

# **Napa County**

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559



## **Agenda**

**Wednesday, May 24, 2023**

**3:00 PM**

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

### **Housing Commission**

*Keri Akemi-Hernandez*

*Chris Gustin*

*Judith Myers*

*Manuel Rios*

*Michael Silacci*

*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](http://www.zoom.us/join) (Meeting ID: 832 2901 6486 or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 832 2901 6486).

**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](http://www.zoom.us/join). Meeting ID 832 2901 6486, or listen on Zoom by calling 1-669-900-6833. Meeting ID 832 2901 6486. AND use the raise hand feature; or
- B. Email your comment to [ncha@countyofnapa.org](mailto:ncha@countyofnapa.org). Your comment will be shared with the members of the Housing Commission.

**1. CALL TO ORDER; ROLL CALL****2. PUBLIC COMMENT****3. APPROVAL OF MINUTES**

- A. Director of Housing & Homeless Services requests approval of Minutes for the meeting of April 26, 2023.

[23-0865](#)

**Attachments:** [Minutes](#)

**4. SET MATTERS OR PUBLIC HEARING ITEMS****5. CONSENT ITEMS****6. MONTHLY REPORTS**

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

[23-0866](#)

**Attachments:** [Occupancy Report April 2023](#)

**7. ADMINISTRATIVE ITEMS**

- A. Housing Commission Chair requests discussion of the Commission's duties under the purview of County Ordinance Chapter 2.102. Several Commissioners have expressed an interest in expanding the Commission's role regarding the appropriate use of affordable housing funds to include advising on affordable housing issues across the County, including those in the jurisdictional authority of the Cities and Towns within the County. [23-0653](#)

**Attachments:** [Napa County Ordinance Ch. 2.102](#)

- B. Director of Housing & Homeless Services requests the Housing Commissioners receive a report on the current state and scope of the Affordable Housing Fund Investment Portfolio. [23-0922](#)

**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 MAY 19, 2023 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

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Housing Commission

**Agenda Date:** 5/24/2023

**File ID #:** 23-0865

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Director of Housing & Homeless Services  
**REPORT BY:** Alex Carrasco, Staff Service Analyst  
**SUBJECT:** Approval of Minutes

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### **RECOMMENDATION**

Director of Housing & Homeless Services requests approval of Minutes for the meeting of April 26, 2023.

### **EXECUTIVE SUMMARY**

Director of Housing & Homeless Services requests approval of Minutes.

### **ENVIRONMENTAL IMPACT**

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

### **BACKGROUND AND DISCUSSION**

Director of Housing & Homeless Services requests approval of Minutes for the meeting of April 26, 2023.

**MINUTES OF THE  
NAPA COUNTY HOUSING COMMISSION**

**April 26, 2023**

**Draft Summary of the Proceedings**

**1. Call to Order/Roll Call**

The Napa County Housing Commission met in regular session on Wednesday, April 26, 2023, at 3:00 p.m. with the following Commissioners present: Keri Akemi-Hernandez, Judy Myers, Michael Silacci, and Mike Swanton. The meeting was called to order by Chair Chris Gustin. Commissioner Manuel Rios is excused. Commissioner Keri Akemi-Hernandez joined the meeting during Administrative Item 7A.

**2. Public Comment**

None.

**3. Approval of Minutes**

- A. Director of Housing and Homeless Services requests approval of minutes for the meeting of March 22, 2023.**

Motion moved by Michael Silacci and seconded by Judy Myers to approve the March 22, 2023 minutes. Motion passed 4 – 0, with Judy Myers, Michael Silacci, Mike Swanton, and Chair Gustin voting yes via roll call.

**4. Set Matters or Public Hearing Items**

None.

**5. Consent**

- A. Auditor-Controller requests the Commission to recommend acceptance of the internal audit quarterly monitoring report to the Napa County Housing Authority for the quarter ended December 31, 2022.**

Motion moved by Michael Silacci and seconded by Judy Myers to approve the internal audit quarterly monitoring report. Motion passed 4 – 0, with Judy Myers, Michael Silacci, Mike Swanton, and Chair Gustin voting yes via roll call.

**6. Monthly Reports**

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

Presentation by Santino Garcia, Chief Operations Officer

Current occupancy per center: Calistoga - 60; Mondavi – 58; River Ranch - 60

Discussion held.

## 7. Administrative Items

- A. Director of Housing & Homeless Services requests discussion and possible recommendation to Board of Supervisors to amend Napa County Code section 2.102.020 and adopt a resolution amending the Napa County Housing Commission Bylaws to incorporate and appoint a member of the Napa Valley Farmworker Foundation to the Napa County Housing Commission.**

Discussion held.

Motion moved by Keri Akemi-Hernandez and seconded by Judy Myers to recommend Board of Supervisors adopt resolution amending County Code 2.102.020 and amend the Bylaws to incorporate and appoint a member of the Napa Valley Farmworker Foundation to the Housing Commission. Motion passed 5 – 0, with Keri Akemi-Hernandez, Judy Myers, Michael Silacci, Mike Swanton, and Chair Gustin voting yes via roll call.

- B. Auditor-Controller requests acceptance of the Housing Authority's financial statements for the third quarter ended March 31, 2023.**

Discussion held.

