

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Wednesday, April 23, 2025

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: 898 7304 0300) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 898 7304 0300).

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 898 7304 0300, or listen on Zoom by calling 1-669-900-6833. Meeting ID 898 7304 0300 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. Approval of minutes for the meeting of April 2, 2025.

[25-635](#)

Attachments: [Minutes](#)

- B. Approval of minutes for the meeting of March 26, 2025.

[25-736](#)

Attachments: [Minutes](#)

6. **MONTHLY REPORTS**

- A. Monthly Report from California Human Development Corporation (CHDC) [25-636](#)

Attachments: [Analysis 03.2025](#)
[Occupancy Report 03.2025](#)

- B. Receive an update on the Farmworker Center Standards project. [25-688](#)

Attachments: [Center Standards \(Draft\)](#)

- C. Monthly Report on Capital Improvement Projects. [25-689](#)

Attachments: [CIPs-Repairs-Equipment](#)

7. ADMINISTRATIVE ITEMS

- A. Recommendation to the Board of Supervisors (Housing Authority Commissioners) approving Fiscal Year 2025-2026 Engineer's Report for County Service Area No.4. [25-638](#)

Attachments: [Engineer's Report \(Draft\)](#)

- B. Presentation of occupancy dashboard. No action needed. [25-691](#)

Attachments: [Occupancy Dashboard](#)

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 18, 2025 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: 4/23/2025

File ID #: 25-635

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 April 2, 2025.

EXECUTIVE SUMMARY

Executive Director of Housing Authority requests approval of minutes for the meeting of April 2, 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
SPECIAL MEETING**

April 2, 2025

Draft Summary of the Proceedings

1. Call to Order/Roll Call

Present: Commissioners Keri Akemi-Hernandez, Jennifer Putnam, Manuel Rios, Michael Silacci, Arnulfo Solorio, and Mike Swanton
Absent: Commissioner Judith Myers
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 February 26, 2025.

Motion text: Approve the minutes.
Voting Yes: Akemi-Hernandez, Putnam, Rios, Silacci, Solorio, and Swanton
Voting No: None
Abstain: None
Result: Passed

4. Set Matters or Public Hearing Items

None.

5. Consent

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

Motion text: Recommendation to Housing Authority for approval of Lodging Revenue and Deposits Policy & Procedure revisions.
Voting Yes: Akemi-Hernandez, Putnam, Rios, Silacci, Solorio, and Swanton
Voting No: None
Abstain: None
Result: Passed

6. Monthly Reports

None.

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.

Presentation by Jennifer Palmer, Executive Director.

No Public Comment.

Discussion held.

Motion text: Recommend submitting Napa County Housing Authority Farmworker Center operating budget to consultant.

Voting Yes: Akemi-Hernandez, Putnam, Rios, Silacci, Solorio, and Swanton

Voting No: None

Abstain: None

Result: Passed

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.

Presentation by Daniel Walker, CHDC Chief Financial Officer.

No public comment.

Discussion held.

Motion text: Recommend approving CHDC's proposed budget to Housing Authority for a new agreement.

Voting Yes: Akemi-Hernandez, Putnam, Rios, Silacci, Solorio, and Swanton

Voting No: None

Abstain: None

Result: Passed

8. Executive Director Report

None.

9. Commissioner Comments and Direction to Staff

Commissioner Swanton recommends a future agenda items to a) discuss janitorial and household expenses as part of CHDC's future budgets, and b) discuss forming a subcommittee to address strategies for CSA 4 reauthorization and Joe Serna Jr. funding from State.

Commissioner Putnam recommends a future agenda item to discuss farmworker housing for women.

Chair Akemi-Hernandez recommends staff consider additional presentations for lodgers regarding ongoing immigration concerns.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on Wednesday, April 23, 2025, at 3:00 pm.

Keri Akemi-Hernandez, Chair

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: 4/23/2025

File ID #: 25-736

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 March 26, 2025.

EXECUTIVE SUMMARY

Executive Director of Housing Authority requests approval of minutes for the meeting of March 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**

March 26, 2025

Draft Summary of the Proceedings

1. Call to Order/Roll Call

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

Meeting was called to order by: Mike Swanton

2. Public Comment

None.

3. Approval of Minutes

- A.** Director of Housing and Homeless Services requests approval of minutes for the meeting of February 26, 2025.

Quorum not met. No action taken.

4. Set Matters or Public Hearing Items

None.

5. Consent

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

Quorum not met. No action taken.

6. Monthly Reports

- A.** Monthly Report on Capital Improvement Projects.

No public comment. Discussion held.

- B.** Monthly Report from Housing Authority staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. No action needed, for discussion only.

No public comment. Discussion held.

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

No public comment. Discussion held.

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.

Quorum not met. No action taken.

- 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.

Quorum not met. No action taken.

8. Executive Director Report

Farmworker Center Standards update coming in April.

9. Commissioner Comments and Direction to Staff

Commissioner Myers commented that she will be participating in reviewing Generation Housing's questionnaire for a survey related to their new project (Made the Rent).

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on Wednesday, April 23, 2025, at 3:00 pm.

Keri Akemi-Hernandez, Chair

ATTEST:

Jennifer Palmer, Secretary of the Commission



Napa County

Board Agenda Letter

1195 THIRD STREET
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Housing Commission

Agenda Date: 4/23/2025

File ID #: 25-636

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,

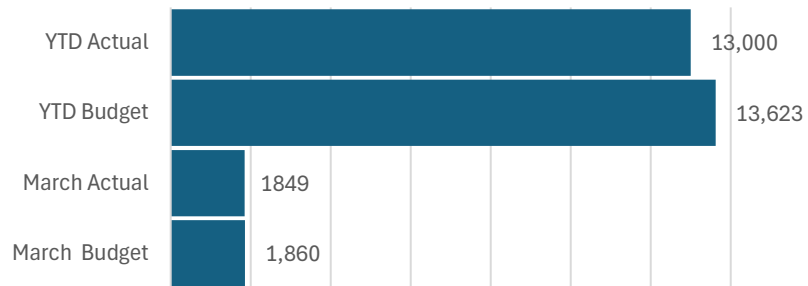
maintenance, cleaning, and cooking three meals a day, six days a week for up to 60 lodgers per location or 180 total.

CALISTOGA CENTER

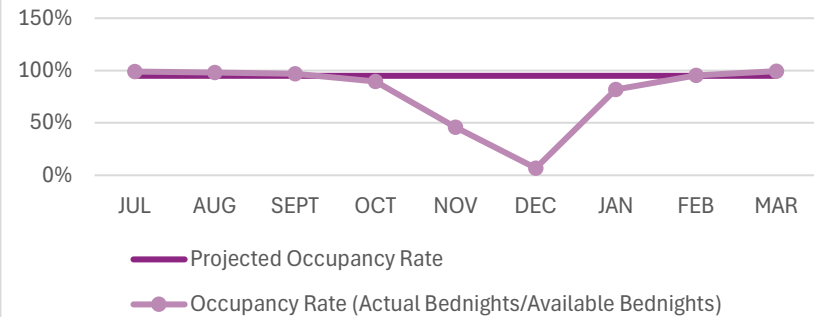
FY 2024-2025

OCCUPANCY-to-BUDGET		MARCH '25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,860			14,340		
2	Actual Bednights	1,767	1849	82	13,623	13,000	(623)
3	Occupancy Rate	95%	95%	0%	95%	91%	-4%
4	Rent Earned	\$ 30,039	\$ 31,433.00	\$ 1,394	\$ 231,591	\$ 221,000	(10,591)
5	Rent Collected	\$ 31,433	\$ 28,526.00	\$ (2,907)	\$ 221,000	\$ 222,566	1,566
Net Budget Impact				\$ (1,513)	\$ (9,025)		

