

Napa County



Agenda

Wednesday, September 28, 2022

3:00 PM

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

Housing Commission

Keri Akemi-Hernandez

Chris Gustin

Manuel Rios

Michael Silacci

Mike Swanton

Vacant

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. Watch on your TV - Napa Valley TV Channel 28 (programming subject to local pre-emption rules and schedules).
2. Listen on your cell phone - via Zoom at 1-669-900-6833 Enter Meeting ID 879 9187 6170 once you have joined the meeting.
3. Watch via the Internet - view the Live Stream:
 - Via Zoom by <https://www.zoom.us/join>, then enter Meeting ID 879 9187 6170.
 - Via Granicus by clicking on the following link: http://napa.granicus.com/ViewPublisher.php?view_id=22
4. You may submit public comment for any item that appears on the agenda, or general public comment for any item or issue that does not appear on the agenda by emailing your comment to the following email address: ncha@countyofnapa.org. EMAILS WILL NOT BE READ ALOUD.

The above-identified measures exceed all legal requirements for participation and public comment, including those imposed by the Ralph M. Brown Act and Executive Order, as amended by AB 361. For more information, please call (707) 253-4421 or email publiccomment@countyofnapa.org.

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

Director of Housing and Homeless Services requests approval of minutes for the meeting of August 24, 2022.

[22-1743](#)

Attachments: [Minutes](#)

4. **SET MATTERS OR PUBLIC HEARING ITEMS**
5. **CONSENT ITEMS**

Director of Housing and Homeless Services requests the Napa County Housing Commission (Housing Commission) adopt a Resolution containing the findings required to continue to hold virtual meetings in compliance with revisions to the Brown Act adopted in AB 361.

[22-1747](#)

Attachments: [Resolution](#)

6. MONTHLY REPORTS

Monthly Report from California Human Development Corporation (CHDC).

[22-1742](#)

Attachments: [Occupancy Report - Annual Chart - 2022 Aug](#)

7. ADMINISTRATIVE ITEMS

- A. Presentation by Burbank Housing regarding Joe Serna, Jr. Farmworker Housing Grant Program (FWHG) funding for Heritage House.

[22-1627](#)

Attachments: [Burbank Housing](#)

- B. Director of Housing and Homeless Services requests discussion and recommendation to the Housing Authority of Budget Adjustments increasing appropriations in Household Expense for each of the Farmworker Centers (5060-5060501, 5060-5060502, 5060-5060503) for a total of \$63,300, offset by increase in Donations/Contributions and available fund balance to purchase new laundry equipment at each Center.

[22-1702](#)

- C. Auditor-Controller to present fiscal year ended June 30, 2022 (pre-audited) financial statements of the Napa County Housing Authority.

[22-1706](#)

Attachments: [4th Quarter - Pre-Audited Financial Statements](#)

- D. Director of Housing and Homeless Services requests discussion of a Farmworker Housing Needs Assessment and establishment of an ad hoc committee to develop a Scope of Work for a related Request for Proposal.

[22-1772](#)

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 SEPTEMBER 23, 2022 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

Housing Commission

Agenda Date: 9/28/2022

File ID #: 22-1743

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

RECOMMENDATION

Director of Housing and Homeless Services requests approval of minutes for the meeting of August 24, 2022.

EXECUTIVE SUMMARY

Director of Housing and 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 and Homeless Services requests approval of minutes for the meeting of August 24, 2022.



Meeting Minutes

Napa County Housing Commission

Keri Akemi-Hernandez
William Chadwick
Chris Gustin
Manuel Rios
Michael Silacci
Mike Swanton
Vacant
Vacant

Wednesday, August 24, 2022

3:00 PM

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

1. CALL TO ORDER; ROLL CALL

The Napa County Housing Commission met in regular session on Wednesday, August 24, 2022, at 3:00 p.m. with the following Commissioners present: Keri Akemi-Hernandez, Chris Gustin, Manuel Rios, Michael Silacci and Mike Swanton. William Chadwick excused. The meeting was called to order by Chair Chris Gustin.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

- A. Director of Housing and Homeless Services requests approval of minutes for the meeting of July 27, 2022. [22-1584](#)

Motion moved by Keri Akemi-Hernandez and seconded by Manuel Rios, to approve the May 25, 2022 minutes. Motion passed 4 - 0, with Keri Akemi-Hernandez, Manuel Rios, Mike Swanton, and Chris Gustin voting yes via roll call. William Chadwick excused. Michael Silacci abstained.

