenue. See the example at Exhibit A.
 - (d) ~~Within 12 hours of receiving revenue from the Center Managers, M~~make a deposit at the designated bank by NCHA the same day cash transfer from Centers is received, except in rare circumstances as outlined in section II.E.-
 - (e) When using the night deposit box at NCHA's designated bank
 - (1) Coins must be bagged separately from the currency.
 - (2) Coins must be double bagged.
 - (f) Obtain from the bank a Customer Receipt, duplicate receipt printed on deposit slip in book, unless the Night Deposit box is used.
 - (g) By the end of the subsequent business day after depositing the cash at the designated bank, the deposit slip, the customer receipt (when received prior to the end of the subsequent business day) and the "Report of Deposit" must be faxed-email to the Department of Housing & Homeless Services Project Manager and/or their designee, Treasurer of the NCHA.

C) Deposit and Monthly Reporting to NCHA and deposit document distribution:

Document	NCHA	Contract Operator Housing/ St. Helena	CHD Contract Operator Housing/ Fiscal Dept
<u>Monthly</u>	<u>To listed contacts</u>		
"Rent Report" for each site	Original	Copy	Copy
New Lodger Agreements for the month	Copy	Copy	N/A
NV FW Housing Center Deposit Totals	Original	Copy	Copy
Occupancy Report for FY	Original	Copy	Copy
Lodging receipts (pink)	Original	Copy	N/A
Machine tape totaling receipts for each deposit	Original	Copy	N/A
Report of Deposit	Faxed <u>Email</u> Copy	Original	Copy
Customer Receipt or receipt book deposit slip	Faxed <u>Email</u> Copy	Original	Copy
<u>At time of Deposit</u>	<u>To DHHSTreasurer</u>		
Customer Receipt or receipt book deposit slip	Faxed <u>Email</u> Copy	Original	Copy
Report of Deposit	Faxed <u>Email</u> Copy	Original	Copy

EXHIBIT A

DATE:

Napa County Housing Authority

Prepared by: _____

\$ AMOUNT \$	Account	Fund	Org	GL Line description - Deposit Date (30 characters)	GL Ref.
\$0.00	45310	5060	5060501	Q# Tenant Rent - CAL MM/DD/YY	Calistoga
\$0.00	45310	5060	5060502	Q# Tenant Rent - RR MM/DD/YY	River Ranch
\$0.00	45310	5060	5060503	Q# Tenant Rent - MON MM/DD/YY	Mondavi
\$0.00	45315	5060	5060501	Q# Staff Rent - CAL MM/DD/YY	Calistoga
\$0.00	45315	5060	5060502	Q# Staff Rent - RR MM/DD/YY	River Ranch
\$0.00	45315	5060	5060503	Q# Staff Rent - MON MM/DD/YY	Mondavi

\$0.00 TOTAL DEPOSIT

Receipt Date Ran _____ Lodgers: From: To:
 Receipt Date Ran _____ Staff From: To:

\$0.00	CASH	Other Information	Receipt #	Receipt #	Staff Name
\$0.00	Checks	CALISTOGA	<input type="text"/>	CALISTOGA	<input type="text"/>
\$0.00	Electronic	RIVER RANCH	<input type="text"/>	RIVER RANCH	<input type="text"/>
\$0.00		MONDAVI	<input type="text"/>	MONDAVI	<input type="text"/>

Date Received: _____

Prepared by: _____

- Total Lodgers Deposit
- Total Staff Deposit
- Total Deposit

EXHIBIT A Remove picture below

**Napa County Housing Authority
Report of Deposit**

Date of Deposit _____

account #	fund#	description	CALISTOGA		RIVER RANCH		MONDAVI		
			amount	verified	amount	verified	amount	verified	
			dept 26100		dept 26200		dept 26300		
CASH									
44012000	2001	Rent - Farm Workers	0		0		0		0
44012100	2001	Rent - Staff	0		0		0		0
48012400	2001	O/R: Laundry/Phone	0		0				0
		TOTAL CASH	0		0		0		0.00
CHECKS									
44012000	2001	Rent - Farm Workers	0		0				0
44012100	2001	Rent - Staff	0		0				0
48012400	2001	O/R: Laundry/Phone	0		0				0
		TOTAL CHECKS	0		0		0		0.00
		Farm Center - total deposit	0		0		0		0.00
									WEEKLY DEPOSIT TOTAL



Napa County
Board Agenda Letter

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

Housing Commission

Agenda Date: 4/2/2025

File ID #: 25-589

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

RECOMMENDATION

Approval of minutes for the meeting of February 26, 2025.

EXECUTIVE SUMMARY

Executive Director of Housing Authority requests approval of minutes for the meeting of February 26, 2025.

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.

**MINUTES OF THE
NAPA COUNTY HOUSING COMMISSION**

February 26, 2025

Draft Summary of the Proceedings

1. Call to Order/Roll Call

Present: Commissioners Keri Akemi-Hernandez, Judith Myers, Jennifer Putnam, Manuel Rios, Michael Silacci, and Mike Swanton

Absent: Commissioner Arnulfo Solorio

Meeting was called to order by: Chair Akemi-Hernandez

2. Public Comment

None.

3. Approval of Minutes

- A.** Director of Housing and Homeless Services requests approval of minutes for the meeting of December 05, 2024.

Motion text: Approve the minutes.

Voting Yes: Keri Akemi-Hernandez, Judith Myers, Manuel Rios, Michael Silacci, and Mike Swanton

Voting No: None

Abstain: Jennifer Putnam

Result: Passed

4. Set Matters or Public Hearing Items

None.

5. Consent

- A. Adoption of meeting schedule for calendar year 2025**

- B. Donation report to the Housing Authority for quarter ending December 31, 2024. No action needed.**

Motion text: Approve the consent calendar.

Voting Yes: Keri Akemi-Hernandez, Judith Myers, Jennifer Putnam, Manuel Rios, Michael Silacci, and Mike Swanton

Voting No: None

Result: Passed

6. Monthly Reports

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

Presentation made by Gaby Valencia, CHDC Housing Director.

Occupancy by Center: Calistoga 60, Mondavi 52, River Ranch 27

No public comment.

Discussion held.

B. Receive an update on the Farmworker Center Standards project.

Presentation by Emma Moyer, Staff Service Manager. The Farmworker Center Standards is a policy and procedures document is in development. Any organization currently using county funds would adhere to the Standards which include administration, operations, staffing and training requirements, food service, and building and maintenance. A draft is expected by the end of March.

No Public Comment.

Discussion held.

7. Administrative Items

A. Election of Chair and Vice-Chair for calendar year 2025.

Commissioner Swanton nominates Keri Akemi-Hernandez for Chair and Michael Silacci for Vice-Chair.