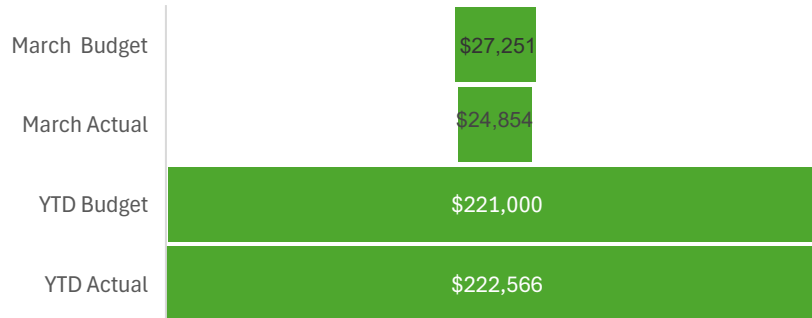
Bednights



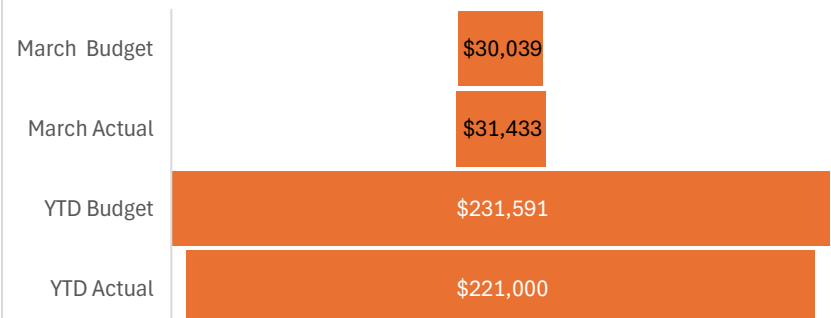
Occupancy



Rent Collected



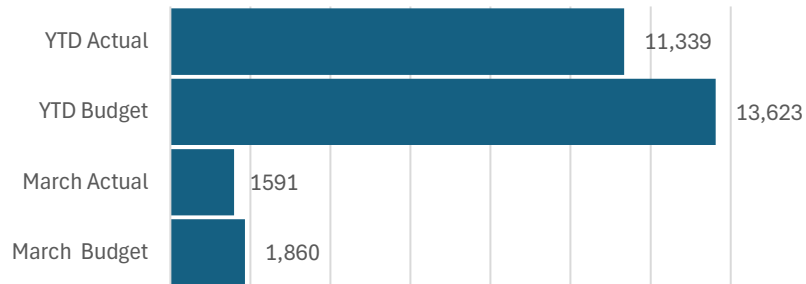
Rent Earned



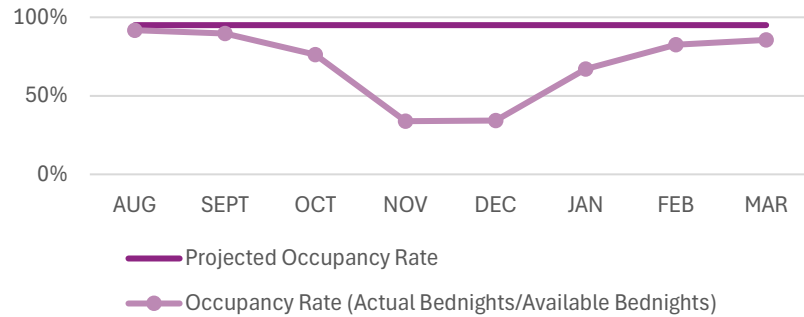
MONDAVI CENTER
FY 2024-2025

OCCUPANCY-to-BUDGET		MARCH '25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,860			14,340		
2	Actual Bednights	1,767	1591	-176	13,623	11,339	(2,284)
3	Occupancy Rate	95%	95%	0%	95%	79%	-16%
4	Rent Earned	\$ 30,039	\$ 27,047.00	\$ (2,992)	\$ 231,591	\$ 192,763	(38,828)
5	Rent Collected	\$ 27,047	\$ 31,195.00	\$ 4,148	\$ 192,763	\$ 198,679	5,916
Net Budget Impact				\$ 1,156		\$ (32,912)	

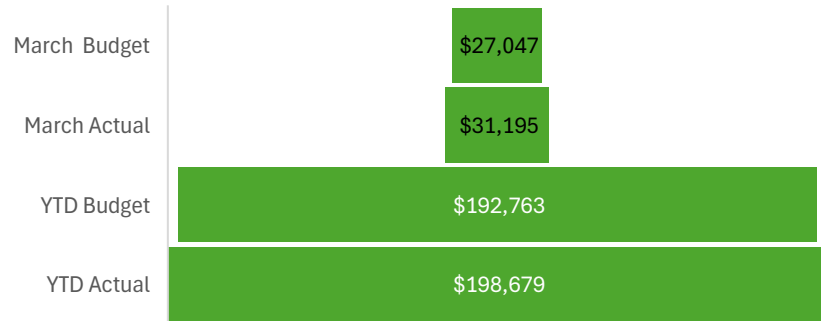
Bednights



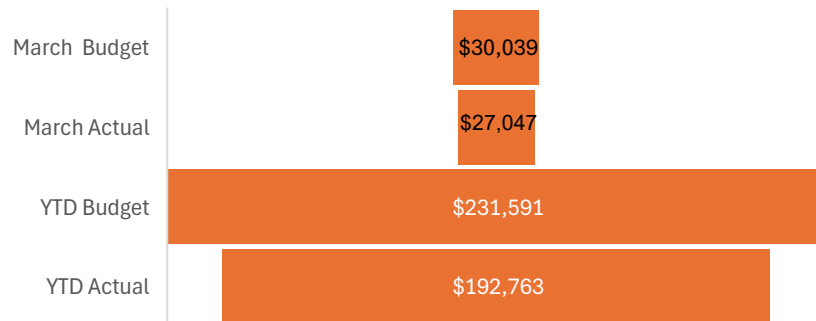
Occupancy



Rent Collected



Rent Earned

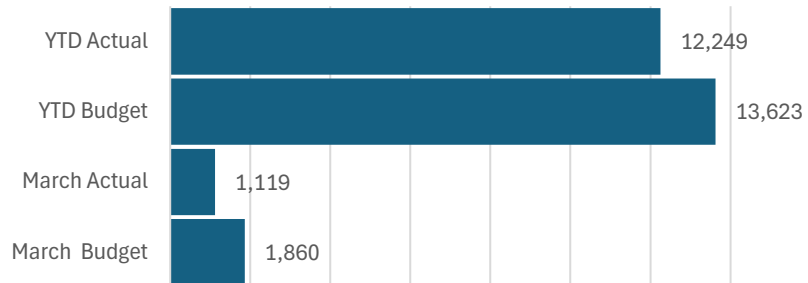


RIVER RANCH CENTER

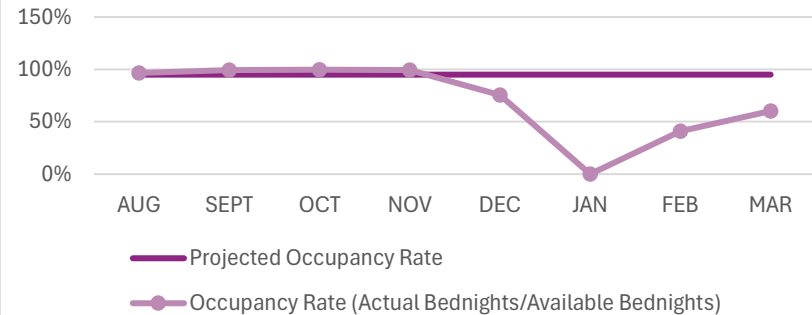
FY 2024-2025

OCCUPANCY-to-BUDGET		MARCH '25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,860			14,460		
2	Actual Bednights	1,767	1,119	-648	13,623	12,249	(1,374)
3	Occupancy Rate	95%	95%	0%	95%	85%	-10%
4	Rent Earned	\$ 30,039	\$ 19,023.00	\$ (11,016)	\$ 231,591	\$ 208,233	(23,358)
5	Rent Collected	\$ 19,023	\$ 19,669.00	\$ 646	\$ 208,233	\$ 210,936	2,703
Net Budget Impact				\$ (10,370)	\$ (20,655)		

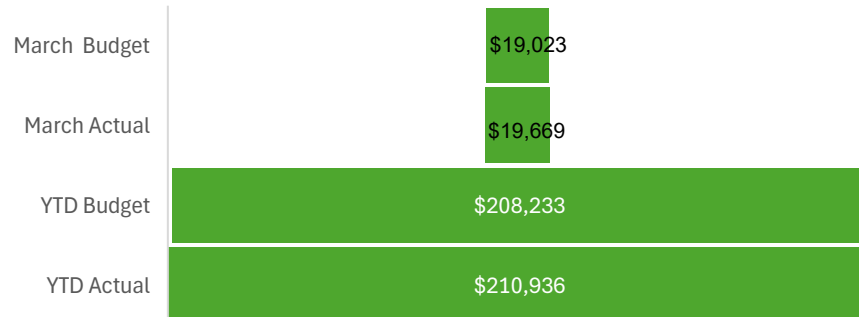
Bednights



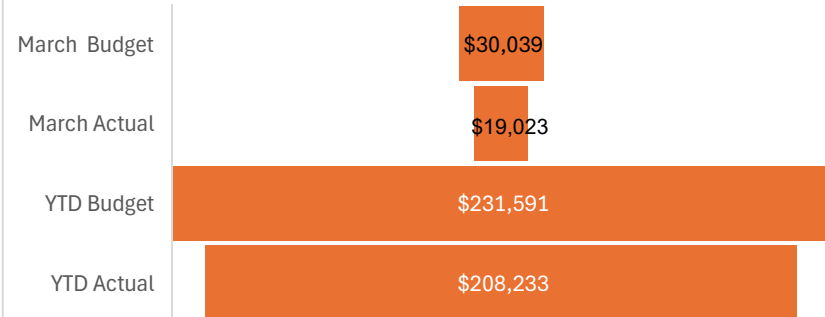
Occupancy



Rent Collected



Rent Earned



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	4,140	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,400
	Scheduled Capacity - Nights		5,580	5,580	5,400	5,580	4,140	2,460	3,720	4,980	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	5,301	3,933	2,337	3,534	4,731	5,301	5,130	5,301	5,130	56,430
	YTD Projected Nights		5,301	10,602	15,732	21,033	24,966	27,303	30,837	35,568	40,869	45,999	51,300	56,430	40,869
	Monthly Actual Nights		5,504	5,327	5,141	4,938	2,936	1,735	2,769	3,679	4,559	-	-	-	36,588
	YTD Actual Nights		5,504	10,831	15,972	20,910	23,846	25,581	28,350	32,029	36,588				36,588
(1)	YTD Actual Occupancy %		99%	97%	96%	94%	91%	89%	87%	86%	85%				85%
(2)	YTD Projected - Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%				95%
(3)	YTD Occupancy % to Projected		104%	102%	102%	99%	96%	94%	92%	90%	90%				90%
(4)	Monthly Actual Occupancy %		99%	95%	95%	88%	71%	71%	74%	74%	82%				82%
(5)	Monthly Projected Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%				95%
(6)	Monthly Occupancy % to Projected		104%	100%	100%	93%	75%	74%	78%	78%	86%				86%
	Rent Earned		93,568.00	90,559.00	87,397.00	83,946.00	49,912.00	29,495.00	47,073.00	62,543.00	77,503.00				621,996.00
	Rent Collected		102,631.00	84,150.00	85,187.00	82,450.00	54,281.00	37,757.00	46,903.00	59,432.00	79,390.00				632,181.00
	Deposits		103,713.00	85,476.00	86,581.00	82,943.00	55,862.00	37,978.00	41,021.00	61,064.00	73,943.00				628,581.00
	Deposits in Transit		7,174.00	5,848.00	4,454.00	3,961.00	2,380.00	2,159.00	8,041.00	6,409.00	11,856.00				11,856.00
	YTD NCHA Approved Write Offs														
	Beginning Balance:	N/A	-	-	-	-	-	1,444.00	-	-	351.00				1,795.00
	YTD Deposits in Transit														
	Beginning Balance:	8,256.00	7,174.00	5,848.00	4,454.00	3,961.00	2,380.00	2,159.00	8,041.00	6,409.00	11,856.00				11,856.00
	YTD Accounts Receivable														
	Beginning Balance:	3,686.00	8,784.00	11,912.00	13,680.00	11,453.00	6,387.00	5,758.00	4,898.00	5,765.00	7,685.00				7,685.00
	YTD Prepaid Rents														
	Beginning Balance:	231.00	14,392.00	11,111.00	10,669.00	6,946.00	6,249.00	13,882.00	14,296.00	12,052.00	16,210.00				16,210.00
	Monthly Vacancy Loss - \$\$		-	1,020.00	1,649.00	7,667.00	18,258.00	10,234.00	13,005.00	18,003.00	14,008.00				14,008.00
	YTD Vacancy Loss - \$\$		-	1,020.00	2,669.00	10,336.00	28,594.00	38,828.00	51,833.00	69,836.00	83,844.00				83,844.00
	Monthly Vacancy Loss - Nights		-	60	97	451	1,074	602	765	1,059	824				824
	YTD Vacancy Loss - Nights		-	60	157	608	1,682	2,284	3,049	4,108	4,932				4,932
	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 (Apr 14, 2025 11:51 PDT)