4. SET MATTERS OR PUBLIC HEARING ITEMS

None

5. CONSENT ITEMS

- A. Director of Housing and Homeless Services requests the Napa County Housing Commission (Housing Commission) adopt a resolution containing the findings required to continue to hold virtual meetings in compliance with revisions to the Brown Act adopted in AB 361. [22-1585](#)

Motion moved by Keri Akemi-Hernandez and seconded by Michael Silacci, to approve the Consent Calendar. Motion passed 5 - 0, with Keri Akemi-Hernandez, Manuel Rios, Michael Silacci, Mike Swanton, and Chris Gustin voting yes via roll call. William Chadwick excused.

6. MONTHLY REPORTS

- A. Monthly Report from California Human Development Corporation (CHDC). [22-1583](#)

CHDC Housing Director Jaswinder Sandhu made presentation.

CHDC Housing Representative Santino Garcia made presentation.

Discussion held.

7. ADMINISTRATIVE ITEMS

- A. Discussion on laundry equipment at the County owned Farmworker Centers, including possible recommendation for purchasing new equipment. [22-1586](#)

Staff Services Analyst II Alex Carrasco made presentation.

Discussion held.

- B. Auditor-Controller requests the Commission to accept the internal audit quarterly monitoring report to the Napa County Housing Authority for the quarter ended June 30, 2022. [22-1606](#)

Auditor-Controller Tracy Schulze made presentation.

Discussion held.

Motion moved by Keri Akemi-Hernandez and seconded by Mike Swanton, to approve the Consent Calendar. Motion passed 5 - 0, with Keri Akemi-Hernandez, Manuel Rios, Michael Silacci, Mike Swanton, and Chris Gustin voting yes via roll call. William Chadwick excused.

8. EXECUTIVE DIRECTOR REPORT

Staff Services Analyst II reported that Commissioner William Chadwick will no longer be a part of this commission as he has resigned from his role.

9. COMMISSIONER COMMENTS AND DIRECTION TO STAFF

None

10. FUTURE AGENDA ITEMS

Staff Services Analyst II Alex Carrasco mentioned bringing back Burbank Housing Representatives to discuss the Heritage House.

11. ADJOURN

Jennifer Palmer (By e-signature)

JENNIFER PALMER, Secretary of the Commission



Napa County

Board Agenda Letter

Housing Commission

Agenda Date: 9/28/2022

File ID #: 22-1747

TO: Napa County Housing Commission

FROM: Jennifer Palmer, Director of Housing and Homeless Services

REPORT BY: Alex Carrasco, Staff Service Analyst

SUBJECT: Renewal of Authorization for Remote Teleconference Meetings

RECOMMENDATION

Director of Housing and Homeless Services requests the Napa County Housing Commission (Housing Commission) adopt a Resolution containing the findings required to continue to hold virtual meetings in compliance with revisions to the Brown Act adopted in AB 361.

EXECUTIVE SUMMARY

In order to continue meeting virtually via teleconference in a manner consistent with how the Housing Commission has been meeting since March 2020, staff recommends that the Housing Commission adopt the resolution containing the findings required by the Brown Act, as amended by AB 361.

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

During the COVID-19 emergency, Governor Newsom issued Executive Order N-08-21, which allowed legislative bodies governed by the Ralph M. Brown Act to hold meetings virtually via teleconferencing without complying with certain provisions of Government Code section 54953. In September 2021, Governor Newsom signed AB 361, which amended Government Code section 54953 to allow legislative bodies to continue meeting virtually while complying with alternate teleconferencing requirements, so long as certain conditions are met.