Motion text: Appoint Commissioners Akemi-Hernandez for Chair and Silacci for Vice-Chair
Voting Yes: Keri Akemi-Hernandez, Judith Myers, Jennifer Putnam, Manuel Rios, Michael Silacci, and Mike Swanton
Voting No: None
Result: Passed

No public comment.

Discussion held.

B. Presentation by Auditor-Controller on the Napa County Housing Authority's Financial Audit to for Fiscal Year ending June 30, 2024, performed by Brown Armstrong, Certified Public Accountants.

Presentation by Tracy Schulze, Auditor-Controller.

No public comment.

Discussion held.

C. Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority for the quarter ended December 31, 2024. (Fiscal Impact: Increased Revenues, Mandatory)

Presentation by Tracy Schulze, Auditor-Controller.

No public comment.

Discussion held.

D. Discussion of measures taken at the Centers to address heightened immigration enforcement concerns. No action necessary.

Presentation by Jennifer Palmer, Executive Director.

No public comment.

Discussion held.

8. Executive Director Report

Presentation by Jennifer Palmer, Executive Director.

Corey Utsurgori, new Deputy County Counsel for the Housing Commission.

Staff is working with IT to create an occupancy dashboard utilizing Point In Time count platform for visibility of beds available at the centers.

Staff are preparing to apply for a Kaiser Permanente Grant to develop a \$25,000 pilot program for housing navigation services at the centers.

Budget subcommittee have concluded meetings. CHDC is preparing to submit a final budget. Staff do not anticipate the budget increasing CSA No.4 assessment but will increase lodger rent.

Staff are aware that state funding (Joe Serna Jr.) is set to sunset in four years (2029). Staff will take action behind the scenes to plan for additional funding.

Staff will return next month with recommendations to rent collection policies and procedures.

9. Commissioner Comments and Direction to Staff

None.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on Wednesday, March 26, 2025, at 3:00 pm.

Keri Akemi-Hernandez, Chair

ATTEST: _____
Jennifer Palmer, Secretary of the Commission



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 4/2/2025

File ID #: 25-590

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Review and recommend submitting the proposed Napa County Housing Authority Budget for Fiscal Year 2025-2026 to CSA No.4 consultant for an Engineer's Report.

RECOMMENDATION

Review and recommend submitting the proposed Napa County Housing Authority Farmworker Centers operating budget for Fiscal Year 2025-2026 to CSA No.4 consultant for an Engineer's Report.

EXECUTIVE SUMMARY

In December 2024, the Housing Commission established an ad-hoc Budget Subcommittee (Subcommittee) and appointed Commissioners Akemi-Hernandez and Silacci to work with County staff and officials on the Napa County Housing Authority Farmworker Centers operating budget for Fiscal Year 2025-2026 and prepare a recommendation for nightly lodger rents and CSA4 assessment changes to the Housing Authority . The proposed budget forms the basis for the costs in the County Service Area No. 4 Engineer's Report.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public comment
3. Motion, second, discussion and vote

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 2002, the Napa County Board of Supervisors established County Service Area No.4 (CSA No.4) as a mechanism for owners of land containing at least one acre of planted vineyards to vote on assessing themselves to provide services pertaining to farmworker housing in the county, including maintenance or operations of the county-owned farmworker centers. The approved assessments can only remain in effect for a period of five years, unless reauthorized by qualifying property owners for an additional five-year period. The most recent reauthorization occurred in 2022, achieving an approval rating of 86%, marking an all-time high.

In 2017, the State Legislature approved an amendment to Government Code Section 25210.74 to increase the maximum assessment from \$10.00 to \$15.00 per planted vineyard acre (\$1.00 increase each fiscal year, if needed, until the maximum assessment equals \$15.00). For Fiscal Year 2024-2025, the assessment rate is \$14.00 per planted vineyard acre.

Procedurally, the Board receives an Engineer's Report identifying each parcel of property subject to the assessment and the amount of the assessment pertaining to each parcel. Based upon the filed Engineer's Report, the Board will hold the required public hearings and determine the actual assessments for each parcel. The levied assessments are submitted to the County Assessor's office and are included on the property tax bills for the affected parcels, and the County updates its database of existing planted vineyard acreage within CSA No.4.

**Napa County Housing Authority
Farm Worker Centers 25/26 Budget**

	FY 25/26
ESTIMATED REVENUE	OPERATIONS
Rent - Tenants	\$ 1,015,740
Rent - Staff	\$ 35,280
State Revenue	\$ 250,000
Laundry Revenues	\$ 25,000
Interest	\$ 40,000
Donations/Misc	\$ -
Total Estimated Revenues	\$ 1,366,020
APPROPRIATIONS	
Professional Services	\$ 1,152,577
<u>Other Services & Supplies</u>	
Client Meals	\$ 263,340
Interpreting Services	\$ 1,292
Janitorial Supplies	\$ 48,070
Maintenance - Buildings/Equipment	\$ 60,276
Household Expense/Office Supplies	\$ 29,260
Utilities - Electric	\$ 75,240
Utilities - Fire Suppression Systems	\$ 35,530
Utilities - Gas	\$ 8,674
Utilities - Propane	\$ 20,378
Utilities - Sewer	\$ 51,205
Utilities - Communications	\$ 2,978
Utilities - Waste Disposal	\$ 62,909
Utilities - Water Treatment	\$ 125,933
Subtotal Service & Supplies	\$ 785,083
Total Services & Supplies	\$ 1,937,660
Operating Transfer Out, General Admin	\$ 21,000
Reserve Fund	\$ 45,000
CSA4 Administration Costs	\$ 5,800
Total Appropriations	\$ 2,009,460
GAP	\$ 643,440



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Housing Commission

Agenda Date: 4/2/2025

File ID #: 25-591

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Presentation by California Human Development Corporation on a Proposed Budget for Fiscal Year 2025-2026

RECOMMENDATION

Presentation by California Human Development Corporation (CHDC) on a proposed budget for Fiscal Year 2025-2026 to provide onsite management services for county-owned farmworker centers and possible recommendation to approve CHDC's proposed budget to Napa County Housing Authority (Housing Authority) for new agreement.