04/14/2025

Santino Garcia, COO
California Human Development Corporation

Date


Prepared by: Michael S Whitt, Senior Accountant
California Human Development Corporation

04/14/2025

Date

- (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	1,380	180	1,860	1,680	1,860	1,800	1,860	1,800	19,800
Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,380	180	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	1,311	171	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	8,322	8,493	10,260	11,856	13,623	15,333	17,100	18,810	13,623
Monthly Actual Nights	1,842	1,824	1,742	1,667	824	127	1,522	1,603	1,849	-	-	-	13,000
YTD Actual Nights	1,842	3,666	5,408	7,075	7,899	8,026	9,548	11,151	13,000				13,000
YTD Actual Occupancy %	99%	99%	98%	96%	90%	90%	88%	89%	91%				91%
YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%				95%
YTD Occupancy % to Projected	104%	104%	103%	101%	95%	95%	93%	94%	95%				95%
Monthly Actual Occupancy %	99%	98%	97%	90%	60%	71%	82%	95%	99%				99%
Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%				95%
Monthly Occupancy % to Projected	104%	103%	102%	94%	63%	74%	86%	100%	105%				105%
Rent Earned	31,314.00	31,008.00	29,614.00	28,339.00	14,008.00	2,159.00	25,874.00	27,251.00	31,433.00				221,000.00
Rent Collected	34,172.00	28,645.00	28,526.00	28,934.00	14,246.00	11,339.00	23,324.00	24,854.00	28,526.00				222,566.00
Deposits	34,187.00	30,311.00	28,730.00	29,427.00	14,892.00	10,778.00	20,604.00	23,307.00	31,579.00				223,815.00
Deposits in Transit	3,009.00	1,343.00	1,139.00	646.00	-	561.00	3,281.00	4,828.00	1,775.00				1,775.00
YTD NCHA Approved Write Offs													
Beginning Balance:	N/A	-	-	-	-	-	506.00	-	-	-			506.00
YTD Deposits in Transit													
Beginning Balance:	3,024.00	3,009.00	1,343.00	1,139.00	646.00	-	561.00	3,281.00	4,828.00	1,775.00			1,775.00
YTD Accounts Receivable													
Beginning Balance:	1,146.00	2,640.00	3,915.00	4,408.00	3,167.00	906.00	1,212.00	536.00	1,471.00	1,913.00			1,913.00
YTD Prepaid Rents													
Beginning Balance:	-	4,352.00	3,264.00	2,669.00	2,023.00	-	9,486.00	6,766.00	5,304.00	2,839.00			2,839.00
Monthly Vacancy Loss - \$\$	-	-	-	1,700.00	8,279.00	748.00	4,165.00	-	-				-
YTD Vacancy Loss - \$\$	-	-	-	1,700.00	9,979.00	10,727.00	14,892.00	14,892.00	14,892.00				14,892.00
Monthly Vacancy Loss - Nights	-	-	-	100	487	44	245	-	-				-
YTD Vacancy Loss - Nights	-	-	-	100	587	631	876	876	876				876
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

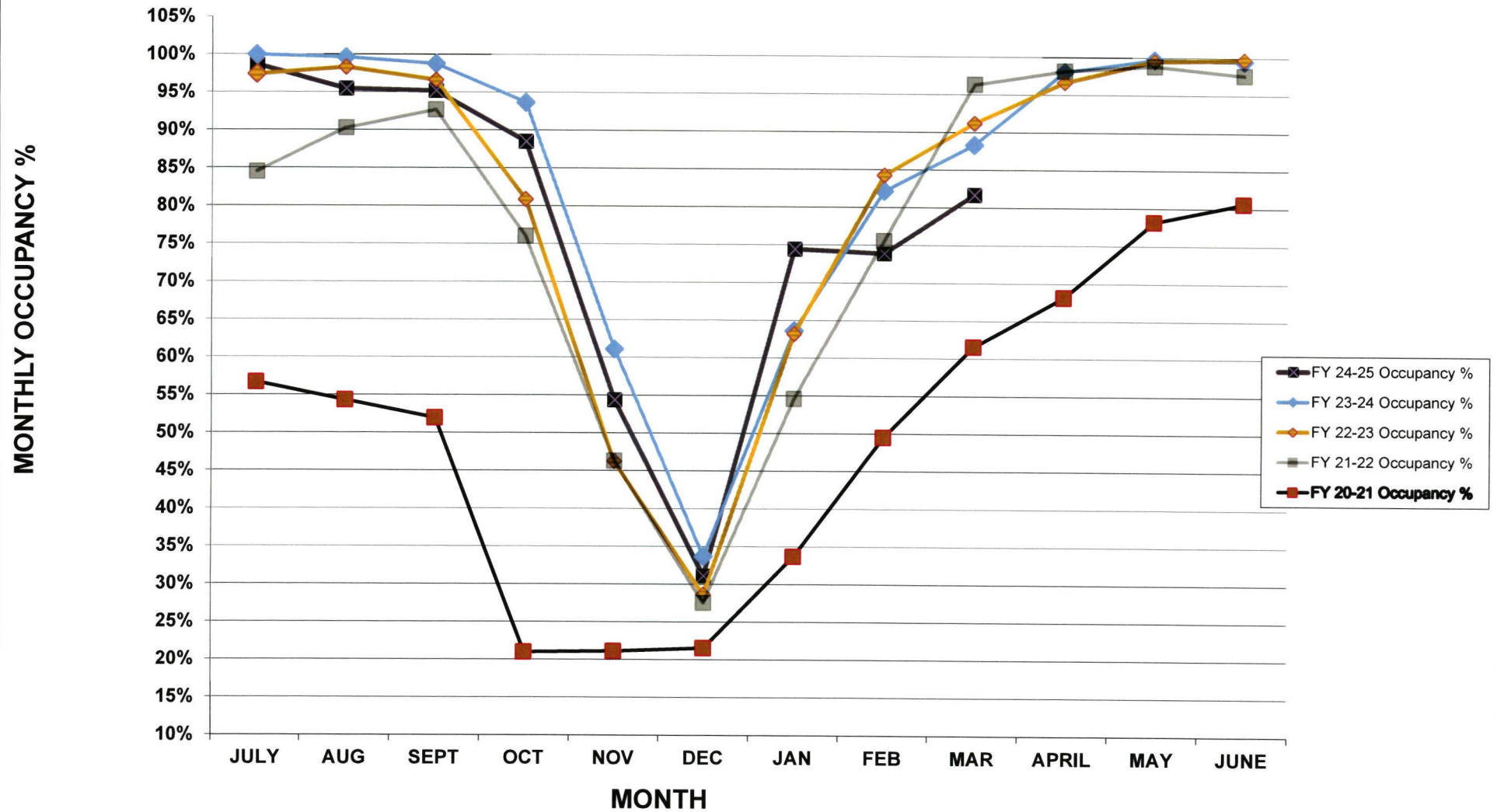
	MONDAVI													
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2024-25	Available Capacity - Nights	1,860	1,860	1,800	1,860	960	600	1,860	1,680	1,860	1,800	1,860	1,800	19,800
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	960	600	1,860	1,680	1,860	1,800	1,860	1,800	19,800
	Scheduled 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	912	570	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	7,923	8,493	10,260	11,856	13,623	15,333	17,100	18,810	13,623
	Monthly Actual Nights	1,847	1,707	1,613	1,416	325	206	1,247	1,387	1,591	-	-	-	11,339
	YTD Actual Nights	1,847	3,554	5,167	6,583	6,908	7,114	8,361	9,748	11,339				11,339
	YTD Actual Occupancy %	99%	96%	94%	89%	83%	80%	77%	78%	79%				79%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%				95%
	YTD Occupancy % to Projected	105%	101%	99%	94%	87%	84%	81%	82%	83%				83%
	Monthly Actual Occupancy %	99%	92%	90%	76%	34%	34%	67%	83%	86%				86%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%				95%
	Monthly Occupancy % to Projected	105%	97%	94%	80%	36%	36%	71%	87%	90%				90%
	Rent Earned	31,399.00	29,019.00	27,421.00	24,072.00	5,525.00	3,502.00	21,199.00	23,579.00	27,047.00				192,763.00
	Rent Collected	32,130.00	29,325.00	25,449.00	22,746.00	6,630.00	7,650.00	23,579.00	19,975.00	31,195.00				198,679.00
	Deposits	35,906.00	26,690.00	27,693.00	22,491.00	7,276.00	6,052.00	20,417.00	24,208.00	25,959.00				196,692.00
	Deposits in Transit	-	2,635.00	391.00	646.00	-	1,598.00	4,760.00	527.00	5,763.00				5,763.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	196.00	-	-	-				196.00
	YTD Deposits in Transit													
	Beginning Balance:	3,776.00	-	2,635.00	391.00	646.00	-	1,598.00	4,760.00	527.00	5,763.00			5,763.00
	YTD Accounts Receivable													
	Beginning Balance:	1,784.00	4,300.00	4,572.00	5,388.00	4,538.00	2,974.00	2,957.00	3,529.00	3,410.00	4,073.00			4,073.00
	YTD Prepaid Rents													
	Beginning Balance:	78.00	3,325.00	3,903.00	2,747.00	571.00	112.00	4,243.00	7,391.00	3,668.00	8,479.00			8,479.00
	Monthly Vacancy Loss - \$\$	-	1,020.00	1,649.00	5,967.00	9,979.00	6,188.00	8,840.00	3,553.00	2,992.00				2,992.00
	YTD Vacancy Loss - \$\$	-	1,020.00	2,669.00	8,636.00	18,615.00	24,803.00	33,643.00	37,196.00	40,188.00				40,188.00
	Monthly Vacancy Loss - Nights	-	60	97	351	587	364	520	209	176				176.00
	YTD Vacancy Loss - Nights	-	60	157	508	1,095	1,459	1,979	2,188	2,364				2,364
	Vacancy Loss based on Projected Occupancy													