To meet the conditions required, a legislative body governed by the Brown Act must make certain findings within 30 days of initially meeting virtually following AB 361's passage and must renew those findings every 30 days. Specifically, the findings required by AB 361, now codified at Government Code section 54953(e), include finding that there is currently a proclaimed state of emergency and that social distancing measures are imposed or recommended by state or local officials. The Board of Supervisors has also adopted a resolution to fulfill the 30-day renewal requirement on behalf of Napa County boards and commissions.

If the findings required by Government Code section 54953(e) are not adopted, the Housing Commission may

still continue to meet via teleconference but must comply with all of the requirements of Government Code section 54953(b)(3), including identifying the teleconference locations on the agenda, opening the teleconference locations to the public, and posting the agenda for the requisite amount of time at every teleconference location.

In order to continue meeting virtually via teleconference in a manner consistent with how the Housing Commission has been meeting since March 2020, staff recommends that the Housing Commission adopt the attached Resolution containing the required findings.

RESOLUTION NO. 2022-__ (NCHC)

**A RESOLUTION OF THE HOUSING COMMISSION MAKING FINDINGS IN
ACCORDANCE WITH AB 361 AND GOVERNMENT CODE SECTION 54953,
AUTHORIZING REMOTE TELECONFERENCE MEETINGS**

WHEREAS, all meetings of the Housing Commission (the “Commission”) are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Commission’s legislative body conduct its business; and

WHEREAS, Governor Newsom signed Assembly Bill (“AB”) 361, amending the Brown Act, including Government Code section 54953, subd. (e), that makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subd.(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition of AB 361 is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, the proclaimed state of emergency remains in effect; and,

WHEREAS, on September 27, 2021, the Napa County Executive Officer and Public Health Officer jointly recommended measures to promote social distancing, including that all boards and commissions may continue meeting remotely, in whole or in part, in order to help minimize the spread and transmission of COVID-19; and

WHEREAS, on November 17, 2021, the Housing Commission first adopted the findings required by Government Code section 54953 and authorizing the continuation of conducting Housing Commission meetings by teleconference and directing staff to continue to monitor the health and safety conditions relating to COVID-19. The findings have been renewed for several months since; and

WHEREAS, on December 17, 2021, the Napa County Board of Supervisors adopted a resolution that adopted findings required by Government Code section 54953, authorized all Napa County boards and commissions to conduct meetings by teleconference in compliance with Government Code section 54953, subd. (e), and directed Napa County staff to continue to monitor the health and safety conditions relating to COVID-19; and

WHEREAS, the Commission is committed to preserving and nurturing public access and participation in meetings of the Commission and to protecting the health, welfare, and safety of the participants; and

WHEREAS, the Commission does hereby find that it has considered the circumstances of the state of emergency due to COVID-19 and that state or local officials continue to recommend measures to promote social distancing and, therefore, intends that Commission continue meeting via teleconference and to invoke the provisions of AB 361 related to teleconferencing as provided in Government Code section 54953, subd. (e).

**NOW, THEREFORE, THE NAPA COUNTY HOUSING COMMISSION DO
HEREBY RESOLVE AS FOLLOWS:**

1. Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. The Commission finds that in consideration of the recitals set forth above, the continued state of emergency, and recommended measures by state or local officials to promote social distancing, that meeting in person would present imminent risks to the health or safety of attendees and that all meetings of the Commission continue to meet via teleconference.
3. Staff of the Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953, subd. (e), and other applicable provisions of the Brown Act.
4. Staff is further directed to continue to monitor the health and safety conditions related to COVID-19, the status of the Governor's state of emergency, the state regulations related to social distancing, and the local orders related to health and safety, and present to the Board for consideration at each regularly scheduled meeting the related information and recommendations for remote only meetings so long as the state of emergency continues to directly impact the ability of the members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing, pursuant to Government Code section 54953, subd. (e)(3).

[REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY]

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Napa County Housing Commission at its regular meeting held on the ___ day of September 2022, by the following vote:

AYES: COMMISSIONERS _____

NOES: COMMISSIONERS _____

ABSTAIN: COMMISSIONERS _____

ABSENT: COMMISSIONERS _____

By: _____
Chris Gustin, Chair of the
Commission

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Jason M. Dooley</u> Deputy County Counsel</p> <p>Date: <u>September 13, 2022</u></p>	<p>APPROVED BY THE NAPA COUNTY HOUSING COMMISSION</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>_____ Deputy Secretary of the NCHC</p>	<p>ATTEST: NEHA HOSKINS Secretary of the NCHC</p> <p>By: _____</p>
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Napa County

Board Agenda Letter

Housing Commission

Agenda Date: 9/28/2022

File ID #: 22-1742

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Director of Housing and Homeless Services
REPORT BY: Alex Carrasco, Staff Service Analyst II
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 three farmworker centers:

1. Occupancy report
2. Maintenance update
3. Review Accounts Receivable balances at each Center

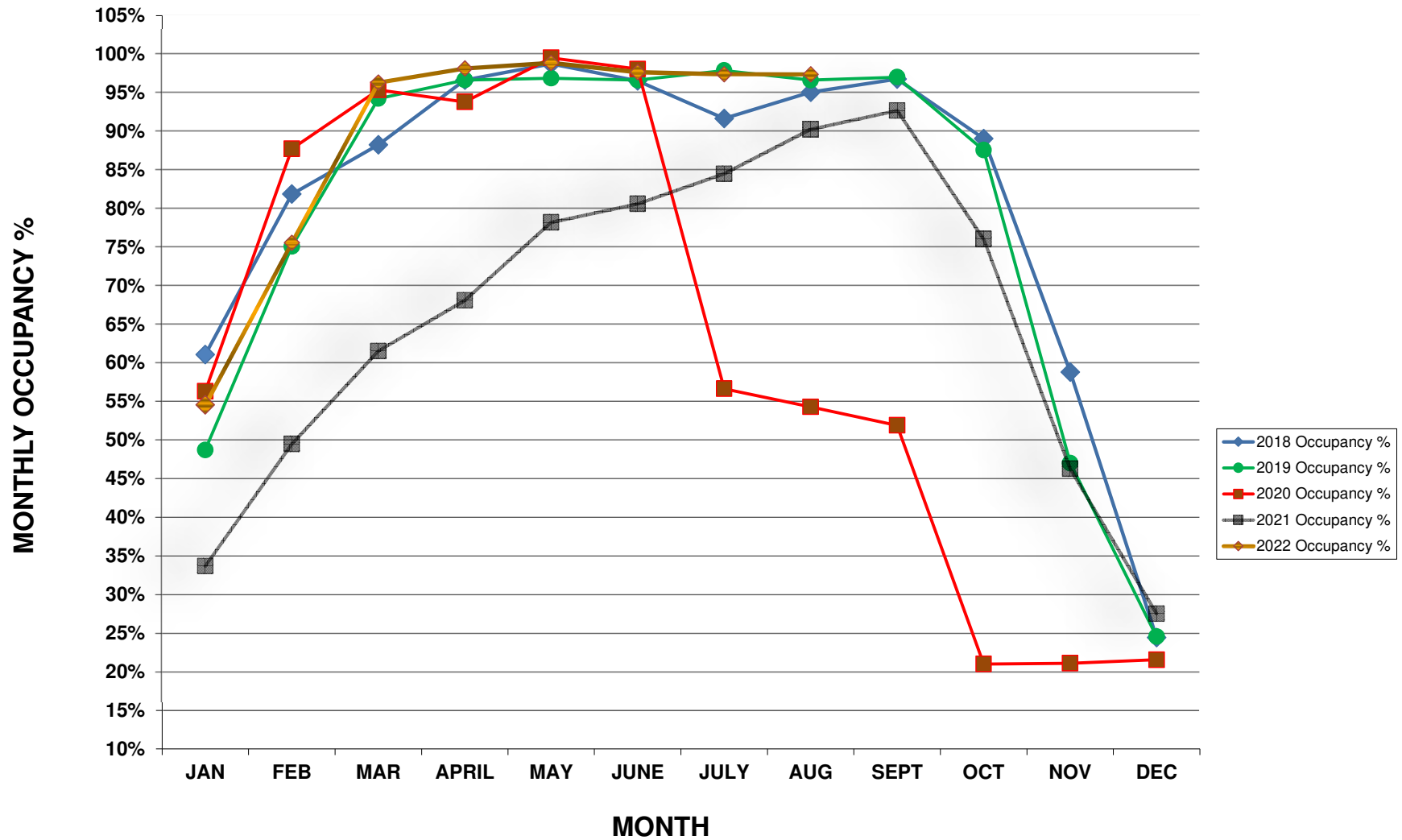
ENVIRONMENTAL IMPACT

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

Each month, a representative from the Community Housing Development Corporation (CHDC) provides the Housing Commission with an update on the status of activity at the three farmworker centers. Today's presentation includes statistics concerning occupancy rates at the centers as shown in the attached report, as well as maintenance updates, and review of Accounts Receivable balances at each Center.

NC FW HSNG CENTERS - OCCUPANCY ANALYSIS





Napa County

Board Agenda Letter

Housing Commission

Agenda Date: 9/28/2022

File ID #: 22-1627

TO: Napa County Housing Commission

FROM: Jennifer Palmer, Director of Housing and Homeless Services

REPORT BY: Alex Carrasco, Staff Service Analyst II

SUBJECT: Burbank Housing Presentation on Joe Serna, Jr. Farmworker Housing Grant (FWHG) Funding for Heritage House

RECOMMENDATION

Presentation by Burbank Housing regarding Joe Serna, Jr. Farmworker Housing Grant Program (FWHG) funding for Heritage House.

EXECUTIVE SUMMARY

Burbank Housing, a North Bay nonprofit affordable housing developer, presenting commissioners with background on Joe Serna, Jr. Farmworker Housing Grant Program (FWHG) funding application process for Heritage House, and information on how the units set aside for farmworkers will operate.

PROCEDURAL REQUIREMENTS

No Action Required

ENVIRONMENTAL IMPACT