Motion moved by Keri Akemi-Hernandez and seconded by Judy Myers to accept the Housing Authority's financial statement for the third quarter. Motion passed 5 – 0, with Keri Akemi-Hernandez, Judy Myers, Michael Silacci, Mike Swanton, and Chair Gustin voting yes via roll call.

- C. Director of Housing & Homeless Services requests discussion of March future agenda item request and possible recommendation to establish guidelines for future agenda item requests.**

Discussion held.

- D. Director of Housing and Homeless Services requests discussion of Fiscal Year 2023-2024 Proposed Budget and Draft Engineer's Report for County Service Area No. 4 (CSA No. 4).**

Discussion held. Commissioners unanimously agreed with the proposed budget and the Engineer's Report.

## 8. Executive Director Report

Agenda item regarding expansion of the Commission's duties has been rescheduled for next month.

Housing and Community Development (HCD) will be onsite at the Calistoga Center to

conduct the annual audit. Due to the pandemic, HCD was not available to visit the centers prior to this year.

Installation of the two HVAC systems at Calistoga is underway. The system that supplies the dorm units will be completed this week and the system that supports the cafeteria will be available next month.

Board of Supervisors will review an agreement with the Association for Bay Area Governments (ABAG) to fund the farmworker needs assessment.

**9. Commissioner Comments and Direction to Staff**

Commissioner Keri Akemi-Hernandez requests future analysis of generators and energy alternatives.

Commissioner Mike Swanton reports that the Cinco de Mayo Golf Tournament, which helps fund the farmworker centers is next week. The Golf Committee received a check for \$15 or \$20,000 to help fund the Calistoga Center HVAC units.

Chair Gustin reported this being his last meeting but will think it over and address at a future meeting.

**10. Future Agenda Items**

None.

**11. Adjourn**

Meeting adjourned to the next regular meeting on May 24, 2023 at 3:00 p.m.

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Chris Gustin, Chair

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ATTEST: Jennifer Palmer, Secretary of the Commission



# Napa County

## Board Agenda Letter

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Housing Commission

**Agenda Date:** 5/24/2023

**File ID #:** 23-0866

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Director of Housing & Homeless Services  
**REPORT BY:** Alex Carrasco, Staff Service Analyst  
**SUBJECT:** Monthly Report from California Human Development Corporation (CHDC)

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### **RECOMMENDATION**

Monthly Report from California Human Development Corporation (CHDC)

### **EXECUTIVE SUMMARY**

A monthly report from CHDC on the status of the Farmworker Centers:

1. Occupancy Report
2. Maintenance Update
3. Review Accounts Receivable balances at each Center

### **ENVIRONMENTAL IMPACT**

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

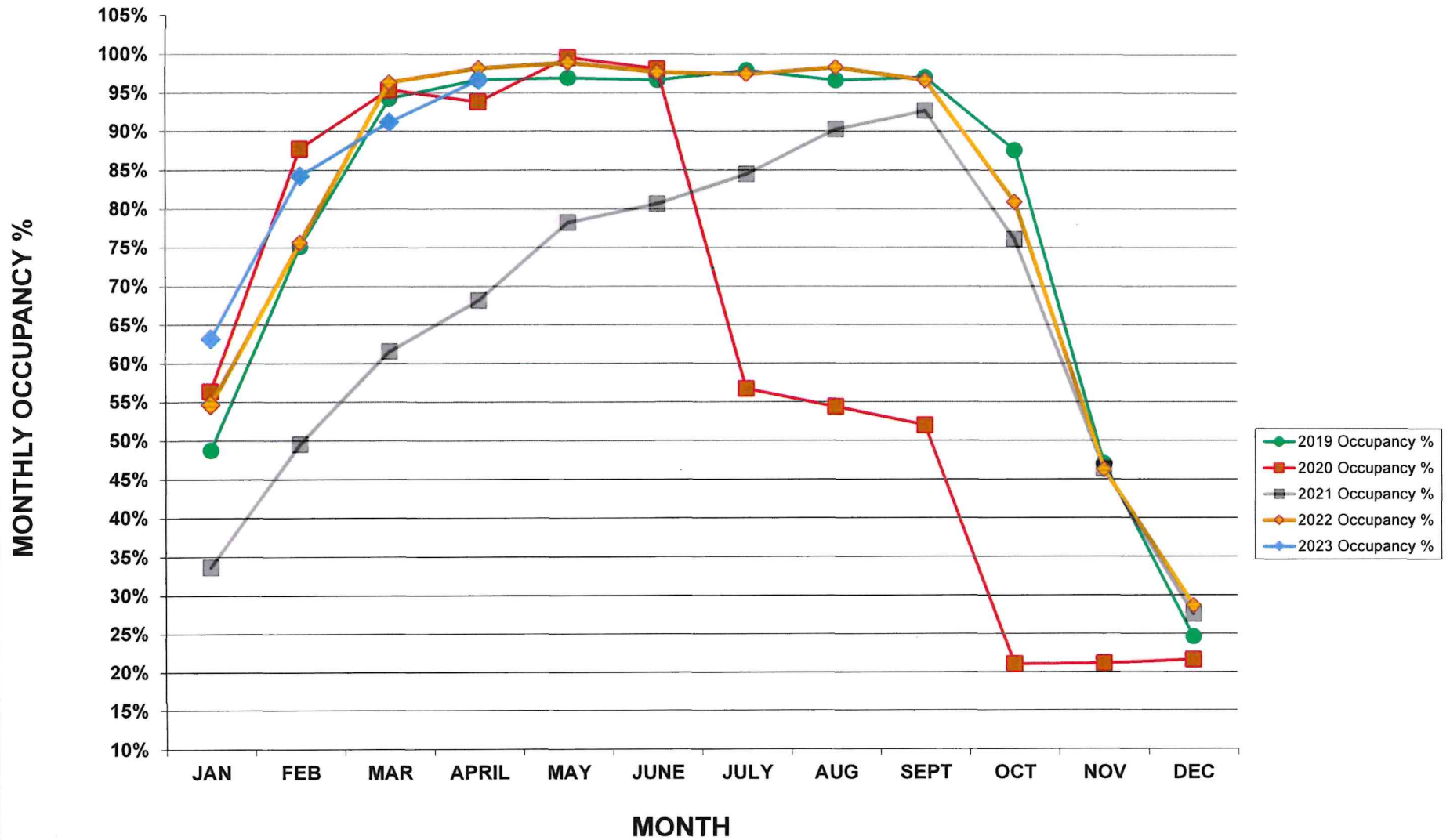
### **BACKGROUND AND DISCUSSION**

The Napa County Housing Authority contracts with CHDC, a non-profit organization, with more than 50 years of experience with farmworkers. CHDC staff at each of the three publicly owned farmworker centers provide day to day services including enrolling applicants into or out of the housing program, collecting rent, maintenance, cleaning, and cooking three meals a day, six days a week for up to 60 lodgers per location or 180 total.





## NC FW HSNG CENTERS - OCCUPANCY ANALYSIS



CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2022/2023

For the period of: 7/1/2022 through 4/30/2023

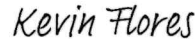
PLAN	TOTALS ALL SITES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2022-23	Available Capacity - Nights	5,580	5,580	5,400	5,580	5,400	1,980	3,780	5,040	5,580	5,400	5,580	5,400	60,300
	Scheduled Capacity - Nights	5,580	5,580	5,400	5,580	4,080	1,860	3,720	4,740	5,580	5,400	5,580	5,400	58,500
	Scheduled Occupancy %	90%	90%	90%	83%	68%	90%	80%	75%	85%	90%	90%	90%	85%
	Monthly Projected Nights	5,022	5,022	4,860	4,650	2,760	1,674	2,976	3,555	4,743	4,860	5,022	4,860	50,004
	YTD Projected Nights	5,022	10,044	14,904	19,554	22,314	23,988	26,964	30,519	35,262	40,122	-	-	40,122
	Monthly Actual Nights	5,435	5,486	5,218	4,513	2,497	1,597	3,527	4,247	5,090	5,219	-	-	-
	YTD Actual Nights	5,435	10,921	16,139	20,652	23,149	24,746	28,273	32,520	37,610	42,829	-	-	42,829
(1)	YTD Actual Occupancy %	97%	98%	97%	93%	88%	88%	89%	89%	89%	90%	-	-	90%
(2)	YTD Projected - Occupancy %	90%	90%	90%	88%	85%	85%	85%	84%	84%	84%	-	-	84%
(3)	YTD Occupancy % to Projected	108%	109%	108%	106%	104%	103%	105%	107%	107%	107%	-	-	107%
(4)	Monthly Actual Occupancy %	97%	98%	97%	81%	61%	86%	95%	90%	91%	97%	-	-	97%
(5)	Monthly Projected Occupancy %	90%	90%	90%	83%	68%	90%	80%	75%	85%	90%	-	-	90%
(6)	Monthly Occupancy % to Projected	108%	109%	107%	97%	90%	95%	119%	119%	107%	107%	-	-	107%
	Rent Earned	76,090.00	82,290.00	78,270.00	67,695.00	37,455.00	23,955.00	52,905.00	63,705.00	76,350.00	78,285.00	-	-	637,000.00
	Rent Collected	76,801.00	85,271.00	77,160.00	71,670.00	33,585.00	20,835.00	55,305.00	67,395.00	82,467.00	75,555.00	-	-	646,044.00
	Deposits	65,170.00	91,227.00	71,255.00	74,820.00	42,015.00	20,340.00	50,250.00	67,395.00	81,197.00	66,115.00	-	-	629,784.00
	Change in Deposits in Transit	11,631.00	(5,956.00)	5,905.00	(3,150.00)	(8,430.00)	495.00	5,055.00	-	1,270.00	9,440.00	-	-	16,260.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	(3,207.75)	(3,207.75)	(3,207.75)	(3,207.75)	(3,207.75)	(3,207.75)	(3,207.75)	(3,207.75)	(3,207.75)	-	-	(3,207.75)
	YTD Deposits in Transit													
	Beginning Balance:	15.00	11,646.00	5,690.00	11,595.00	8,445.00	15.00	510.00	5,565.00	5,565.00	6,835.00	16,275.00	-	16,275.00
	YTD Accounts Receivable													
	Beginning Balance:	11,280.00	9,436.00	13,145.00	10,715.00	9,425.00	6,935.00	6,290.00	9,530.00	10,070.00	9,317.00	10,922.00	-	10,922.00
	YTD Prepaid Rents													
	Beginning Balance:	9,609.75	5,269.00	11,959.00	8,419.00	11,104.00	4,744.00	979.00	6,619.00	10,849.00	16,213.00	15,088.00	-	15,088.00
	Monthly Vacancy Loss - \$\$	-	-	-	3,675.00	5,640.00	1,155.00	-	-	2,205.00	-	-	-	-
	YTD Vacancy Loss - \$\$	-	-	-	3,675.00	9,315.00	10,470.00	10,470.00	10,470.00	12,675.00	12,675.00	-	-	12,675.00
	Monthly Vacancy Loss - Nights	-	-	-	245	376	77	-	-	147	-	-	-	-
	YTD Vacancy Loss - Nights	-	-	-	245	621	698	698	698	845	845	-	-	845
	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 May 10, 2023  
Santino Garcia (May 10, 2023 11:26 PDT)