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

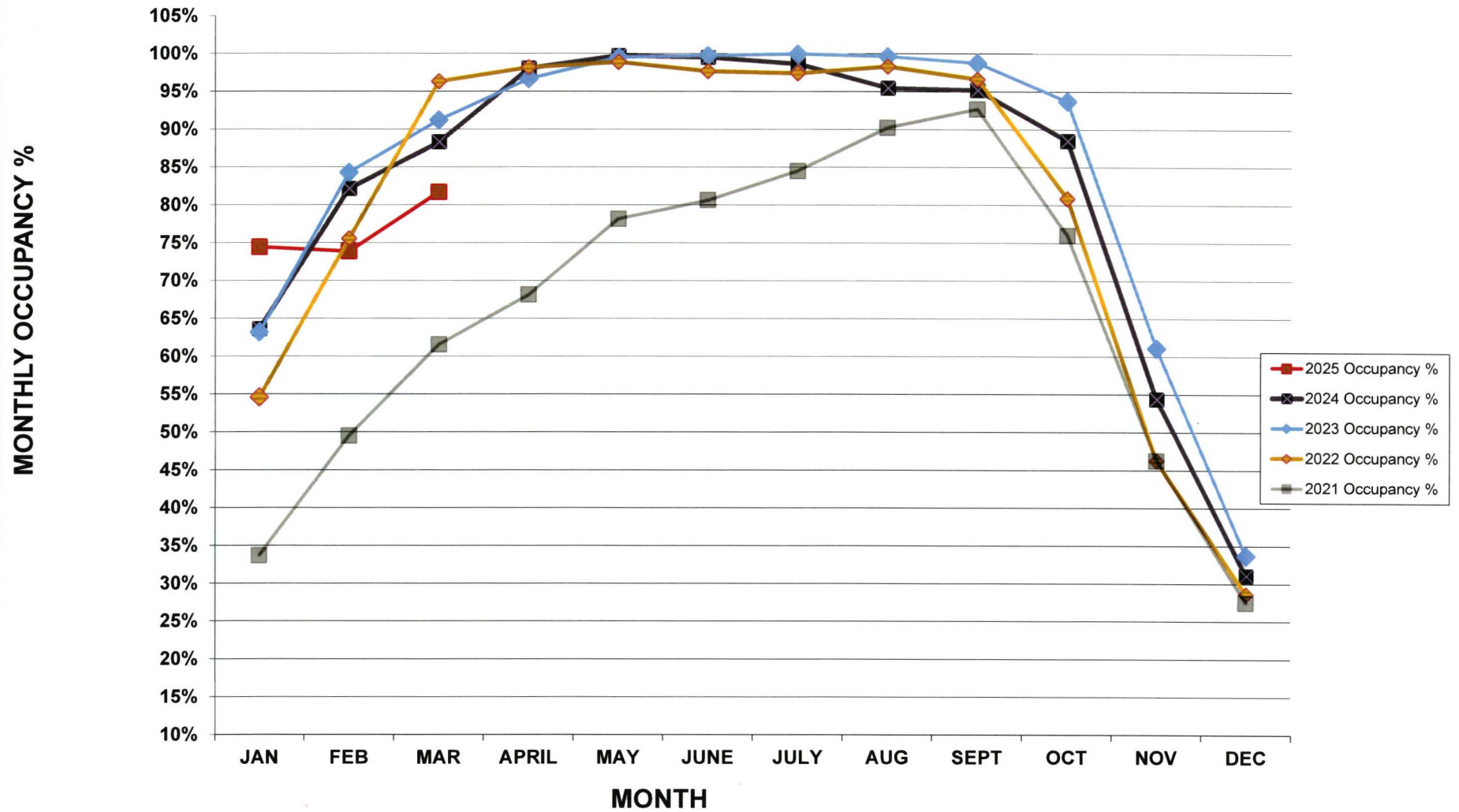
For the period of: 7/1/2024 through 6/30/2025

	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	1,680	-	1,620	1,860	1,800	1,860	1,800	19,800
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,680	-	1,620	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	1,710	1,596	-	1,539	1,767	1,710	1,767	1,710	18,810
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,721	10,317	10,317	11,856	13,623	15,333	17,100	18,810	13,623
	Monthly Actual Nights	1,815	1,796	1,786	1,855	1,787	1,402	-	689	1,119	-	-	-	12,249
	YTD Actual Nights	1,815	3,611	5,397	7,252	9,039	10,441	10,441	11,130	12,249				12,249
	YTD Actual Occupancy %	98%	97%	98%	98%	98%	96%	96%	89%	85%				85%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%				95%
	YTD Occupancy % to Projected	103%	102%	103%	103%	104%	101%	101%	94%	90%				90%
	Monthly Actual Occupancy %	98%	97%	99%	100%	99%	83%	0%	43%	60%				60%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%				95%
	Monthly Occupancy % to Projected	103%	102%	104%	105%	105%	88%	100%	45%	63%				63%
	Rent Earned	30,855.00	30,532.00	30,362.00	31,535.00	30,379.00	23,834.00	-	11,713.00	19,023.00				208,233.00
	Rent Collected	36,329.00	26,180.00	31,212.00	30,770.00	33,405.00	18,768.00	-	14,603.00	19,669.00				210,936.00
	Deposits	33,620.00	28,475.00	30,158.00	31,025.00	33,694.00	21,148.00	-	13,549.00	16,405.00				208,074.00
	CHDC - US Bank													
	Deposits in Transit	4,165.00	1,870.00	2,924.00	2,669.00	2,380.00	-	-	1,054.00	4,318.00				4,318.00
	Change in Deposits in Transit	2,709.00	(2,295.00)	1,054.00	(255.00)	(289.00)	(2,380.00)	-	1,054.00	3,264.00				2,862.00
	Change in Accounts Receivable	(6,930.00)	187.00	(2,720.00)	(2,159.00)	(5,695.00)	2,686.00	-	(2,890.00)	(1,700.00)				
	Change in Prepaid Rent	6,562.00	(2,771.00)	1,309.00	(901.00)	1,785.00	(5,984.00)	(14.00)	2,941.00	1,812.00				
	NCHA Approved Write-Offs													
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	742.00	-	-	351.00				1,093.00
	YTD Deposits in Transit													
	Beginning Balance:	1,456.00	4,165.00	1,870.00	2,924.00	2,669.00	2,380.00	-	1,054.00	4,318.00				4,318.00
	YTD Accounts Receivable													
	Beginning Balance:	756.00	1,844.00	3,425.00	3,884.00	3,748.00	2,507.00	1,589.00	833.00	884.00	1,699.00			1,699.00
	YTD Prepaid Rents													
	Beginning Balance:	153.00	6,715.00	3,944.00	5,253.00	4,352.00	6,137.00	153.00	139.00	3,080.00	4,892.00			4,892.00
	Monthly Vacancy Loss - \$\$	-	-	-	-	-	3,298.00	-	14,450.00	11,016.00				11,016.00
	YTD Vacancy Loss - \$\$	-	-	-	-	-	3,298.00	3,298.00	17,748.00	28,764.00				28,764.00
	Monthly Vacancy Loss - Nights	-	-	-	-	-	194	-	850	648				648.00
	YTD Vacancy Loss - Nights	-	-	-	-	-	194	194	1,044	1,692				1,692
	Vacancy Loss based on Projected Occupancy													

NC FW HSNG CENTERS - OCCUPANCY FISCAL ANALYSIS



NC FW HSNH CENTERS - OCCUPANCY ANALYSIS





Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 4/23/2025

File ID #: 25-688

TO: Napa County Housing Commission
FROM: Emma Moyer, Staff Services Manager
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Farmworker Center Standards Project

RECOMMENDATION

Receive an update on the Farmworker Center Standards project.

EXECUTIVE SUMMARY

The Napa County Housing Authority is initiating the development of “Farmworker Center Standards” which is a set of policies establishing standards of operation and care for all County-funded Farmworker Centers, that all County and contracted staff will be required to comply with. The Center Standards have been drafted, and an Ad Hoc committee will be developed to review.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project defined by 14 California Code of Regulations 1538 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Napa County Housing Authority currently oversees three Farmworker Centers (“Centers”), each of which provide lodging for up to 60 lodgers nightly. The operation of the three Centers is managed under contract by a qualified community-based organization. Privately run farmworker housing sites also exist, as permitted, in the unincorporated County. Farmworker housing needs continue to be a high priority for Napa County, and additional/new publicly and privately operated farmworker centers remain a possibility.

The intent of the Farmworker Center Standards project is to establish a set of policies to which all farmworker centers receiving funding from Napa County must adhere. The policies will include ensuring safety and security of lodgers and staff, promoting the dignity and respect of lodgers and staff, establishing standards of

operation for the buildings, and ensuring compliance with local, state and federal guidelines, rules and laws.