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

BACKGROUND AND DISCUSSION

Burbank Housing is a North Bay nonprofit dedicated to building quality, professionally-managed and innovative affordable housing that fosters opportunities for people with limited income from all ages, backgrounds and needs. Burbank Housing has spent 41 years building and maintaining high quality rental and homeownership communities including 157 units in Napa County and an additional 145 units in predevelopment (i.e., Heritage House & Valle Verde, Valley Lodge Apartments).

Heritage House is the rehabilitation and conversion of the vacant Sunrise Living facility into 66 units of permanent supportive housing dedicated for homeless and very low-income individuals in the Napa

community. The property is located adjacent to the Valle Verde project which is an affordable housing development of 24 units of multi-family apartments designated for low-income families. Residents will be referred to Heritage House through the County's coordinated entry system and be case managed through Abode Services. To ensure the success of every resident at Heritage House, wrap-around services, including mental health, drug and alcohol recovery, and self-sufficiency services, will be provided on a regular basis. Valle Verde will offer affordable units to qualifying households meeting certain income levels and residents will be selected through application and lottery system.

The County of Napa has three sources of funding in the Heritage House & Valle Verde Project. The first two sources were authorized by resolutions on January 29, 2019, reassigned a predevelopment loan in the amount of \$1,317,985 from the Gasser Foundation to Burbank Housing Development Corporation for the development of 66 affordable housing units at Heritage House, and authorizing an application to the No Place Like Home program to ensure that 32 units at Heritage House would be set aside for permanent supportive housing for clients exiting the homeless services system. Since the original Heritage House project was contemplated, Burbank Housing Development Corporation combined the Heritage House project with the adjacent Valle Verde project, to compete for certain 9% Low Income Housing Tax Credits allocated to Napa County projects as a result of the 2017 wildfire disaster. The combination resulted in a total of 88 units of Affordable Housing between the two projects. The third source of funding is \$1,000,000 in One-Time Housing Funds for Whole Person Care Pilot Programs to complete the financing of the project to cover the capital costs of constructing Heritage House & Valle Verde.