Santino Garcia, COO  
California Human Development Corporation

Date



05/10/23

Prepared by: Kevin Flores, Admin Assist - Fiscal Analyst  
California Human Development Corporation

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 2022/2023

For the period of: 7/1/2022 through 4/30/2023

	CALISTOGA													
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2022-23	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	60	1,860	1,680	1,860	1,800	1,860	1,800	20,100
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,140	-	1,860	1,680	1,860	1,800	1,860	1,800	19,380
	Scheduled Occupancy %	90%	90%	90%	80%	50%	0%	80%	75%	85%	90%	90%	90%	84%
	Monthly Projected Nights	1,674	1,674	1,620	1,488	570	-	1,488	1,260	1,581	1,620	1,674	1,620	16,269
	YTD Projected Nights	1,674	3,348	4,968	6,456	7,026	7,026	8,514	9,774	11,355	12,975			12,975
	Monthly Actual Nights	1,845	1,854	1,791	1,410	390	-	1,854	1,586	1,841	1,789	-	-	
	YTD Actual Nights	1,845	3,699	5,490	6,900	7,290	7,290	9,144	10,730	12,571	14,360			14,360
	YTD Actual Occupancy %	99%	99%	99%	93%	86%	86%	88%	89%	90%	91%			91%
	YTD Projected - Occupancy %	90%	90%	90%	87%	82%	82%	82%	81%	82%	83%			83%
	YTD Occupancy % to Projected	110%	110%	111%	107%	104%	104%	107%	110%	111%	111%			111%
	Monthly Actual Occupancy %	99%	100%	100%	76%	34%	N/A	100%	94%	99%	99%			99%
	Monthly Projected Occupancy %	90%	90%	90%	80%	50%	0%	80%	75%	85%	90%			90%
	Monthly Occupancy % to Projected	110%	111%	111%	95%	68%	N/A	125%	128%	116%	110%			110%
	Rent Earned	25,830.00	27,810.00	26,865.00	21,150.00	5,850.00	-	27,810.00	23,790.00	27,615.00	26,835.00	-	-	213,555.00
	Rent Collected	25,891.00	28,668.00	25,770.00	20,655.00	6,015.00	-	30,750.00	23,070.00	30,705.00	26,490.00			218,014.00
	Deposits	23,058.00	31,006.00	24,450.00	21,225.00	7,260.00	-	28,500.00	24,855.00	30,090.00	20,865.00	-	-	211,309.00
	Change in Deposits in Transit	2,833.00	(2,338.00)	1,320.00	(570.00)	(1,245.00)	-	2,250.00	(1,785.00)	615.00	5,625.00			6,705.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	(12.00)	(12.00)	(12.00)	(12.00)	(12.00)	(12.00)	(12.00)	(12.00)	(12.00)	-	-	(12.00)
	YTD Deposits in Transit													
	Beginning Balance:	-	2,833.00	495.00	1,815.00	1,245.00	-	-	2,250.00	465.00	1,080.00	6,705.00		6,705.00
	YTD Accounts Receivable													
	Beginning Balance:	266.00	1,750.00	2,662.00	2,572.00	1,657.00	772.00	772.00	1,522.00	2,152.00	2,377.00	1,927.00		1,927.00
	YTD Prepaid Rents													
	Beginning Balance:	24.00	1,557.00	3,327.00	2,142.00	732.00	12.00	12.00	3,702.00	3,612.00	6,927.00	6,132.00		6,132.00
	Monthly Vacancy Loss - \$\$	-	-	-	1,170.00	2,700.00	-	-	-	-	-			
	YTD Vacancy Loss - \$\$	-	-	-	1,170.00	3,870.00	3,870.00	3,870.00	3,870.00	3,870.00	3,870.00			3,870.00
	Monthly Vacancy Loss - Nights	-	-	-	78	180	-	-	-	-	-			
	YTD Vacancy Loss - Nights	-	-	-	78	258	258	258	258	258	258			258
	Vacancy Loss based on Projected Occupancy													

CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2022/2023

For the period of: 7/1/2022 through 4/30/2023

	MONDAVI	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2022-23	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	60	1,860	1,680	1,860	1,800	1,860	1,800	20,100
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,140	-	1,860	1,680	1,860	1,800	1,860	1,800	19,380
	Scheduled Occupancy %	90%	90%	90%	80%	50%	0%	80%	75%	85%	90%	90%	90%	84%
	Monthly Projected Nights	1,674	1,674	1,620	1,488	570	-	1,488	1,260	1,581	1,620	1,674	1,620	16,269
	YTD Projected Nights	1,674	3,348	4,968	6,456	7,026	7,026	8,514	9,774	11,355	12,975			12,975
	Monthly Actual Nights	1,742	1,802	1,713	1,321	374	-	1,673	1,609	1,815	1,730	-	-	
	YTD Actual Nights	1,742	3,544	5,257	6,578	6,952	6,952	8,625	10,234	12,049	13,779			13,779
	YTD Actual Occupancy %	94%	95%	95%	89%	82%	82%	83%	85%	87%	88%			88%
	YTD Projected - Occupancy %	90%	90%	90%	87%	82%	82%	82%	81%	82%	83%			83%
	YTD Occupancy % to Projected	104%	106%	106%	102%	99%	99%	101%	105%	106%	106%			106%
	Monthly Actual Occupancy %	94%	97%	95%	71%	33%	N/A	90%	96%	98%	96%			96%
	Monthly Projected Occupancy %	90%	90%	90%	80%	50%	0%	80%	75%	85%	90%			90%
	Monthly Occupancy % to Projected	104%	108%	106%	89%	66%	N/A	112%	128%	115%	107%			107%
	Rent Earned	24,388.00	27,030.00	25,695.00	19,815.00	5,610.00	-	25,095.00	24,135.00	27,225.00	25,950.00	-	-	204,943.00
	Rent Collected	23,254.00	26,902.00	27,780.00	18,135.00	6,465.00	-	24,555.00	24,180.00	29,371.00	22,530.00	-	-	203,172.00
	Deposits	18,452.00	28,864.00	24,275.00	22,560.00	8,385.00	-	21,255.00	24,375.00	30,016.00	20,250.00	-	-	198,432.00
	Change in Deposits in Transit	4,802.00	(1,962.00)	3,505.00	(4,425.00)	(1,920.00)	-	3,300.00	(195.00)	(645.00)	2,280.00			4,740.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	(5,064.50)	(5,064.50)	(5,064.50)	(5,064.50)	(5,064.50)	(5,064.50)	(5,064.50)	(5,064.50)	(5,064.50)			(5,064.50)
	YTD Deposits in Transit													
	Beginning Balance:	-	4,802.00	2,840.00	6,345.00	1,920.00	-	3,300.00	3,105.00	2,460.00	4,740.00			4,740.00
	YTD Accounts Receivable													
	Beginning Balance:	4,704.00	4,620.00	7,253.00	5,093.00	5,168.00	3,488.00	3,488.00	5,978.00	5,333.00	4,527.00	6,657.00		6,657.00
	YTD Prepaid Rents													
	Beginning Balance:	6,824.50	542.00	3,047.00	2,972.00	1,367.00	542.00	2,492.00	1,892.00	3,232.00	1,942.00			1,942.00
	Monthly Vacancy Loss - \$\$	0.00	0.00	0.00	2,505.00	2,940.00	0.00	0.00	0.00	0.00	0.00			
	YTD Vacancy Loss - \$\$	-	-	-	2,505.00	5,445.00	5,445.00	5,445.00	5,445.00	5,445.00	5,445.00			5,445.00
	Monthly Vacancy Loss - Nights	-	-	-	167	196	-	-	-	-	-			
	YTD Vacancy Loss - Nights	-	-	-	167	363	363	363	363	363	363			363
	Vacancy Loss based on Projected Occupancy													

CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2022/2023

For the period of: 7/1/2022 through 4/30/2023

	RIVER RANCH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2022-23	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,860	60	1,680	1,860	1,800	1,860	1,800	20,100
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,860	-	1,380	1,860	1,800	1,860	1,800	19,740
	Scheduled Occupancy %	90%	90%	90%	90%	90%	90%	0%	75%	85%	90%	90%	90%	88%
	Monthly Projected Nights	1,674	1,674	1,620	1,674	1,620	1,674	-	1,035	1,581	1,620	1,674	1,620	17,466
	YTD Projected Nights	1,674	3,348	4,968	6,642	8,262	9,936	9,936	10,971	12,552	14,172			14,172
	Monthly Actual Nights	1,848	1,830	1,714	1,782	1,733	1,597	-	1,052	1,434	1,700	-	-	
	YTD Actual Nights	1,848	3,678	5,392	7,174	8,907	10,504	10,504	11,556	12,990	14,690			14,690
	YTD Actual Occupancy %	99%	99%	98%	97%	97%	95%	95%	93%	91%	91%			91%
	YTD Projected - Occupancy %	90%	90%	90%	90%	90%	90%	90%	88%	88%	88%			88%
	YTD Occupancy % to Projected	110%	110%	109%	108%	108%	106%	106%	105%	103%	104%			104%
	Monthly Actual Occupancy %	99%	98%	95%	96%	96%	86%	N/A	76%	77%	94%			94%
	Monthly Projected Occupancy %	90%	90%	90%	90%	90%	90%	0%	75%	85%	90%			90%
	Monthly Occupancy % to Projected	110%	109%	106%	106%	107%	95%	N/A	102%	91%	105%			105%
	Rent Earned	25,872.00	27,450.00	25,710.00	26,730.00	25,995.00	23,955.00	-	15,780.00	21,510.00	25,500.00	-	-	218,502.00
	Rent Collected	27,656.00	29,701.00	23,610.00	32,880.00	21,105.00	20,835.00	-	20,145.00	22,391.00	26,535.00	-	-	224,858.00
	Deposits	23,660.00	31,357.00	22,530.00	31,035.00	26,370.00	20,340.00	495.00	18,165.00	21,091.00	25,000.00	-	-	220,043.00
	Change in Deposits in Transit	3,996.00	(1,656.00)	1,080.00	1,845.00	(5,265.00)	495.00	(495.00)	1,980.00	1,300.00	1,535.00	-	-	4,815.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	1,868.75	1,868.75	1,868.75	1,868.75	1,868.75	1,868.75	1,868.75	1,868.75	1,868.75			1,868.75
	YTD Deposits in Transit													
	Beginning Balance:	15.00	4,011.00	2,355.00	3,435.00	5,280.00	15.00	510.00	15.00	1,995.00	3,295.00	4,830.00		4,830.00
	YTD Accounts Receivable													
	Beginning Balance:	6,310.00	3,066.00	3,230.00	3,050.00	2,600.00	2,675.00	2,030.00	2,030.00	2,585.00	2,413.00	2,338.00		2,338.00
	YTD Prepaid Rents													
	Beginning Balance:	2,761.25	3,170.00	5,585.00	3,305.00	9,005.00	4,190.00	425.00	425.00	5,345.00	6,054.00	7,014.00		7,014.00
	Monthly Vacancy Loss - \$\$	0.00	0.00	0.00	0.00	0.00	1,155.00	0.00	0.00	2,205.00	0.00			
	YTD Vacancy Loss - \$\$	-	-	-	-	-	1,155.00	1,155.00	1,155.00	3,360.00	3,360.00			3,360.00
	Monthly Vacancy Loss - Nights	-	-	-	-	-	77	-	-	147	-			
	YTD Vacancy Loss - Nights	-	-	-	-	-	77	77	77	224	224			224
	Vacancy Loss based on Projected Occupancy													





# Napa County

## Board Agenda Letter

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

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Housing Commission

**Agenda Date:** 5/24/2023

**File ID #:** 23-0653

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Director of Housing & Homeless Services  
**REPORT BY:** Alex Carrasco, Staff Service Analyst  
**SUBJECT:** Housing Commission Duties - Review and Discussion

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### **RECOMMENDATION**

Housing Commission Chair requests discussion of the Commission's duties under the purview of County Ordinance Chapter 2.102. Several Commissioners have expressed an interest in expanding the Commission's role regarding the appropriate use of affordable housing funds to include advising on affordable housing issues across the County, including those in the jurisdictional authority of the Cities and Towns within the County.

### **EXECUTIVE SUMMARY**

On March 22, 2023, County Counsel reviewed and discussed County Ordinance Chapter 2.102, which established the Housing Commission. Several members of the Commission expressed a desire to see an expansion of the duties related to the appropriate use of the affordable housing fund to include advising on affordable housing issues broadly, including recommendations for action in areas under the jurisdictional authority of the Cities and Town within the County. The Commission's role related to affordable housing outside of matters that come before the Housing Authority is defined as an advisory committee to the Board of Supervisors on the appropriate use of affordable housing funds, established under Chapter 18.107, for affordable housing development projects.

### **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 Commission's request to discuss expansion of its roles in affordable housing to include advising on

affordable housing issues across the county and in jurisdictional authority of cities and towns with the county directly impacts Subsection C of the current County Ordinance Chapter 2.102 (outlined below):

A. Review and make recommendations on all matters to come before the authority prior to authority action, except emergency matters and matters which the commission, by resolution, excludes from its review. Such review and recommendations shall include, but not be limited to:

1. The operation and management of farmworker housing centers operated by the authority.
2. Revisions to those portions of the Napa County Code and General Plan relating to farmworker housing.
3. Expansion of existing farmworker housing centers or the creation of new centers.
4. Identifying and soliciting sources of additional funding that can be utilized to support the farmworker housing centers.

B. Serve in the capacity as the advisory committee to the board advising the board on the allocation of the proceeds of the annual assessment of County Service Area No. 4 pursuant to Government Code Section 25213.2.

C. Serve in the capacity as the advisory committee to the board advising the board on the appropriate use of affordable housing funds, established under Chapter 18.107, for affordable housing development projects.

D. Perform such other duties as the board may delegate to the commission.

Prior to current Commissioner memberships, this Commission has held discussions about expansion of its role in affordable housing. The Board of Supervisors declined to expand the Commission's role. The Housing Commission's role continues to be advisory, with the Housing Authority playing a lead role in oversight of the Farmworker Centers and use of CSA No. 4 fund and the Board of Supervisors managing the affordable housing fund. The Housing Commission's advisory role is critical in both areas, including the review of affordable housing fund applications.