Napa County has adopted and maintains an “Emergency Shelter Standards” policy manual for all County-funded emergency shelters for individuals and families experiencing homelessness. The Farmworker Center Standards draft is complete, and available for review by the Housing Commission. This items creates an Ad Hoc committee to review the draft and provide feedback.

Napa County Farmworker Center Standards

Updated April 2025

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A. Guiding Principles

The Napa County Farmworker Center Standards are grounded in the following principles and values that promote the safety and dignity of all center lodgers and the staff operating the centers.

1. The health and safety of lodgers, volunteers and staff should be safeguarded within each center.
2. Lodgers' rights must be protected against all forms of discrimination.
3. The center will provide an atmosphere of dignity and respect for the Lodgers and provide services in a non-judgmental manner.
4. Center staff have access to confidential and sometimes protected personal information about lodgers. Protecting the privacy and confidentiality of lodgers and their personal information is of the utmost importance.
5. In order to provide effective center programs and services, Lodgers should be offered opportunities to be involved in service provision, program planning, development and evaluation, and policy development.
6. All Lodgers are entitled to just and standardized procedures for determining eligibility, admissions, sanctions and dismissals, and resolving grievances.
7. All Lodgers are entitled to enjoy the maximum amount of privacy within the constrictions of the center environment.
8. Centers are part of a larger network of affordable housing services and community-supporting agencies. Collaboration within this network is important to ensure effective and coordinated services.

These standards apply to all farmworker centers (centers) in Napa County receiving funding from the County in the form of loans, grants, annual contracts or fee-for-service reimbursement. These standards are subject to annual review and revision and center operators are encouraged to provide feedback on these standards and suggest future modifications.

B. Center Operations

1. Admission

All centers shall have clearly written and consistently implemented referral standards, admission policies, and hours of operation for new lodger admission. Centers must accept new lodger admissions (when center is open and beds are available) Monday through Friday for at least a four-hour period daily. Where feasible, admissions should be accepted on weekends.¹

2. Lodger Eligibility and Documentation

A Lodger must be 18 years or older and a farm worker employed by a farming entity in Napa County for a minimum of 20 hours per week at the time of application, and within 30 days after signing this agreement must provide Operator with evidence of farm employment, which can be a pay stub or letter from Lodger's farm employer.

3. Denial of Admission

Denial of admission to the center can only be based on the following reasons and is at the discretion of the Operator:

- Individual does not meet the basic eligibility criteria for center admission (e.g. not a farmworker employed in Napa County). A restraining order that prohibits admission to the facility.
- Violent or threatening behavior.
- Conduct from prior stay at the center that puts the health and safety of staff or lodgers at risk (e.g. violence, weapons violations and egregious damage to property).
- A documented unpaid balance from a prior stay at the center.

If an individual is denied entrance based on a prior stay the client must be informed of the reason, conditions for lifting the restriction and right to appeal, including whom to contact regarding an appeal and information about the appeal process. Additional requirements for communication regarding grievance and appeals procedures at the point of discharge are included in standard A.37.

4. Intake

Upon admissions, lodgers must be provided with copies of the following:

- Lodger Rights
- Written program rules
- Visitation policy
- Storage policy, including storage after exit
- Medication storage policy
- Grievance Procedure

5. Discharge

A. Reasons

Only the following reasons may be used as a basis for discharge from a center facility:

- Criminal activity, such as theft or destruction of property.
- Destruction of property.
- Restraining order precludes continued residence.
- Possession or brandishing of a weapon.
- Lodger behavior that endangers health or safety of lodgers or staff.
- Repeated interference with the rights of other lodgers to peaceful enjoyment of the facility.
- Loss of employment status by a farming entity in Napa County.
- Presence of infectious disease that significantly increases the risk of harm to other lodgers. Note that lodgers with lice or scabies or exhibiting symptoms of TB should be allowed to stay in center and sent to a health care provider for treatment as soon as possible. Precautions should be taken to avoid spread as feasible. Noncompliance with treatment or containment measures that endangers other lodgers may be cause for discharge.
- Individual requires care and supervision to manage their activities of daily living (feeding, toileting, selecting proper attire, grooming, maintaining continence, putting on clothes, bathing, walking and transferring) without appropriate supports available on-site. Individuals discharged due to care and supervision needs cannot be discharged to the streets.

B. Requirements

All centers must provide a written copy of the procedure for filing a grievance to the lodger when a lodger is involuntary discharged. If it is infeasible to provide the procedure at the time of discharge (e.g., the lodger is being removed by law enforcement) this requirement may be waived; however, if the lodger returns subsequently to the facility, the grievance procedure must be provided.

If a lodger may be denied future readmission as a result of the circumstances of discharge, the lodger must be informed of the reason, the conditions for lifting the restriction and right to appeal, including whom to contact regarding an appeal and information about the appeal process.

Unless the lodger poses an immediate threat to the health and safety of other lodgers and/or staff members, centers should avoid discharging lodgers at night.

Unless the lodger poses an immediate threat to the health and safety of other lodgers and/or staff members, involuntary discharges must be approved by a supervisor. During hours that there is no supervisor on site, there must be a supervisor available on call to approve discharge decisions. Approval may be given verbally but should be documented in case notes.

C. Storage of Belongings after Departure

Centers are not required to store belongings after a lodger leaves. Lodgers no longer staying at the center must remove all their belongings at the time of departure. The presence of an abandoned, wrecked, dismantled or inoperative vehicle or parts thereof, may be considered abandoned and subject to removal per County code ([Chapter 8.20](#)).

6. Hours

All centers must post hours of operation in a visible location. If the facility is open 24/7, lodgers must be allowed access to their possessions and to the facility common space at all times. If access to sleeping areas is not available during the day, accommodations should be made to allow access for those working second and third shifts, those who are ill, etc.

Centers should remain open 24/7 unless prohibited by inadequate funding or space limitations. As feasible, centers not open 24/7 must make reasonable accommodations to normal hours for illness, weather, disabilities, persons working second and third shifts, and other reasonable requests. Centers that serve children must permit 24-hour access to an area where children can nap.

A. Sleeping Hours

All Centers must provide facilities available to lodgers for sleeping for a minimum of eight (8) hours.

B. Curfew

If a center has a curfew policy, the policy must be clearly written and explained to lodgers at intake. The policy must be consistently enforced. Missing a curfew cannot be a reason for denial of entry or discharge unless the late arrival compromises the health or safety of other lodgers or staff or if the lodger's late arrival repeatedly interferes with the rights of other lodgers to peaceful enjoyment of the facility.

7. Lodger Rights & Responsibilities

Lodger rights must be provided in writing and posted in the facility. All program requirements must be consistent with these standards. Rights must include:

- Lodgers have the right to be treated with dignity and respect.
- Lodgers have the right to privacy within the constrictions of the center environment.
- Lodgers have the right to be treated with cultural sensitivity. Cultural sensitivity is defined as the awareness of understanding and respecting cultural differences and practices of individuals from diverse backgrounds.
- Services should be provided to lodgers only in the context of a professional relationship based on valid, informed consent.
- Lodgers should be clearly informed, in understandable language, about the purpose of the services being offered, including lodgers who are not literate and/or have limited-English proficiency.

- Lodgers have the right to confidentiality and information about when confidential information will be disclosed, to whom and for what purpose, as well as the right to deny disclosure, unless disclosure is required by law.
- Lodger responsibilities must be provided to each lodger in writing upon admission and posted in the facility in a visible location. This must include:
- A clear description of all center rules and potential consequences for violations of these rules.
- A “good neighbor” policy that outlines expected behavior to not interfere with the rights of other lodgers including the use of scented products when lodgers with chemical sensitivities are in residence.

8. Lodger Input

Centers shall provide lodgers with on-going opportunities to voice opinions, participate in program operation and programming, and make suggestions regarding programming and rules. This can be accomplished in a variety of ways including exit interviews, discharge surveys, one-on-one interviews, lodger surveys, lodger focus groups, inclusion of lodgers or farmworkers on the agency board of directors, having farmworkers, or former farmworkers, trained and hired as staff, and/or the creation of a lodgers’ advisory council.

9. Confidentiality

All centers must have confidentiality policies that make certain that files are kept in a secure or locked location and ensure that verbal communication of confidential information is done in such a way that avoids unintended disclosure.

10. Visitors

Centers must have and post a visitation policy. The visitation policy should also be provided in writing to each lodger upon entry into the center. Each center should determine the visitation policy for their site.

11. Language Access

Center staff must ensure that lodgers have access to interpreter services and that written materials are available in both English and Spanish.

12. Handling Lodger Mail

If a center provides mail service, sent and received mail must be handled in strict accordance with all applicable Federal laws.

13. Lodger Emergency Information

Center staff must collect emergency contact information and information about health needs upon admission that may impact an emergency response. Such information should be kept in a place accessible to on-duty staff in the event of an emergency.

14. Universal Precautions

Center staff must comply with universal precautions, proper sharps disposal and have a written policy in place governing protocols related to universal precautions.

15. First Aid Supplies

Basic first aid supplies must be always available on-site and accessible to center staff.

16. Weapons

All centers must have a weapons prohibition policy. Weapons include but are not limited to firearms, pepper spray, mace, and knives. Centers should use discretion when determining which types of knives should be prohibited. Centers may, but are not required to, have a mechanism for checking weapons upon entry.

17. Smoking

Per California law, Centers shall prohibit smoking indoors and reasonable efforts must be made to prevent smoke from entering buildings. No smoking should be allowed within 20 feet of center facilities unless this is infeasible due to layout of grounds. Centers are required to follow any local ordinances regarding smoking in public areas.

18. Accessibility

All centers must conform to all pertinent requirements of the Americans with Disabilities Act (ADA). See <https://www.ada.gov/pcatoolkit/chap7shelterchk.htm>.

Beds designated as accessible must comply with federal height and distance standards, as referenced in the ADA guidelines. Program documentation must be provided in forms accessible to hearing-impaired and sight-impaired individuals, upon request.