The purpose of Joe Serna, Jr. Farmworker Housing Grant Program (FWHG) is to address and remedy the impacts of current and potential of farmworker families from existing labor camps, mobile home parks or other housing (California Health and Safety Code 505 17.5). This program provides financing for housing rental units for agricultural workers, with a priority for lower income households. The FWHG provides deferred payment loans for the construction of rehabilitation of multi-family housing for the agriculture employees and their family, as well as single family new construction or owner-occupied rehabilitation programs.

FWHG Definitions:

-Agricultural worker: an individual who derives or prior to retirement or disability derived a substantial portion of their income from agricultural employment.

-Agricultural household: an agricultural worker or workers and other persons who reside or will reside with an agricultural worker in an assisted unit.

FWHG Program Requirements:

-An eligible project must contain assisted units to be occupied by agricultural households.

-Assisted units are to be occupied by lower-income Agricultural households;

-Any non-assisted units to be occupied by Agricultural households, to the greatest extent possible.

-Assisted units in a rental housing development are required to be made available to lower-income households;

-Assisted units are to be made available at affordable rents as defined in Health and Safety Code Section 50053.

FWHG Single Family Homeownership Grant Requirements:

- Assisted units shall newly constructed;
- Made available to lower-income households with a total housing costs not to exceed 35 percent of monthly net income.

FWHG Eligible Applicants:

Local government agencies, nonprofit corporations, cooperative housing corporations, limited partnerships where all the general partners are nonprofit mutual or public benefit corporations, and federally recognized Indian tribes.

(Multifamily/Rental) Eligible beneficiaries of the funds are households who derive, or prior to retirement or disability derived, 50% or more of the combined household income from agricultural employment.

(Single Family/Homeowner) Eligible beneficiaries of the funds are households with at least one person who derives, or prior to retirement or disability derived, a substantial portion of his or her income from agricultural employment.

Minimum Applicant Experience for Rental Housing Development/Multi-Family:

- Developed and owned at least one similar type and size project within the last five years; and
- Have staff with demonstrated experience managing at least one project occupied primarily by Agricultural households.

Minimum Applicant Experience for Single Family:

- Successfully sponsored or supervised a similar program for at least two years within the last 10 years.

FWHG Eligible Activities:

Activities incurring costs in the development of homeowner or rental housing for agricultural workers, including land acquisition, site development, construction, rehabilitation, design services, operating and replacement reserves, repayment of predevelopment loans, provision of access for the elderly or disabled, relocation, homeowner counseling, and other reasonable and necessary costs.

FWHG Minimum Number of Assisted Units and Affordability Requirements:

- For rental housing development, assisted units shall be reserved for agricultural households in accordance with CCR Section 7209(a);
- At least 10% of the assisted units reserved for incomes no greater than 30% of Area Median Income (AMI) and distributed reasonably among bedroom sizes;
- The remaining 90% for incomes no greater than 80% AMI;
- To achieve deeper affordability and possibly increase the projects per unit loan limit, the applicant may restrict assisted units to household at 60% AMI or lower.

FWHG Site Criteria (CCR Section 7210):

- Near a residential area with access to schools, shopping, medical services, social services, and employment;
- Consistent housing element;
- Not in a high concentration of low-income households;
- Development or rehabilitation costs must be reasonable;
- Not in a 100 year floodplain

FWHG Grant Assistance Limits:

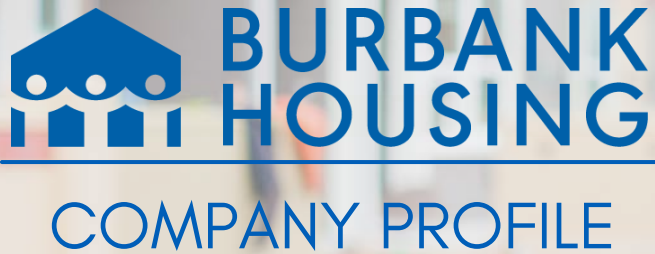
- Single-family new construction project, the grant amount is limited to \$150,000 per assisted unit; and
- Owner-occupied rehabilitation, the grant amount is limited to \$75,000 per assisted unit.
- Multi-Family rental project maximum amount without tax credit, or using 4% tax credit is \$10 million; and \$5 million for projects using 9% tax credit projects.
- Single-family homeownership maximum amount is \$3 million;
- Owner-occupied rehabilitation amount is \$2 million.