The consensus from the March 22, 2023, meeting was to discuss each Commissioner's perspective on the expansion of roles and strategize how to present the recommendations to the Board of Supervisors.



## 2.102.010 - Creation.

Pursuant to Section 34291 of the Health and Safety Code, there is hereby created the Napa County Housing Commission, hereinafter referred to as the "commission."

(Ord. 1289 § 1 (part), 2007)

## 2.102.020 - Membership and qualifications.

The commission shall consist of eight members, all of whom shall be appointed by the board. Each member shall have one vote. The members shall have the following qualifications:

- A. One member shall be a representative of the Napa County Farm Bureau, who shall also be a planted vineyard landowner, or an authorized agent of a planted vineyard landowner, subject to the assessment imposed by County Service Area No. 4.
- B. One member shall be a representative of the Napa Valley Grapegrowers, who shall also be a planted vineyard landowner, or an authorized agent of a planted vineyard landowner, subject to the assessment imposed by County Service Area No. 4.
- C. One member shall be a representative of the Napa Valley Vintners, who shall also be a planted vineyard landowner, or an authorized agent of a planted vineyard landowner, subject to the assessment imposed by County Service Area No. 4.
- D. Two members who are tenants of facilities operated by the Napa County Housing Authority ("authority"). At least one of these members shall be over the age of sixty-two if the authority has tenants of such age. These members shall be appointed within one year of when the authority first has tenants.
- E. One member who is an affordable housing developer.
- F. One member from the public who is in real estate or a real estate developer.
- G. One member of the public who is interested and/or experienced in affordable housing or farmworker housing.

(Ord. 1289 § 1 (part), 2007)

(Ord. No. 1356, § 1, 3-1-2011; Ord. No. 1402, § 1, 8-25-2015)

## 2.102.022 - Alternates for tenant commissioners.

The board may appoint an alternate for each appointed tenant commissioner. Each alternate must be a tenant of the Napa County Housing Authority. The alternate shall only be allowed to vote when the tenant commissioner for which the alternate is appointed is physically absent or cannot vote due to a conflict of interest. An appointed alternate shall be subject to the same term of appointment and conditions of

removal as the tenant commissioner for which the alternate was appointed. The alternate shall automatically be deemed the successor of the tenant commissioner if a vacancy occurs for purposes of section 2.102.040.

(Ord. 1313 § 1, 2008)

#### 2.102.030 - Terms—Removal conditions.

- A. The three tenant members shall serve for terms of two years from the date of their appointments, and their successors shall be appointed for a term of two years. If a tenant member ceases to be a tenant of the authority, that member shall be disqualified as a member and another tenant shall be appointed to fill the unexpired term.
- B. Non-tenant members shall serve four-year terms at the pleasure of the board, except that at the first meeting of the commission following the adoption of the ordinance codified in this chapter, the non-tenant members shall by lot choose four of their number to serve an initial two-year term, with all of those members successors thereafter serving a four-year term as provided above.
- C. A member may be removed from the commission by a four-fifths vote of the board favoring such removal.

(Ord. 1289 § 1 (part), 2007)

(Ord. No. 1356, § 2, 3-1-2011)

#### 2.102.040 - Vacancies.

Upon a member vacancy occurring in the commission, a successor shall be appointed by the board. When a vacancy occurs for any reason other than the expiration of a term of office, a successor shall be appointed to fill the vacancy for the unexpired term of his or her predecessor. Successors to tenant members shall be tenants.

(Ord. 1289 § 1 (part), 2007)

#### 2.102.050 - Duties.

The commission shall:

- A. Review and make recommendations on all matters to come before the authority prior to authority action, except emergency matters and matters which the commission, by resolution, excludes from its review. Such review and recommendations shall include, but not be limited to:
  - 1.

The operation and management of farmworker housing centers operated by the authority.

2. Revisions to those portions of the Napa County Code and General Plan relating to farmworker housing.
  3. Expansion of existing farmworker housing centers or the creation of new centers.
  4. Identifying and soliciting sources of additional funding that can be utilized to support the farmworker housing centers.
- B. Serve in the capacity as the advisory committee to the board advising the board on the allocation of the proceeds of the annual assessment of County Service Area No. 4 pursuant to Government Code Section 25213.2.
- C. Serve in the capacity as the advisory committee to the board advising the board on the appropriate use of affordable housing funds, established under Chapter 18.107, for affordable housing development projects.
- D. Perform such other duties as the board may delegate to the commission.

(Ord. 1289 § 1 (part), 2007)

(Ord. No. 1402, § 2, 8-25-2015)

#### 2.102.060 - Quorum.

The presence of members representing a majority of the appointed membership shall constitute a quorum for the transaction of business. No action may be taken by the commission except upon the affirmative vote of a majority of the members present.

(Ord. 1289 § 1 (part), 2007)

(Ord. No. 1356, § 3, 3-1-2011; Ord. No. 1369, § 2, 3-13-2012)

#### 2.102.070 - Officers.

The commission shall annually select a chairperson from its members and such other officers as the commission shall provide for in its by-laws.