EXECUTIVE SUMMARY

California Human Development Corporation (CHDC) specializes in working with the farmworker population and has provided excellent service to the Housing Authority for the past 17 years including 24/7 property management. The current Agreement (No. 250007B) expires June 30, 2025. The Housing Commission Budget Subcommittee met with CHDC staff to negotiate a budget for Fiscal Year 2025-2026. Today, CHDC will present their proposed budget which includes an increase from prior Fiscal Year of 4%, reflecting increases in salaries, fringe benefits, information technology, and marketing. Staff recommend approval of CHDC's proposed budget in the amount of \$1,152,577

PROCEDURAL REQUIREMENTS

1. Presentation by CHDC
2. Public Comment
3. Motion, second, discussion and vote

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

CHDC's staff, including managers, cooks, and janitors, are onsite 24/7 to provide three meals a day, collect and record rent rolls, perform ongoing and preventative maintenance, oversee general operations (including daily janitorial services) and ensure lodgers have access to safe, welcoming and affordable housing. CHDC will operate to provide 18,810 possible bed nights for farm workers at each of the three centers. The operating schedule ensures there is always one center open. County staff continue marketing efforts and collaboration with CHDC to obtain a 95% occupancy rate to maximize revenues and meet State requirements.

**CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
BUDGET - COMPARISON**

DESCRIPTION	FY 2025 - 2026	FY 2024 - 2025 Current Year	Change	% of Change
REVENUE				
Resident Rental Revenue	\$ 1,015,740.00	\$ 959,310.00	\$ 56,430.00	6%
Staff Rental Revenue	35,280.00	32,760.00	2,520.00	8%
TOTAL REVENUE	\$ 1,051,020.00	\$ 992,070.00	\$ 58,950.00	6%
EXPENSES				
SALARIES & WAGES				
Housing Program Director	\$ -			
Housing Division Director	\$ 19,410.00	\$ 27,462.00	\$ (8,052.00)	-29%
Administrative Assistant	51,868.00	39,104.00	12,764.00	33%
Maintenance Manager	30,893.00	43,680.00	(12,787.00)	-29%
Mondavi On-Site Manager	70,699.00	74,983.00	(4,284.00)	-6%
On Site Managers Calistoga/River Ranch	141,398.00	133,120.00	8,278.00	6%
Cook	158,930.00	150,886.00	8,044.00	5%
Custodian	150,360.00	139,753.00	10,607.00	8%
TOTAL SALARIES & WAGES	\$ 623,558.00	\$ 608,988.00	\$ 14,570.00	2%
FRINGE BENEFITS & EMPLOYER PR TAXES	\$ 264,272.00	\$ 233,441.00	\$ 30,831.00	13%
TOTAL PERSONNEL EXPENSE	\$ 887,830.00	\$ 842,429.00	\$ 45,401.00	5%
OPERATING EXPENSE				
Communication	\$ 5,616.00	\$ 5,724.00	\$ (108.00)	-2%
Contract Services - Equipment	6,504.00	4,800.00	1,704.00	36%
Contract Services - Maintenance	22,350.00	22,350.00	-	0%
Information Technology	27,701.00	25,831.00	1,870.00	7%
Insurance	11,114.00	13,200.00	(2,086.00)	-16%
Other Expenses - See Detail	14,345.00	10,343.00	4,002.00	39%
Supplies - Food	-	-	-	
Supplies - Maintenance	15,001.00	20,000.00	(4,999.00)	-25%
Supplies - Office	2,000.00	2,000.00	-	0%
Training & Certification	600.00	1,400.00	(800.00)	-57%
Travel	9,180.00	8,596.00	584.00	7%
TOTAL OPERATING EXPENSE	\$ 114,411.00	\$ 114,244.00	\$ 167.00	0%
TOTAL DIRECT EXPENSES	\$ 1,002,241.00	\$ 956,673.00	\$ 45,568.00	5%
TOTAL INDIRECT EXPENSE	\$ 150,336.00	\$ 149,110.00	\$ 1,226.00	1%
TOTAL	\$ 1,152,577.00	\$ 1,105,783.00	\$ 46,794.00	4.2%

**CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
BUDGET - SITE DETAIL**

DESCRIPTION	Calistoga Budget	Mondavi Budget	River Ranch Budget	FY 2025 - 2026 Budget
REVENUE				
Resident Rental Revenue	\$ 338,580.00	\$ 338,580.00	\$ 338,580.00	\$ 1,015,740.00
Staff Rental Revenue	10,080.00	10,080.00	15,120.00	35,280.00
TOTAL REVENUE	\$ 348,660.00	\$ 348,660.00	\$ 353,700.00	\$ 1,051,020.00
EXPENSES				
SALARIES & WAGES				
Housing Division Director	6,470.00	6,470.00	6,470.00	19,410.00
Administrative Assistant	17,287.00	17,287.00	17,294.00	51,868.00
Maintenance Manager	10,295.00	10,295.00	10,303.00	30,893.00
Regional On-Site Manager	63,629.00	3,535.00	3,535.00	70,699.00
On-Site Manager	-	70,699.00	\$70,699	141,398.00
Cook	53,635.00	51,907.00	53,388.00	158,930.00
Custodian	50,438.00	51,627.00	48,295.00	150,360.00
TOTAL SALARIES & WAGES	\$ 201,754.00	\$ 211,820.00	\$ 209,984.00	\$ 623,558.00
FRINGE BENEFITS & EMPLOYER PR TAXES	\$ 84,776.00	\$ 84,672.00	\$ 94,824.00	\$ 264,272.00
TOTAL PERSONNEL EXPENSE	\$ 286,530.00	\$ 296,492.00	\$ 304,808.00	\$ 887,830.00
OPERATING EXPENSE				
Communication	\$ 1,872.00	\$ 1,872.00	\$ 1,872.00	\$ 5,616.00
Contract Services - Equipment	2,168.00	2,168.00	2,168.00	6,504.00
Contract Services - Maintenance	7,370.00	7,538.00	7,442.00	22,350.00
Information Technology	9,233.00	9,233.00	9,235.00	27,701.00
Insurance	3,704.00	3,705.00	3,705.00	11,114.00
Other Expenses - See Detail	4,777.00	4,777.00	4,791.00	14,345.00
Supplies - Food	-	-	-	-
Supplies - Janitorial	-	-	-	-
Supplies - Kitchen	-	-	-	-
Supplies - Maintenance	5,000.00	5,000.00	5,001.00	15,001.00
Supplies - Office	667.00	667.00	666.00	2,000.00
Training & Certification	200.00	200.00	200.00	600.00
Travel	3,514.00	2,888.00	2,778.00	9,180.00
TOTAL OPERATING EXPENSE	\$ 38,505.00	\$ 38,048.00	\$ 37,858.00	\$ 114,411.00
TOTAL DIRECT EXPENSES	\$ 325,035.00	\$ 334,540.00	\$ 342,666.00	\$ 1,002,241.00
TOTAL INDIRECT EXPENSE	\$ 48,755.00	\$ 50,181.00	\$ 51,400.00	\$ 150,336.00
TOTAL	\$ 373,790.00	\$ 384,721.00	\$ 394,066.00	\$ 1,152,577.00