Centers that provide transportation for lodgers must also make provisions for lodgers who need vehicles that are wheelchair accessible.

19. Pets & Service Animals

Centers must have a policy regarding whether pets are allowed in the facility. Per ADA requirements, centers must make reasonable accommodation for service animals. Additional information regarding ADA requirements for service animals from the U.S. Department of Justice is included in https://www.ada.gov/service_animals_2010.htm.

20. Non-Discrimination/Reasonable Accommodation

All centers must have policies on non-discrimination and reasonable accommodation and make reasonable modifications in programs, activities and services when necessary to ensure equal access to individuals with disabilities, unless fundamental alteration in the nature of the program would result from the accommodation.

Programs will comply with the accessibility requirements of the Fair Housing Act (24 CFR part 100), Section 504 of the Rehabilitation Act of 1973 (24 CFR part 8), and Titles II and III of the Americans with Disabilities Act, as applicable (28 CFR parts 35 and 36). Programs shall comply with applicable civil rights laws, including the nondiscrimination and equal opportunity requirements in the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act.

21. Grievance

All centers must have a written grievance and complaint protocol that is provided to each lodger upon intake and is publicly posted in a location visible to lodgers. The protocol must include:

- The opportunity for lodgers to present their case before a neutral decision-maker (a supervisor or manager who was not directly involved in the incident or situation of the grievance)
- Accommodation of third-party advocates in the grievance process. Reasonable efforts must be made to coordinate with a lodger's advocate to schedule the appeal.
- A requirement that lodgers be given a written response to their grievance within a reasonable time frame.
- A provision that when a lodger files a grievance related to his/her ability to stay in the center the action is suspended until the grievance process is completed unless allowing the lodger's continued residence poses a risk to the health and safety of other lodgers and/or staff.
- An appeals procedure that allows lodgers to appeal, at a minimum, decisions related to admissions denials for cause, terminations and disciplinary actions.
- Provisions for providing lodgers with information about any subsequent appeals process available through any funding agency.

22. Environmental Health Regulations

All centers must have an emergency response plan. This emergency response plan shall be submitted, reviewed and approved by Napa County staff. The approved emergency response plan shall be posted in a common area, easily identifiable by all lodgers.

All centers must have a valid permit to operate congregate farmworker housing per Environmental Health regulations, and ensure they are abiding by all regulations.

23. Abuse Reporting

All centers must have a policy that details any legal duties to report child or elder abuse and a written plan and process for reporting such abuse to the appropriate reporting agency.

24. Drug & Alcohol Use/Possession

Centers must have a policy prohibiting the possession, use or distribution of alcohol or illegal drugs on the premises. If alcohol or drugs are found, lodgers should be given the opportunity to dispose of the prohibited substance or leave the center for that night if they do not wish to

dispose of the prohibited substance. A single violation of this policy cannot be a reason for discharge unless the violation compromises the health or safety of other lodgers or staff or repeatedly interferes with the rights of other lodgers to peaceful enjoyment of the facility. Repeated violations of use or distribution of alcohol or illegal drugs may result in the discharge of a lodger.

Being under the influence on-site may not be the basis for discharge. Discharge must be based on specific behaviors that meet the standard for discharge as described in standard 5A, Discharge Reasons.

25. Reportable Infectious Disease

All centers must have policies for responding to infectious disease with staff trained in infectious disease response in place. See [Reportable Diseases](#) for a full listing of reportable diseases. These policies must include protocols for:

- Making referrals to health care providers when a lodger shows symptom of reportable diseases.
- Notifying lodgers when there is a possibility that they were exposed to a reportable disease that is spread through casual contact.
- Policies on lodger confidentiality related to reportable diseases.
- Protocols for responding to any identified communicable disease, including consultation with a medical professional when determining if a lodger is infected with a contagious communicable disease that might seriously endanger the health of other lodgers.
- Reporting to local public health department

An infectious disease that significantly increases the risk of harm to other lodgers may be a reason for denial or discharge. Noncompliance with treatment or containment measures that endangers other lodgers may be cause for discharge.

Centers must comply with California Code of Regulations, Title 8, Section 5199, regarding Aerosol Transmissible Diseases (ATD) control and worker and client safety expectations: <http://www.dir.ca.gov/title8/5199.HTML>.

26. Search of Lodgers Possessions

All centers must have a policy and procedures in place governing how and when searches of lodgers' private possessions may be conducted. Searches may only be conducted when there is "probable cause" to believe that the person has in his or her possession something which may jeopardize the safety of other lodgers or staff, including a weapon, or illegal material, including illegal drugs, or something which is interfering with the peaceful enjoyment of the facility of other lodgers such as food that is attracting vermin. If the person does not consent to the search, and "probable cause" exists to search, the person must be given the choice of being discharged or being searched.

C. Staffing Requirements

1. Staff on Duty

Centers shall have adequate staffing levels to operate safely.

2. First Aid Capacity

There must be at least one staff person on duty at all times trained in emergency first aid and CPR. The County will arrange for first aid and CPR training for center staff. This standard will not be in effect until such arrangements have been made.

3. Hiring

Centers must conduct criminal background checks on all staff members. Each operator shall have a policy regarding when criminal history would disqualify an applicant from hiring that considers the responsibilities of the position to be filled, the population to be served (e.g., will the position be interacting with minors), the nature, severity and recentness of the crime, and evidence of rehabilitation.

D. Staff Training

1. Document Training

Center operators should maintain a log or other similar record of trainings each staff member has successfully completed. This may be maintained in the personnel file or through a separate tracking system.

2. Required Training

The following trainings must be provided to all staff within 30 days of hire.

- Confidentiality protocols
- Crisis prevention and/or verbal de-escalation
- Mandatory reporting requirements related to child if the center allows children in lodging
- Universal precautions/infectious disease prevention
- If meals are provided onsite, proper food handling and storage if required by law. State law requires all food handlers in the state of California have a California Food Handler Card. New hires have 30 days from the date of hire to obtain a card. Online training is available through ServSafe and other vendors.
- Anti-discrimination/reasonable accommodation training including accommodation of transgender lodgers.
- Center policies and procedures
- Emergency evacuation procedures and fire safety

3. Recommended Training

Napa County will explore offering the following trainings to all providers who are subject to these standards. These trainings are not required until further guidance has been issued by the County; however, they may be mandated at a future time.

- Ethics/boundaries
- First Aid and CPR (at least one trained staff on site as required in standard B3). First aid certification must be renewed as indicated by training provider.
- Mental health issues in the homeless population.
- Domestic violence recognition and referral
- Overdose detection and response
- Harm reduction approach to substance use disorders
- Diversity awareness/humility training/cultural competence

E. Food Service

1. Sanitary Facilities

All Centers that either prepare and serve meals or provide areas for lodgers to prepare and consume their own meals must ensure that all areas used for food storage and preparation are sanitary. Kitchen and dining areas must be kept clean and comply with all relevant health codes.

2. Donated Food

Programs that serve food prepared off site by regular donors must provide donors with a handout that details the requirements for food preparation. All food donors must read and sign the handout to confirm knowledge of the standards and must provide current contact information.

3. Meal Schedule

If meals are served, a meal schedule must be posted.

4. Dietary Modifications

If meals are served or food is provided for lodgers to use to prepare their own meals, centers must make dietary modifications and/or provide appropriate food options based on lodgers' health, religious, and/or cultural practices.

As feasible, food provided should promote healthy eating.

5. Dining Facilities

Centers must provide a table and chairs if food is served.

F. Physical Plant

1. Basic Building Standards and Fire Safety

All facilities must comply with all applicable building and fire codes. Evidence of compliance with those codes must be provided. The center building must be structurally sound to protect lodgers from the elements and not pose any threat to health and safety of the lodgers.

Facilities must have annual fire inspections conducted by the fire department and conduct regular fire drills.

Training must be provided to staff on fire safety.

2. Safety Standards

Centers must comply with state and local health, environmental and safety standards.

3. Toilets/Washbasins

Centers must provide sufficient toilets and wash basins with warm and cold running water. The lodger to toilet ratio must be 1 toilet/15 lodgers or 1:30 if over 100 lodgers.

4. Showers

Centers must make a reasonable supply of showers available or provide referrals to community shower access. The lodger to shower ratio must be 1 shower/20 lodgers (excluding infants)

5. Hygiene Products

Centers must provide toilet tissue.

6. Beds/Linens

Centers must provide a bed and a, clean mattress.

7. Drinking Water

Centers must always provide access to drinking water.

8. Outlet Access

Centers must provide access to electrical outlets for charging cell phones and medical equipment.

9. Cleanliness

Bath/toilet areas, hallways, and other common use areas must be cleaned daily. Centers must have proper trash receptacles that are emptied regularly.

Both the interior and exterior of the facility must be free of debris, clutter, and unsanitary items and there must be no obvious safety risks.

10. Pest Control

Centers must ensure adequate provision of pest control services.

Centers must have a protocol in place for the prevention and control of bed bugs. (See <https://www.cdc.gov/parasites/bedbugs/> for best practices related to bed-bug prevention).

24-hour notice must be provided to lodgers of pest control activities unless the type and degree of infestation requires an immediate response (e.g., bed bugs).

11. Maintenance and Repair

Facilities must be maintained in good repair. The general appearance of the building must be well maintained. There must be a written housekeeping and maintenance plan.

Centers must post the process for reporting maintenance concerns, acknowledge issues reported within two days, and identify the timeframe for addressing the concern. Emergency maintenance items must be immediately addressed.

12. Phone Access

A telephone must be available to staff for emergencies. Emergency numbers should be posted by the telephone or otherwise made available to on duty staff.

Centers must take emergency phone messages and messages from service providers for lodgers in residence. If the center has periods where no staff are on duty, there must be a phone available to lodgers for emergencies with information posted nearby with emergency numbers.

13. Hazardous Materials

Centers must label all chemicals and cleaning supplies and keep all such materials out of reach of children. Any hazardous materials must be stored separate from food.