(Ord. 1289 § 1 (part), 2007)

#### 2.102.080 - By-laws.

The commission shall adopt bylaws, subject to board approval, for the conduct of business which shall not be inconsistent with the provisions of this chapter, applicable Health and Safety Code provisions, or enactments delegating powers to the commission. The board may revise the commission bylaws as needed, such as when there is a reorganization of the commission membership.

(Ord. 1289 § 1 (part), 2007)

(Ord. No. 1402, § 3, 8-25-2015)

2.102.090 - Status.

The commission is not an agency or department of the county of Napa, and commission members are not employees or agents of the county of Napa.

(Ord. 1289 § 1 (part), 2007)



# Napa County

## Board Agenda Letter

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

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Housing Commission

**Agenda Date:** 5/24/2023

**File ID #:** 23-0922

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Director of Housing & Homeless Services  
**REPORT BY:** Jennifer Palmer, Director of Housing & Homeless Services  
**SUBJECT:** Affordable Housing Fund Investment Portfolio

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### **RECOMMENDATION**

Director of Housing & Homeless Services requests the Housing Commissioners receive a report on the current state and scope of the Affordable Housing Fund Investment Portfolio.

### **EXECUTIVE SUMMARY**

Housing Commissioners requests a presentation on the current state and scope of the Affordable Housing Fund Investment Portfolio. Director of Housing & Homeless Service will present an overview of the programs, uses of funds and current loan portfolio.

### **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 County of Napa Affordable Housing Fund Investment Portfolio includes programs, services and a loan portfolio funded by Affordable Housing Fees and Transient Occupancy Tax revenues.

#### Affordable Housing Fees

To mitigate the impact of nonresidential development on the need for affordable housing within its boundaries, the County has, since 1993, imposed commercial housing impact fees on nonresidential development projects. To implement the affordable housing goals adopted in the 2009 Housing Element Update, the Board of

Supervisors adopted an updated affordable housing ordinance in 2010 that, among other things, authorized the imposition of housing fees for certain residential development projects to mitigate the impacts of such projects on the need for affordable housing in the County and continued to authorize the imposition of housing impact fees for nonresidential development. To ensure the housing fees adopted do not exceed the actual affordable housing impacts attributable to the development projects to which the fees relate, the County received and considered reports from Keyser Marston Associated in November 2009 and again in April 2014.

Napa County Code 18.107.040 requires affordable housing funds be used to increase, improve and preserve the supply of housing and shelter serving Napa County's workforce and affordable to moderate, low, very low and extremely low income households. Eligible uses include new construction of affordable units, acquisition of land for the development of affordable housing; conversion of market rate units to affordable units; preservation of existing affordable units; rehabilitation of affordable units at risk of loss; promotion of affordable workforce housing such that Napa County workers can find suitable housing near their place of employment; subsidies for operating costs, including operating costs of emergency shelters, transitional housing, and farmworker housing, to maintain the existing supply of affordable units and shelters or to provide additional affordable units and shelters, where such shelters serve the County's workforce; subsidies for affordable housing in Affordable Housing (:AH) Combination Districts as further described in Chapter 18.82; provision of infrastructure, utilities, and other improvements so long as they are necessary for the construction of affordable units; and housing support services, such as fair housing services. Monies deposited in the housing fund may be used within incorporated cities located in Napa County consistent with the County's need to meet its affordable housing goals. Deed restrictions are to be recorded against all parcels receiving housing funds and be effective for a minimum of forty years with respect to each affordable unit. Funds may also be used to pay for reasonable administrative costs not reimbursed through processing fees for the administration of the housing fund, provision of housing fund assistance and the monitoring of compliance with conditions related to the use of the housing fund.

Affordable Housing Fee revenues vary year-to-year based on actual permits and building rates. In the Fiscal Year 2021-2022, fee revenues were \$2,585,991.

#### Transient Occupancy Tax - 1% for Workforce Housing

In November of 2004, Napa County voters approved an increase in the Transient Occupancy Tax (TOT) rate charged to visitors renting hotel and motel rooms in the unincorporated area. The increase, from 10.5% to 12%, took effect on January 1, 2005, and was not dedicated to any specific purpose, thus requiring only a majority vote to pass. In FY 2005-06, the first full year the additional 1.5% TOT rate was in effect, TOT revenue increased by \$930,000. Although the revenue generated by the additional 1.5% TOT rate is fully discretionary, the Board determined that the receipt of additional discretionary revenue provided an opportunity to consider County investments in projects or programs that were a Board priority. To that end, as part of the FY 2005-06 County Budget process, the Board established the Special Projects Fund.

In November 2018, Napa County voters approved an ordinance, known as "Measure I", increasing the TOT by an additional 1%, to a total of 13%. Measure I amended the Napa County Code to designate the Hotel Tax be allocated as follows: 12% must be allocated to the County's general fund and may be used for general governmental purposes, and 1% must be placed in a segregated account and restricted to affordable and

workforce housing programs and services.

1% Workforce Housing Transient Occupancy Tax revenues vary year-to-year based on actual hotel occupancy rates and stays. In the Fiscal Year 2021-2022, 1% TOT revenues were \$1,139,987.

Staff will present an overview of the current set of programs and services offered by the County using these funds, as well as the overall state and scope of the Affordable Housing Fund loan portfolio.