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule B
 Salaries Wages

Salaries & Wages														TOTAL - NCHA
Wage Increase 3%														
0.03														\$
POSITION	NAME	Operational Schedule	Dates of Employment	Grade - Wage Range	Current Hourly Pay	Revised Hourly Pay	Bi-Weekly Salary	Bi-Weekly Pay Periods	Days	Hours per Day	Total Scheduled Hours	Annual Wages Salary	Program Allocation	
Housing Division Director			07/01/25 - 06/30/26	Grade 15 \$31.10 - \$46.67	\$46.63	\$46.63	\$3,730.72	26.00				\$97,000	20%	\$19,410
Administrative Assistant			07/01/25 - 06/30/26	Grade 7 \$16.22 - \$23.56	\$24.21	\$24.94	\$1,595.92	26.00				\$51,868	100%	\$51,868
Regional Maintenance Manager			07/01/25 - 06/30/26	Grade 10 \$21.59 - \$31.35	\$36.05	\$37.13	\$2,970.52	26.00				\$77,234	40%	\$30,893
On-Site Manager (Calistoga)		Center operations, start up & close down	07/01/23 - 06/30/24	Grade 10 \$21.59 - \$31.35	\$33.00	\$33.99	\$2,719.20	20.00				\$54,384		
		Non-Working Holiday Pay										\$0		
		Vacation					\$2,719.20	6.00				\$16,315		
		Sunday										\$0		
Subtotal:		286 days						26.00 pay periods				\$70,699	100%	\$70,699
On-Site Manager (Mondavi)		Center operations, start up & close down	07/01/23 - 06/30/24	Grade 9 \$19.63 - \$28.50	\$33.00	\$33.99	\$2,719.20	20.00				\$54,384		
		Non-Working Holiday Pay										\$0		
		Vacation					\$2,719.20	6.00				\$16,315		
		Sunday										\$0		
Subtotal:		286 days						26.00 pay periods				\$70,699	100%	\$70,699
On-Site Manager (River Ranch)		Center operations, start up & close down	07/01/23 - 06/30/24	Grade 9 \$19.63 - \$28.50	\$33.00	\$33.99	\$2,719.20	20.00				\$54,384		
		Non-Working Holiday Pay										\$0		
		Vacation					\$2,719.20	6.00				\$16,315		
		Sunday										\$0		
Subtotal:		284 days						26.00 pay periods				\$70,699	100%	\$70,699
Cook (Calistoga)		Center operations, start up & close down	07/01/23 - 12/01/23 -- 12/29/23 - 06/30/24	Grade 4 \$12.19 - \$17.70	\$19.00	\$19.57			227.00	8.00	1,816.00	\$35,539		
		Center operations-overtime				\$29.36			47.00	8.00	376.00	\$11,039		
		Center operations-holiday pay				\$39.14			10.00	8.00	80.00	\$3,131		
		Non-Working Holiday Pay				\$19.57			3.00	8.00	24.00	\$470		
		Vacation Pay				\$19.57			22.00	8.00	176.61	\$3,456		
Subtotal:		287 days							309.00 days		2,472.61	\$53,635	100%	\$53,635
Cook (Mondavi)		Center operations, start up & close down	07/01/23 - 10/27/23 -- 11/24/23 - 06/30/24	Grade 4 \$12.19 - \$17.70	\$19.00	\$19.57			227.00	8.00	1,816.00	\$35,539		
		Center operations-overtime				\$29.36			47.00	8.00	376.00	\$11,039		
		Center operations-holiday pay				\$39.14			10.00	8.00	80.00	\$3,131		
		Non-Working Holiday Pay				\$19.57			3.00	8.00	24.00	\$470		
		Vacation Pay				\$19.57			11.00	8.00	88.30	\$1,728		
Subtotal:		287 days							298.00 days		2,384.30	\$51,907	100%	\$51,907
Cook (River Ranch)		Center operations, start up & close down	07/01/23 - 12/01/23 -- 12/29/23 - 06/30/24	Grade 4 \$12.19 - \$17.70	\$19.00	\$19.57			225.00	8.00	1,800.00	\$35,226		
		Center operations-overtime				\$29.36			48.00	8.00	388.00	\$10,804		
		Center operations-holiday pay				\$39.14			12.00	8.00	96.00	\$3,757		
		Non-Working Holiday Pay				\$19.57			1.00	8.00	8.00	\$157		
		Vacation Pay				\$19.57			22.00	8.00	176.00	\$3,444		
Subtotal:		284 days							306.00 days		2,448.00	\$53,388	100%	\$53,388

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule B
 Salaries Wages

Salaries & Wages														TOTAL - NCHA
Wage Increase 3%														
0.03														\$
POSITION	NAME	Operational Schedule	Dates of Employment	Grade - Wage Range	Current Hourly Pay	Revised Hourly Pay	Bi-Weekly Salary	Bi-Weekly Pay Periods	Days	Hours per Day	Total Scheduled Hours	Annual Wages Salary	Program Allocation	
Custodian (Callstoga)		Center operations, start up & close down	07/01/23 - 12/01/23 -- 12/29/23 - 06/30/24	Grade 3 \$11.08 - \$16.09	\$18.03	\$18.57			235.00	8.00	1,880.00	\$34,912		
		Center operations-overtime			18.03	\$27.86			47.00	8.00	376.00	\$10,475		
		Center operations-holiday pay				\$37.14			10.00	8.00	80.00	\$2,971		
		Non-Working Holiday Pay				\$18.57			3.00	8.00	24.00	\$446		
		Vacation Pay				\$18.57			11.00	8.00	88.00	\$1,634		
Subtotal:		295 days							306.00	days	2,448.00	\$50,438	100%	\$50,438
Custodian (Mondavi)		Center operations, start up & close down	07/01/23 - 10/27/23 -- 11/24/23 - 06/30/24	Grade 3 \$11.08 - \$16.09	\$18.03	\$18.57			235.00	8.00	1,880.00	\$34,912		
		Center operations-overtime				\$27.86			47.00	8.00	376.00	\$10,475		
		Center operations-holiday pay				\$37.14			10.00	8.00	80.00	\$2,971		
		Non-Working Holiday Pay				\$18.57			3.00	8.00	24.00	\$446		
		Vacation Pay				\$18.57			19.00	8.00	152.00	\$2,823		
Subtotal:		295 days							314.00	days	2,512.00	\$51,627	100%	\$51,627
Custodian (River Ranch)		Center operations, start up & close down	07/01/23 - 12/01/23 -- 12/29/23 - 06/30/24	Grade 3 \$11.08 - \$16.09	\$17.42	\$17.94			230.00	8.00	1,840.00	\$33,010		
		Center operations-overtime				\$26.91			47.00	8.00	376.00	\$10,118		
		Center operations-holiday pay				\$35.88			12.00	8.00	96.00	\$3,444		
		Non-Working Holiday Pay				\$17.94			1.00	8.00	8.00	\$144		
		Vacation Pay				\$17.94			11.00	8.00	88.00	\$1,579		
Subtotal:		290 days							301.00	days	2,408.00	\$48,295	100%	\$48,295
												\$747,488		\$623,558
												\$1,247,093		