14. Entrances & Exits

Exits must be clearly marked and must be kept clear of blockage and tripping hazards.

All steps must have handrails as required by applicable codes. Steps must have treads or similar accommodation to prevent slipping.

Exit signage must be consistent with all applicable codes.

15. Agency Vehicle

If a center maintains a vehicle used for lodger transport, the vehicle must be properly maintained, licensed and insured. All drivers must be properly licensed.

Provisions must be made to provide equal access to transportation services to disabled lodgers.

G. Support Services

1. Health Services Access

Center staff should encourage lodgers to obtain and maintain health insurance, obtain a primary care provider and access immunization service. This must include publicly posting or otherwise making available information on health-related services.

2. Service Linkage

Centers are strongly encouraged to provide or link participants to drug and alcohol services, mental health services, life skills services, employment services, money management/credit counseling, parenting support and other services as needed.

H. Administration

1. Recordkeeping

Centers, at minimum shall maintain the following information:

- Lodger Name
- Date of entry
- Date of exit
- Reason for exit
- Payment tracking information

Lodger data shall be kept for seven two (2) years minimum. After which, it can be destroyed.

2. Fiscal System

The agency must have an accounting system that is maintained in accordance with Generally Accepted Accounting Principles (GAAP).

The center shall have internal fiscal control procedures that are reviewed and approved by its Board of Directors (as applicable) and Napa County staff.



Napa County

Board Agenda Letter

1195 THIRD STREET
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Housing Commission

Agenda Date: 4/23/2025

File ID #: 25-689

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 project identified as high priority and next steps for securing bids, contracts, and budget adjustments to launch the identified work.

Capital Improvement Projects, Maintenance Repairs, Equipment & Supplies

Date: April 2025

Fiscal Year 24/25

Item	Priority	Description	Location	Budget	County Funds	CincoDeMayo Donation	Balance	Scope of Work	Bid Lead	Status
1	High	Walkway Repair Phase 1	River Ranch	76,000	-	76,000	-	PW	PW	Completed
2	High	Dorm HVAC Unit Replacement	Mondavi	27,900	-	27,900	-	DHHS	DHHS	Completed
3	High	Walk-in Condensing Unit	Mondavi	9,300	-	9,300	-	DHHS	DHHS	Completed
4	High	Fire Pump Repair	Mondavi	7,100	7,100	-	-	DHHS	DHHS	Completed
5	High	Kitch. Fire Suppr. Replacement	Calistoga	6,400	6,400	-	-	DHHS	DHHS	Completed
6	High	Cafeteria/Office Heat Repair	River Ranch	2,080	2,080	-	-	DHHS	DHHS	Completed
7	High	Water Treatment Upgrades	Calistoga	16,000	16,000	-	-	DHHS	DHHS	Completed
8	High	Staff unit Radiant Heat	River Ranch	3,400	-	3,400	-	DHHS	DHHS	In Progress
9	High	Steam Table Replacement	Calistoga	7,000	-	7,000	-	DHHS	DHHS	In Progress
10	High	Walk-in Condensing Unit	River Ranch	10,000	-	10,000	-	DHHS	DHHS	In Progress
11	High	Walk-in Condensing Unit	Calistoga	10,000	-	-	10,000	DHHS	DHHS	In Progress
12	High	Kitchen Floor Repair	Mondavi	4,000	4,000	-	-	CHDC	CHDC	In Progress
13	High	Water Treatment Generator	Calistoga	24,800	4,800	20,000	-	PW	TBD	In Progress
14	High	Water Treatment Generator	River Ranch	20,000	-	20,000	-	PW	TBD	In Progress
15	High	Water Treatment Generator	Mondavi	20,000	-	20,000	-	PW	TBD	In Progress
Total				179,180	35,580	133,600	10,000			

Fiscal Year 25/26 and Beyond

Item	Priority	Description	Location	Budget	County Funds	CincoDeMayo Donation	Balance	Scope of Work	Bid Lead	Status
1	High	Central Air Conditioning	River Ranch	-	-	-	-	PW	PW	Not Started
2	High	Kitchen Equipment	Calistoga	5,000	-	-	5,000	CHDC	CHDC	Estimates
3	High	Kitchen Equipment	River Ranch	5,000	-	-	5,000	CHDC	CHDC	Estimates
4	High	Kitchen Equipment	Mondavi	5,000	-	-	5,000	CHDC	CHDC	Estimates
5	High	HVAC Repairs	Mondavi	2,500	-	-	2,500	DHHS	DHHS	Estimates
6	High	HVAC Repairs	Calistoga	7,000	-	-	7,000	DHHS	DHHS	Estimates
7	High	Roof and Gutter Replacement	Calistoga	-	-	-	-	PW	PW	Not Started
8	High	Door Replacement	Calistoga	6,000	-	-	6,000	CHDC	CHDC	Estimates
9	High	Arborist-Tree Pruning/Trimming	Mondavi	2,000	-	-	2,000	CHDC	DHHS	Not Started
10	High	Arborist-Tree Pruning/Trimming	Calistoga	10,000	-	-	10,000	CHDC	DHHS	Not Started
11	High	Ice Machine	Calistoga	4,000	-	-	4,000	CHDC	CHDC	Estimates
12	High	Gutter Cleaning	Mondavi	-	-	-	-	CHDC	CHDC	Estimates
13	High	Gutter Cleaning	Calistoga	-	-	-	-	CHDC	CHDC	Estimates
14	High	Gazebo-Outdoor Cooking	River Ranch	4,000	-	-	4,000	CHDC	CHDC	Estimates
15	High	Gazebo-Outdoor Cooking	Mondavi	2,500	-	-	2,500	CHDC	CHDC	Estimates
16	High	Flooring - Dorms	Mondavi	10,000	-	-	10,000	CHDC	DHHS	Not Started
17	High	Mattresses	Calistoga	2,000	-	-	2,000	CHDC	CHDC	Estimates

Fiscal Year 25/26 and Beyond

Item	Priority	Description	Location	Budget	County Funds	CincoDeMayo Donation	Balance	Scope of Work	Bid Lead	Status
18	High	Mattresses	River Ranch	2,000	-	-	2,000	CHDC	CHDC	Estimates
19	High	Mattresses	Mondavi	2,000	-	-	2,000	CHDC	CHDC	Estimates
20	High	Mattress Covers	Calistoga	1,800	-	-	1,800	CHDC	CHDC	Estimates
21	High	Mattress Covers	River Ranch	1,800	-	-	1,800	CHDC	CHDC	Estimates
22	High	Mattress Covers	Mondavi	1,800	-	-	1,800	CHDC	CHDC	Estimates
23	High	Parking Lot Lighting	River Ranch	-	-	-	-	DHHS	DHHS	Not Started
24	High	Parking Lot Lighting	Mondavi	-	-	-	-	DHHS	DHHS	Not Started
25	Med	Garden Equipment	Calistoga	2,000	-	-	2,000	CHDC	CHDC	Estimates
26	Med	Garden Equipment	River Ranch	2,000	-	-	2,000	CHDC	CHDC	Estimates
27	Med	Garden Equipment	Mondavi	2,000	-	-	2,000	CHDC	CHDC	Estimates
28	Med	Steam Table	River Ranch	7,000	-	-	7,000	CHDC	DHHS	Not Started
29	Med	Steam Table	Mondavi	7,000	-	-	-	CHDC	DHHS	Not Started
30	Med	Back Parking Lot Gravel/Paving	Mondavi	-	-	-	-	CHDC	CHDC	Estimates
31	Med	Repair and Paint Siding - Staff Housing	Calistoga	-	-	-	-	PW	DHHS	Not Started
32	Med	Walkway Repair Phase 2	River Ranch	-	-	-	-	PW	PW	Not Started
33	Low	Tool Shed	Calistoga	2,000	-	-	2,000	CHDC	CHDC	Estimates
34	Low	Furniture	Calistoga	-	-	-	-	CHDC	CHDC	Estimates

Fiscal Year 25/26 and Beyond

Item	Priority	Description	Location	Budget	County Funds	CincoDeMayo Donation	Balance	Scope of Work	Bid Lead	Status
35	Low	Furniture	River Ranch	-	-	-	-	CHDC	CHDC	Estimates
36	Low	Furniture	Mondavi	-	-	-	-	CHDC	CHDC	Estimates
37	Low	Solar Panels	River Ranch	-	-	-	-	PW	PW	Not Started
38	Low	Solar Panels	Calistoga	-	-	-	-	PW	PW	Not Started
39	Low	Solar Panels	Mondavi	-	-	-	-	PW	PW	Not Started
40	Low	Staff Unit Outdoor Paint/Siding	Mondavi	-	-	-	-	CHDC	CHDC	Not Started
41	Low	Paint Dorm Exterior	Mondavi	-	-	-	-	CHDC	DHHS	Not Started
Total				96,400	-	-	89,400			



Napa County

Board Agenda Letter

1195 THIRD STREET
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Housing Commission

Agenda Date: 4/23/2025

File ID #: 25-638

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Fiscal Year 2025-2026 Engineer's Report for County Service Area No. 4

RECOMMENDATION

Recommendation to the Board of Supervisors (Housing Authority Commissioners) approving Fiscal Year 2025-2026 Engineer's Report for County Service Area No.4.

EXECUTIVE SUMMARY

The Budget Subcommittee has finalized the recommended budget for Fiscal Year 2025-2026, which forms the basis for the CSA 4 Engineer's Report. The recommended budget includes a \$1.00 increase to lodger nightly rents (\$17 to \$18), with no increase to the current \$14 per acre assessment rate.

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
Farmworker Housing
CSA No. 4 Assessment District

DRAFT Engineer's Report



Fiscal Year 2025/2026

Prepared by:
Kristin Lowell, Inc.

Prepared for:
Napa County Board of Supervisors

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CERTIFICATES

The undersigned respectfully submits the enclosed report as directed by the Board of Supervisors.