WORKERS COMP	6010	67,082
GROUP INSURANCE	6020	141,458
403b Employer	6040	3,432
UI	6110	4,601
FICA	6120	38,659
FICA MED	6130	9,040

TOTAL FRINGE BENEFITS

\$ 531,153

\$ 264,272

TOTAL WAGES & FRINGE BENEFITS:

\$1,278,641

\$ 887,830

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule C
 Fringe Benefits - Workers Comp Insurance

Workers Comp Insurance		Worker's Comp Wages	Worker's Comp Code	Current Base Rate	Projected Rate with Exp Mod	Projected Rate with Risk Adjstmnt	Estimated Annual Workers Comp	Estimated Annual Workers Comp	NCHA - TOTALS
POSITION				Projected Experience Mod Rate:	2.47	Risk Adjustment Rate:		-29.00%	\$
Housing Division Director	Annual Wages	96,999.72							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
Subtotal:	Net Workers Comp Wages	<u>\$ 96,999.72</u>							<u>\$735</u>
Administrative Assistant	Annual Wages	51,867.50	8740	2.1600%	5.3352%	3.7880%	\$3,674.00	\$3,674.00	
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
Subtotal:	Net Workers Comp Wages	<u>\$ 51,867.50</u>	8810	0.6000%	1.4820%	1.0522%	\$546.00	\$546.00	<u>\$546</u>
Regional Maintenance Manager	Annual Wages	77,233.52							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
Subtotal:	Net Workers Comp Wages	<u>\$ 77,233.52</u>	9007	8.7100%	21.5137%	15.2747%	\$11,797.00	\$11,797.00	<u>\$4,720</u>
On-Site Manager	Annual Wages	70,699.00							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
	Annual Value of Apartment Rental	-							
Subtotal:	Net Workers Comp Wages	<u>\$ 70,699.00</u>	9011	8.7100%	21.5137%	15.2747%	\$10,799.00	\$10,799.00	<u>\$10,798</u>
On-Site Manager	Annual Wages	70,699.00							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
	Annual Value of Apartment Rental	-							
Subtotal:	Net Workers Comp Wages	<u>\$ 70,699.00</u>	9011	8.7100%	21.5137%	15.2747%	\$10,799.00	\$10,799.00	<u>\$10,799</u>
On-Site Manager	Annual Wages	70,699.00							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
	Annual Value of Apartment Rental	-							
Subtotal:	Net Workers Comp Wages	<u>\$ 70,699.00</u>	9011	8.7100%	21.5137%	15.2747%	\$10,799.00	\$10,799.00	<u>\$10,799</u>

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule C
 Fringe Benefits - Workers Comp Insurance

Workers Comp Insurance	Worker's Comp Wages	Worker's Comp Code	Current Base Rate	Projected Rate with Exp Mod	Projected Rate with Risk Adjstmnt	Estimated Annual Workers Comp	Estimated Annual Workers Comp	NCHA - TOTALS
POSITION			Projected Experience Mod Rate:	2.47	Risk Adjustment Rate:		-29.00%	\$
Cook	Workers Comp Wages							
	Cell Phone							
	Medical Cafeteria Contributions							
	Annual Value of Apartment Rental							
Subtotal:	Net Workers Comp Wages							
	\$ 49,954.00	9079	5.6800%	14.0296%	9.9610%	\$4,976.00	\$4,976.00	\$4,976
Cook	Workers Comp Wages							
	Cell Phone							
	Medical Cafeteria Contributions							
	Annual Value of Apartment Rental							
Subtotal:	Net Workers Comp Wages							
	\$ 48,226.00	9079	5.6800%	14.0296%	9.9610%	\$4,804.00	\$4,804.00	\$4,804
Cook	Workers Comp Wages							
	Cell Phone							
	Medical Cafeteria Contributions							
	Annual Value of Apartment Rental							
Subtotal:	Net Workers Comp Wages							
	\$ 49,786.00	9079	5.6800%	14.0296%	9.9610%	\$4,959.00	\$4,959.00	\$4,959
Custodian	Workers Comp Wages							
	Cell Phone							
	Medical Cafeteria Contributions							
	Annual Value of Apartment Rental							
Subtotal:	Net Workers Comp Wages							
	\$ 46,945.00	9079	5.6800%	14.0296%	9.9610%	\$4,676.00	\$4,676.00	\$4,676
Custodian	Workers Comp Wages							
	Cell Phone							
	Medical Cafeteria Contributions							
	Annual Value of Apartment Rental							
Subtotal:	Net Workers Comp Wages							
	\$ 48,134.00	9079	5.6800%	14.0296%	9.9610%	\$4,795.00	\$4,795.00	\$4,795
Custodian	Workers Comp Wages							
	Cell Phone							
	Medical Cafeteria Contributions							
	Annual Value of Apartment Rental							
Subtotal:	Net Workers Comp Wages							
	\$ 44,922.00	9079	5.6800%	14.0296%	9.9610%	\$4,475.00	\$4,475.00	\$4,475
	\$ 726,165					\$77,099	\$77,099	\$67,082

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule C
 Fringe Benefits - Group Insurance

POSITION	Estimated Kaiser HMO - Employer Costs	Estimated Kaiser HMO - Employee Co-Pay	Estimated Kaiser HRA - Employer Costs	Estimated Kaiser HRA - Employee Co-Pay	Estimated WHA - Employer Costs	Estimated Vision - Employer Costs	Estimated Vision - Employee Co-Pay	Estimated Dental - Employer Costs	Estimated Dental - Employee Co-Pay	Estimated Medical - Other Employer Costs	Estimated CHD Self Funded Medical Insurance	Subtotal Estimated Medical Costs	Estimated Employer Annual Increase	Estimated Employee Annual Increase	ESTIMATED ANNUAL EMPLOYER GROUP INSURANCE	NCHA - TOTALS
Housing Division Director	-	-	-	-	-	82	-	-	-	-	-	82	-	-	82	\$15
Administrative Assistant	-	-	-	18,056	-	174	-	1,025	-	-	-	19,255	-	-	19,255	19,257
Regional Maintenance Manager	-	8,556	-	-	-	120	-	227	-	-	-	8,903	-	-	8,903	\$3,562
On-Site Manager	-	20,304	-	-	-	174	-	1,025	-	-	-	21,503	-	-	21,503	\$21,503
On-Site Manager	11,042	-	-	-	-	82	-	-	-	-	-	11,124	-	-	11,124	\$11,124
On-Site Manager	19,815	-	-	-	-	118	-	677	-	-	-	20,610	-	-	20,610	\$20,610
Cook	-	-	-	18,056	-	174	-	260	-	-	-	18,490	-	-	18,490	\$18,490
Cook	11,042	-	-	-	-	118	-	416	-	-	-	11,576	-	-	11,576	\$11,576
Cook	11,042	-	-	-	-	174	-	1,025	-	-	-	12,241	-	-	12,241	\$12,241
Custodian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0
Custodian	11,042	-	-	-	-	82	-	416	-	-	-	11,540	-	-	11,540	\$11,540
Custodian	11,042	-	-	-	-	82	-	416	-	-	-	11,540	-	-	11,540	\$11,540
\$75,025	\$0	\$28,860	\$0	\$36,112	\$1,380	\$0	\$5,487	\$0	\$0	\$0	\$0	\$146,864	\$0	\$0	\$146,864	\$141,458

Total Employer: \$146,864

0.00%

FYE 6-30-2025 Actual Employer Costs:

Housing Division Director	-	-	-	-	-	82	-	-	-	-	-	82	-	-	82	
Administrative Assistant	-	-	-	16,718	-	174	-	1,025	-	-	-	17,917	-	-	17,917	
Regional Maintenance Manager	-	7,922	-	-	-	120	-	227	-	-	-	8,269	-	-	8,269	
Maintenance Tech	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
On-Site Manager	-	18,800	-	-	-	174	-	1,025	-	-	-	19,999	-	-	19,999	
On-Site Manager	10,224	-	-	-	-	82	-	-	-	-	-	10,305	-	-	10,305	
On-Site Manager	18,348	-	-	-	-	118	-	677	-	-	-	19,142	-	-	19,142	
Cook	-	-	-	16,718	-	174	-	260	-	-	-	17,153	-	-	17,153	
Cook	10,224	-	-	-	-	118	-	416	-	-	-	10,758	-	-	10,758	
Cook	10,224	-	-	-	-	174	-	1,025	-	-	-	11,423	-	-	11,423	
Custodian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Custodian	10,224	-	-	-	-	82	-	416	-	-	-	10,721	-	-	10,721	
Custodian	10,224	-	-	-	-	82	-	416	-	-	-	10,721	-	-	10,721	
69,466	-	26,722	-	33,437	1,380	-	5,485	-	-	-	-	136,491	-	-	136,491	
75,024	-	28,860	-	36,112	1,380	-	5,485	-	-	-	-	-	-	-	146,861	
\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$2	\$0	\$0	\$0	\$0	-	-	-	136,491	

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule C
 Fringe Benefits - 403(b) 7 Retirement Plan

403(b) Plan		DOH	Employee Annual 403(b) Contribution Min 3%	Factor	Employer Match	Anniversary Contribution	Total Employer 403(b) Contribution	NCHA - TOTALS
POSITION	NAME		3.00%					\$
Housing Division Director		5/23/2005	\$2,909.99	25.00%	\$727.50	\$300.00	\$1,027.50	\$207
Administrative Assistant		5/23/2024	\$1,556.03	5.00%	\$77.80		\$77.80	\$78
Regional Maintenance Manager		3/7/2011	\$5,200.00	20.00%	\$1,040.00	\$250.00	\$1,290.00	\$516
On-Site Manager		6/1/2023	\$2,120.97	7.00%	\$148.47		\$148.47	\$147
On-Site Manager		9/1/2024	\$2,120.97	5.00%	\$106.05		\$106.05	\$106
On-Site Manager		6/17/2020	\$2,600.00	10.00%	\$260.00	\$150.00	\$410.00	\$410
Cook		12/31/2015	\$1,609.05	20.00%	\$321.81	\$200.00	\$521.81	\$522
Cook		8/1/2023	\$1,557.21	7.00%	\$109.00		\$109.00	\$109
Cook		2/14/2011	\$1,601.64	20.00%	\$320.33	\$250.00	\$570.33	\$570
Custodian		2/14/2022	\$1,513.14	7.00%	\$105.92		\$105.92	\$106
Custodian		2/6/2009	\$1,548.81	20.00%	\$309.76	\$250.00	\$559.76	\$560
Custodian		6/21/2023	\$1,448.85	7.00%	\$101.42		\$101.42	\$101
			\$25,787			\$1,400	\$5,028	\$3,432

\$3,432

05-09	150
09.1 - 14	200
14.1 - 19	250
19.1 - 24	300

		max
less than 2	5%	\$1,000
2 less than 4	7%	\$1,500
4 less than 6	10%	\$2,000
6 less than 8	15%	\$3,000
8 less than 20	20%	\$4,000
20 less than 29	25%	\$5,000
29 less than 39	30%	\$6,000
40 plus	35%	\$7,000

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

OPERATING EXPENSES

\$114,411

<u>Communication</u>						<u>\$5,616</u>
Communication expense includes services for cell phones and office internet at all sites						
Cell Phones - Oversight:						
Site	Staff Person	Site Allocation	Estimated Cost per Month	# of Months	Total Cell Phones	
Calistoga	On-Site Manager	100%	45.00	12	540	
Mondavi	On-Site Manager	100%	45.00	12	540	
River Ranch	On-Site Manager	100%	45.00	12	540	
Calistoga	Cook	100%	45.00	12	540	
Mondavi	Cook	100%	45.00	12	540	
River Ranch	Cook	100%	45.00	12	540	
Calistoga	Assist Cook/Janitor	100%	45.00	12	540	
Mondavi	Assist Cook/Janitor	100%	45.00	12	540	
River Ranch	Assist Cook/Janitor	100%	45.00	12	540	
Regional Maintenance Manager @ 40%			18.00		-	
Calistoga		33.33%	6.00	12	72	
Mondavi		33.33%	6.00	12	72	
River Ranch		33.34%	6.00	12	72	
Admin Assistant/Fiscal Analyst			45.00			
Calistoga		33.33%	15.00	12	180	
Mondavi		33.33%	15.00	12	180	
River Ranch		33.34%	15.00	12	180	