Dated: April 12, 2025

TERRANCE E. LOWELL,
for Kristin Lowell Inc.,
Engineer of Work

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report was filed with me on the _____ day
of _____, 2025.

Neha Hoskins, Clerk of the Board, Napa County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report was approved and confirmed by the
Board of Supervisors, County of Napa, California, on the _____ day of _____,
2025.

Neha Hoskins, Clerk of the Board, Napa County, California

By _____

ENGINEER'S STATEMENT

This Report is prepared, as directed by the Board of Supervisors, pursuant to Article XIID of the State Constitution (Proposition 218).

The proposed public improvements will provide funding for migrant farmworker housing in the County of Napa CSA No. 4 area. Housing accommodations are provided at the Calistoga Center, Mondavi Center, and the River Ranch Center.

The estimated budget for the proposed improvements for this year is set forth in Exhibit B. The annual assessment amount is set each year by the Napa County Board of Supervisors. As discussed below, in 2017, the State Legislature approved an amendment to Government Code Section 25210.4h to increase the maximum assessment to \$15.00 per planted vineyard acre, if needed. For FY 2025/2026 the assessment is \$14.00 per planted vineyard acre. Funding for the proposed improvements is derived from a property-based assessment of each eligible parcel in the CSA No. 4 area, in conjunction with rents collected at the centers. A detailed description of the methodology for determining the special benefit assessment for each parcel is set forth in Exhibit C.

This report includes the following attached exhibits:

EXHIBIT A: A description of the proposed project.

EXHIBIT B: The estimate of the cost of the improvements.

EXHIBIT C: A statement of the method by which the undersigned determined the amount proposed to be assessed against each parcel, based on benefits to be derived by each parcel, respectively, from the improvements.

EXHIBIT D: A map showing all the parcels of real property within CSA No. 4.

EXHIBIT E: An assessment roll, showing the amount proposed to be specially assessed against each parcel of real property within this assessment district.



Respectfully submitted,

TERRANCE E. LOWELL, P.E.
Engineer of Work

EXHIBIT A: PROJECT DESCRIPTION

Within Napa County, there are three publicly owned or operated farmworker housing centers; the Calistoga Center, the Mondavi Center, and the River Ranch Center ("Centers"). In 2007, the Napa County Housing Authority ("NCHA") took over the responsibility for the overall management and operation of these housing Centers, and in April 2008, the NCHA acquired ownership of the Centers. For fiscal year 2025/2026, the NCHA will subcontract the day-to-day administration of the centers to the California Human Development Corporation, which has extensive experience providing services to migrant farmworkers throughout California.

The Centers each have 60 beds, for a total of 180 beds. The Centers serve the important functions of providing safe, clean and affordable housing and meals for persons employed in agriculture in Napa County. Under state law, County Service Area No. 4 assessment funds may only be used for the following activities:

1. Providing maintenance and operations for farmworker housing owned or leased by a local governmental agency.
2. Acquiring farmworker housing.
3. Building farmworker housing.
4. Leasing farmworker housing.

HISTORY

County Service Area No. 4 was formed in 2002 under the provisions of Government Code section 25210.4h. It provided a mechanism for owners of land containing at least one acre of planted vineyards to be assessed at \$10.00 per planted vineyard acre per year to provide housing accommodations for farmworkers in Napa County. In 2017, the State Legislature approved an amendment to Government Code Section 25210.4h (now Government Code Section 25213.2) to increase the annual maximum assessment to \$15.00 per planted vineyard acre, if needed. The annual assessment rate per planted vineyard acre may increase by \$1.00 each fiscal year until the \$15.00 maximum assessment allowed. In addition, as the assessment rate per planted vineyard acre increases \$1.00 per year so will the tenant rental rate increase by \$1.00 per day until the maximum assessment equals \$15.00. The table below summarizes the assessment rates and subsequent tenant rental rates for the remaining 2 years of this term, only if the assessment rate increases annually up to the maximum \$15.00 per planted vineyard acre.

Fiscal Year	Planted Vineyard Acre Assmt	Tenant Rental Rate
2025/26	\$14.00	\$18.00
2026/27	\$15.00	\$19.00

For FY 2025/2026 the assessment rate per planted vineyard acre is \$14.00 per planted vineyard acre, and the tenant rental rate will be \$18.00 per night. The rental income is utilized to help cover the increased costs of operating the facilities and to maintain the service level currently provided to the agricultural workers who utilize the Centers. The budget also provides for reserves for each Center as required by the State.

EXHIBIT B: ESTIMATE OF COST

The following table shows the budget for Fiscal Year 2025/2026.

ESTIMATED REVENUE	FY 25/26 OPERATIONS
Rent - Tenants	\$1,015,740
Rent - Staff	\$35,280
State Revenue	\$250,000
Laundry Revenues	\$25,000
Interest	\$40,000
Donations/Misc	\$0
Total Estimated Revenues	\$1,366,020
APPROPRIATIONS	
Professional Services	\$1,168,474
<u>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	\$785,085
Total Services & Supplies	\$1,953,559
Operating Transfer Out, General Admin	\$21,000
Reserve Fund	\$45,000
CSA4 Administration Costs	\$5,800
Total Appropriations	\$2,025,359
CSA 4 Amount to Assessment	\$659,339

EXHIBIT C: METHOD OF APPORTIONMENT

GENERAL

Proposition 218 requires that the County levy assessments according to the special benefit each parcel receives from the improvements. Proposition 218 added to the state constitution Article XIID Section 4(a) which states in part:

"The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement...No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel... Parcels within a district that are owned or used by any agency, the State of California or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit."

Determining the proportionate share of special benefit among the parcels of real property within the proposed assessment district which benefit from the proposed Improvements is the result of a four step process: 1) defining the proposed Improvements; 2) identifying how each parcel specially benefits from the proposed Improvements; 3) determining the amount of the special benefit each parcel receives from the proposed Improvements; and 4) apportioning the cost of the proposed Improvements to each parcel based on the special benefit that each parcel receives from the proposed Improvements.

SPECIAL BENEFIT

Special legislation, Government Code §25210.4h (now §25213.2), was enacted in 2002 and amended in 2017 to provide assessment financing for the provision of farmworker housing. The farmworker housing provides the necessary housing for the migrant farmworkers that work the vineyards seasonally and keeps the workers close to the vineyard operations. Without this housing, the farmworkers would have little options for housing. Each vineyard parcel receives special benefit from the housing in that it allows the vineyards to efficiently and cost effectively hire the seasonal workers that are necessary to work the vineyards. Since all planted vineyard acres will benefit equally from the farmworker housing each vineyard acre is assessed in like manner. That is to say, every planted vineyard acre receives the same benefit and thus, the same assessment amount.

ASSESSMENT CALCULATION

As previously discussed, each planted vineyard acre receives the same special benefit from the improvements. For fiscal year 2025/2026 there are 47,096 assessable planted vineyard acres. Assessing the 47,096 acres at the assessment rate of \$14.00 per acre equals \$659,339, which is approximately 33% of the full cost to operate the 3 housing centers, \$2,025,359. The difference of which is covered through farmworker rents and other contributions. Therefore, the assessment amount per planted vineyard acre for FY 2025/2026 is \$14.00 (\$659,339 divided by 47,096).

Each subsequent year, the assessment amounts will be recalculated based on the number of assessable planted vineyard acres and the special benefit each parcel receives from the provision of farmworker housing. In any case, the assessment levels shall not exceed \$15.00 per planted vineyard acre per year.

EXHIBIT D: MAP OF DISTRICT

A map of the District is on file in the office of the Clerk of the Board of the County of Napa. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Napa, for the year when this Report was prepared, and are incorporated by reference herein and made part of this Report. The Assessor's maps shall govern for all details concerning the lines and dimensions of such lots or parcels.

EXHIBIT E: ASSESSMENT ROLL

The attached table lists every parcel in the District by their respective assessor's parcel number, owner name, and assessment amount.





Napa County

Board Agenda Letter

1195 THIRD STREET
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Housing Commission

Agenda Date: 4/23/2025

File ID #: 25-691

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Occupancy Dashboard

RECOMMENDATION

Presentation of occupancy dashboard. No action needed.

EXECUTIVE SUMMARY

Staff are collaborating with the Department of Information Technology Systems (ITS) to create an occupancy dashboard that will provide visibility on the number of available beds across each of the three farmworker centers. The tool is simple to use - enabling the onsite managers to complete a survey, which then updates the number of available rooms in real time. By integrating the dashboard into our marketing, we aim to improve room utilization, drive revenue, and deliver a more active response. While the dashboard is near completion, it is not yet live. Today, staff will make a brief presentation to share progress and welcome feedback from the commission.

PROCEDURAL REQUIREMENTS

1. Staff report
2. Public comment
3. Discussion

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project defined by 14 California Code of Regulations 1538 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Marketing the number of available beds in real time is an important milestone for this program. The State requires occupancy at each of the three farmworker centers to meet or exceed 95%, which translates to filling 57 of the 60 beds at each facility for 330 days of the year. In efforts to comply with this requirement, onsite property managers employed by California Human Development Corporation (Operator) utilize a mix of high touch and low touch marketing strategies including tabling at flea market and community events, radio announcements, and social media. Unfortunately, these options do not currently help with real time information. This unmet need led to the collaboration between staff and ITS to develop a tool for information sharing.

ArcGIS is a powerful geographic information system (GIS) platform developed by Esri that enables users to visualize, analyze, and interpret spatial data to better understand patterns, relationships, and trends. In the development of the occupancy dashboard, Napa County utilized ArcGIS to support the tracking and management of occupancy numbers across different locations. The platform enables the team to effectively monitor and manage farmworker housing through dynamic dashboards and applications.

Farmworker Center Bed Availability

Disponibilidad de Camas en los Centros para Trabajadores Agrícolas

Farmworker Center Bed Availability

Location:*

☐ Calistoga

☐ Mondavi

☐ River Ranch

Number of beds available:*

23

Add Note?

(optional)

☐ Yes

☐ No

Submit

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