<u>Contract Services - Equipment - Oversight:</u>					<u>\$6,504</u>
Contract services includes expense for copier/scanner located at the River Ranch site and lease expense for equipment for internet connectivity					
Estimated contract services expense is determined by the cost of the current equipment lease agreement between CHD and Caltronics by number copier/printers by site					
Site	Site Allocation	Estimated Cost per Month	# of Months	Total Contract Services	
(\$120,000 / 49) One Copier/Printer		200.00			
Calistoga	33.33%	66.66	12	800	
Mondavi	33.33%	66.66	12	800	
River Ranch	33.34%	66.68	12	800	
Estimated contract services expense is determined by lease held with Cisco Meraki systems for equipment for internet connectivity					
Site	Site Allocation	Estimated Cost per Month	# of Months	Total Contract Services	
(\$42,000 * 9.77% FTE)		342.00			
Calistoga	33.33%	113.99	12	1,368	
Mondavi	33.33%	113.99	12	1,368	
River Ranch	33.34%	114.02	12	1,368	

<u>Contract Services - Maintenance</u>					<u>\$22,350</u>
Maintenance - Contract Services includes expense for contracting for repair and/or service for kitchen, laundry, landscape, office, and fire system equipment and overall system maintenance and repair of HVAC, plumbing, electrical, and septic systems					
Site	Description	Estimated Cost per Month	# of Months	Total Maintenance - Equipment	
<u>Food Service:</u>					
Calistoga	Annual maintenance inspection & service of kitchen equipment (refrigerations, freezers, stoves/ovens, dishwashers, steam tables & ice machines	500.00	1	500	
Mondavi		500.00	1	500	
River Ranch		500.00	1	500	
Calistoga	Annual maintenance of oven hood system	1,200.00	1	1,200	
Mondavi		1,200.00	1	1,200	
River Ranch		1,200.00	1	1,200	

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

<u>Maintenance:</u>				
	Work to be completed includes tasks not to be completed by Regional Maintenance Manager, such as structural repairs, electrical or plumbing repairs; and maintenance & repair of landscaping equipment;			
Calistoga		100.00	12	1,200
Mondavi		100.00	12	1,200
River Ranch		100.00	12	1,200
Calistoga	Repair & maintenance of water systems	250.00	3	750
Mondavi		250.00	3	750
River Ranch		250.00	3	750
Calistoga	Pest Control	310.00	12	3,720
Mondavi		324.00	12	3,888
River Ranch		316.00	12	3,792

<u>Information Technology - Oversight</u>				<u>\$27,701</u>
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Information technology (IT) includes expenses related to software licensing, web hosting, network management services, which are required for CHD to operate within today's technological environment

<u>Software Licensing:</u>				<u>\$7,000</u>
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Site	Description	Estimated Annual Cost	Site Allocation	Total Cost
Calistoga	Microsoft Office 365 (\$12,489 *9.77% FTE)	1,220.00		
Mondavi			33.33%	407
River Ranch			33.34%	407
Calistoga	Microsoft Azure (\$46,524 * 9.77% FTE)	4,545.00		
Mondavi			33.33%	1,515
River Ranch			33.34%	1,516
Calistoga	Microsoft Miscellaneous	-		
Mondavi	Professional services for Onsite Tech Field Engineer to come onsite to install, configure, and connect devices		33.33%	-
River Ranch			33.34%	-
Calistoga	Adobe Acrobat Pro (\$1,774 * 9.77% FTE)	173.00		
Mondavi			33.33%	58
River Ranch			33.34%	58
Calistoga	Accufund (\$10,852 * 9.77% FTE)	1,060.00		
Mondavi			33.33%	353
River Ranch			33.34%	353
Calistoga			33.33%	-
Mondavi	Real Page - Software application that assists CHD with documentation and analysis of maintenance work performed at each site		33.33%	-
River Ranch			33.34%	-

<u>Web Hosting:</u>				<u>\$110</u>
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Site	Description	Estimated Annual Cost	Site Allocation	Total Cost
Calistoga	WP Engine (1150 * 9.77% FTE)	112.00		
Mondavi			33.33%	37
River Ranch			33.34%	36
Calistoga			33.33%	-
Mondavi			33.33%	-
River Ranch			33.34%	-

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

Site	Description	Estimated Annual Cost	Site Allocation	Total Cost
Calistoga	CHD Domain Updates	-	33.33%	-
Mondavi	CHD website modifications; allows for changes & modifications to the CHD website		33.33%	-
River Ranch			33.34%	-
Network Management Services:				\$14,951
		Estimated Annual Cost		
	Medicus IT Monitoring Managed Services (\$153,000 * 9.77% FTE)	14,950.00		
Calistoga	Services coupled with a Network Operations Center to monitor CHD's network infrastructures, systems, user devices proactively, resolve issues and perform work		33.33%	4,983
Mondavi			33.33%	4,983
River Ranch			33.34%	4,985
				\$0
Calistoga	Medicus IT Professional Services	-	33.33%	-
Mondavi	To address network system upgrades, replacement of devices, set up of new PCs,		33.33%	-
River Ranch	Phones, Printers		33.34%	-
Other IT Expenses				\$5,640
		Estimated Annual Cost		
	Valley Internet (470 * 12*100%)	5,640.00		
Calistoga	Internet service -75 Mbps down / 15 Mbps up (\$5,640 * 1.03)		33.33%	1,880
Mondavi			33.33%	1,880
River Ranch			33.34%	1,880
				\$0
			33.33%	-
			33.33%	-
			33.33%	-
				\$0

Site	Description	Estimated Annual Cost	Site Allocation	Total Insurance
Insurance - Oversight: (\$113,753 * 9.77% FTE) \$11,114				
Insurance expense includes general liability, excess liability, commercial crime, errors & omission, fiduciary, and self funded retention account insurance				
Calistoga		11,114.00	33.33%	3,704
Mondavi		11,114.00	33.33%	3,705
River Ranch		11,114.00	33.34%	3,705

Site	Description	Site Allocation	Estimated Cost per Month	# of Months	Total Miscellaneous
Other Expenses - Detailed \$14,345					
Other Expenses Detailed below include such expenses as TV Service community rooms, Utilities-Waste Removal, Postage for sites, Audit Fees, Payroll fees, and Marketing, all not included in Indirect Expenses.					
Budgeted Other Expenses is determined by utilization of historical cost data. Napa allocation of Audit Fees is based upon best estimate by CFO. Audit Fees are not included in Indirect Costs.					
Calistoga	TV Service - Community Room - Oversight	100%	85.00	12	1,020
Mondavi		100%	85.00	12	1,020
River Ranch		100%	85.00	12	1,020
Utilities - Waste Removal - Maintenance:					
Calistoga		100%	150.00	3	450
Mondavi		100%	150.00	3	450
River Ranch		100%	150.00	3	450
Postage - Oversight:					
Calistoga		33.33%	3.00	12	36
Mondavi		33.33%	3.00	12	36
River Ranch		33.34%	4.00	12	48
Audit Fees - Oversight:(\$39,750 *5%)					
Calistoga		33.33%	663.00	1	663
Mondavi		33.33%	663.00	1	663
River Ranch		33.34%	662.00	1	662

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
Schedule D
Operating Expense

	Payroll fees - (\$28,937 * 9.77% FTE)		235.59		
Calistoga	33.33%		78.52	12	942
Mondavi	33.33%		78.52	12	942
River Ranch	33.34%		78.54	12	943

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

Marketing					
Calistoga		100%	1,666.00	1	1,666
Mondavi		100%	1,666.00	1	1,666
River Ranch		100%	1,668.00	1	1,668

<u>Supplies - Food - Food Service:</u>					\$0
Includes Catering for Annual All Staff Meeting (\$2,700 = \$15 per Burrito)					
Estimated Emergency Food expense determined by historical trend of food costs for the time period of July 2025 - Dec 2025 equaling approximately \$15 per Burrito, for 60 Lodgers, for 9 Days per year. Totaling \$8,100 - Pass / Napa Co.					
Site		Estimated Burrito Costs	Estimated Number of Lodgers	Estimated Occasions	
Calistoga		-	60.00	3	-
Mondavi		-	60.00	3	-
River Ranch		-	60.00	3	-
Calistoga	All Staff		60.00		-
Mondavi	All Staff		60.00		-
River Ranch	All Staff		60.00		-

<u>Supplies - Maintenance - Direct</u>					\$15,001
Includes all materials necessary for the Maintenance Manager to perform routine site maintenance and repairs, such as minor electrical, plumbing and facility maintenance and repairs					
Site	Description	Site Allocation	Estimated Annual Cost	Total Supplies - Maintenance	
Calistoga	Landscaping/Plumbing/Electrical/Hardware/HVAC	33.33%	15,000.00	5,000	
Mondavi		33.33%		5,000	
River Ranch		33.34%		5,001	
Weed eater string, gas & oil for mower & weedeater; sprinkler heads, drip line, drippers, weed fabric fertilizer, insecticide, PVC piping					
P-traps, wax rings, toilet seat covers, toilet handles, flappers & closet flanges					
GFI, electrical plate covers, brakers, switch plate covers, lighting switches, smoke detectors (battery operated), 9 volt, 12 volt & AA batteries, CO2 detectors, extension cords					
Wood screws, wood nails, sheet rock screws, WD-40, super glue, masking tape, electrical tape, duct tape, paint, caulking, sheetrock					
HVAC Filters					

<u>Supplies at Napa sites - Office - Direct</u>					\$2,000
Includes office supplies necessary to maintain normal office functions & marketing supplies, such as paper, file folders, writing utensils, business cards, badges & t-shirts.					
Site		Estimated Annual Cost	Site Allocation	Total Cost	
		2,000.00			
Calistoga			33.33%	667	
Mondavi			33.33%	667	
River Ranch			33.34%	666	

<u>Training & Certification</u>					\$600
Estimated training & certification expense includes registration costs for food handler certification for all sites					
Estimated training & certification registration expense food handlers is based on historical cost date for such training.					
Site	Description	Unit Price	# of staff	Total Cost	
Mondavi	Manager Training - Mondavi	-	1	-	
Calistoga	Food handler certification	100.00	2	200.00	
Mondavi	Food handler certification	100.00	2	200.00	
River Ranch	Food handler certification	100.00	2	200.00	

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
Schedule D
Operating Expense

Site	Description	Estimated Annual Cost	Site Allocation	Total Cost
	Knowledge City	-		
Calistoga			33.33%	-
Mondavi			33.33%	-
River Ranch			33.34%	-
	Application that provides a learning library for staff to increase the development of skills, productivity, engagement and safety. The CHD training platform utilized to provide state and federal mandated training including sexual harassment and workplace harassment prevention training for managers/supervisors and employees.			

Travel	\$9,180
Includes local travel for on-site managers, maintenance manager and administrative assistance/fiscal analyst to complete normal operations, such as food and supply purchasing, weekly staff meetings attendance, performing regular site maintenance, completing deposits, and conference travel	

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

Site	Description	Site Allocation	# of miles	Mileage Rate	Total Travel	
Calistoga	On-Site Manager:					
	45 round trips, 42 miles, Calistoga - Napa		1,890.00	0.7000	1,323	
			736.00	0.7000	515	
	46 round trip River, 16 miles, Ranch - Calistoga					
Mondavi	On-Site Manager:					
	45 round trips, 15 miles, Mondavi - Napa		675.00	0.7000	473	
			1,056.00	0.7000	739	
	48 round trips, 22 miles, Mondavi - River Ranch					
River Ranch	On-Site Manager:					
	45 round trips, 35 miles, River Ranch - Napa		1,575.00	0.7000	1,103	
All Sites	Regional Maintenance Manager @ 40%					
	50 round trips, 38 miles, Calistoga - River Ranch - Mondavi		1,900.00	0.7000		\$1,330
Calistoga		33.33%			443	
Mondavi		33.33%			443	
River Ranch		33.34%			443	
All Sites	Housing Division Director @ 20%					
	50 round trips, 93 miles, Yuba City - Calistoga		4,650.00	0.7000		\$3,255
Calistoga		33%			1,085	
Mondavi		33%			1,085	
River Ranch		33%			1,084	
All Sites	Admin Assistant/Fiscal Analyst					
	135 round trips, 4.7 miles, River Ranch - Wells Fargo, St. Helena		635.00	0.7000		\$445
Calistoga		33%			148	
Mondavi		33%			148	
River Ranch		33%			148	

CHD Full Time Equivalents

EE Category	Count	%	FTE
Regular Full-Time	92	100%	92
Regular Part-Time	4	50%	2
Temporary Full-Time	1	100%	1
Temporary Part-Time	3	50%	1.5
WEX Part-Time	24	50%	12
CHD Totals	124		108.5

Napa Category	Count	%	FTE
Housing Division Director	1	20%	0.2
Administrative Assistant	1	100%	1
Regional Maintenance Manager	1	40%	0.4
On-Site Manager	1	100%	1
On-Site Manager	1	100%	1
On-Site Manager	1	100%	1
Cook	1	100%	1
Cook	1	100%	1
Cook	1	100%	1
Custodian	1	100%	1
Custodian	1	100%	1
Custodian	1	100%	1
Napa Totals	12		10.6

% Napa FTE to Total CHD FTE 9.77%