Assistance Terms for Multifamily Rental:

New Construction or Rehabilitation Loans: Lien restrictions for assisted units are required for 55 years. Loans may be made in conjunction with low-income tax credit financing. New Construction or Rehabilitation Grants (Forgivable Loans): Lien restrictions for assisted units are required for up to 55 years. Grants (Forgivable Loans) may be made in conjunction with low-income tax credit financing.

Assistance Terms for Single Family/Owner Occupied:

Homeowner Grants: For rehabilitation or new home construction, lien restrictions are required for 20 years. If the unit is sold to a non-farmworker buyer before completing the 10th year, the full grant amount must be repaid under most circumstances. Between the 10th and 20th anniversaries, the grant is forgiven at a rate of 10 percent per completed year. The grant is fully forgiven after completing 20 years.



BURBANK HOUSING

COMPANY PROFILE



accomplishments



3220
RENTAL UNITS



1000
HOMES BUILT



103
COMMUNITIES



600
PIPELINE UNITS



Santa Rosa, California



(707) 526-9782



info@burbankhousing.org



burbankhousing.org

our mission

Burbank Housing is a North Bay nonprofit dedicated to building quality, professionally-managed and innovative affordable housing that fosters opportunities for people with limited-income from all ages, backgrounds and needs.

who we serve

Our community members come from all walks of life. They may be teachers, seniors, families, agricultural workers or those transitioning from homelessness. To live in our rental properties, residents must generally earn less than 60% of the Area Median Income. In Sonoma County, for example, that means a family of four with an annual household income less than \$69,780 could be eligible. Given the vast need, there is no single type of Burbank Housing resident or homeowner.

about us

As the North Bay's nonprofit leader in affordable housing, Burbank Housing has spent 41 years building and maintaining high-quality rental and homeownership communities that help our residents to thrive in the face of challenges. We build welcoming, comfortable neighborhoods for people to call home. Today, we enjoy a successful track record as a leader in the creation and management of quality, sustainable housing, strong partnerships, and a healthy balance sheet – all of which positions us to be flexible and forward-thinking in meeting the needs of our residents and homebuyers.

our teams

Our Residential Development team lays the groundwork and sets the roofing on housing projects that grow into communities and play a significant role in the North Bay's vibrant, inclusive future. This includes our Homeownership Programs, which create a viable path for those who think owning a home is out of reach.

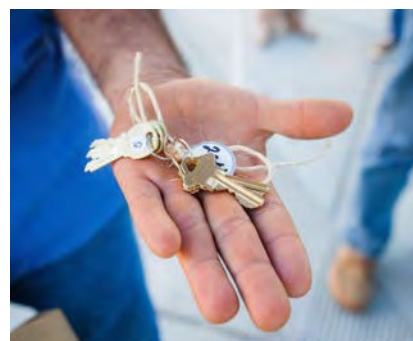
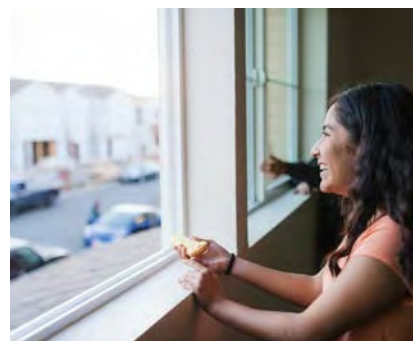
But our work doesn't stop at the ribbon-cutting. Our Property Management team not only provides physical maintenance and financial management to our projects, but also coordinates social services with our Resident Services programs. We work every day, across all levels, for our residents, helping them to realize a brighter future.

impact on the local economy

Our new developments contribute significantly to the local economy by creating jobs related to construction. Existing rental properties provide workforce housing to approximately 10,000 residents, while simultaneously using many local economic resources and creating jobs in property management and maintenance.

funding

We secure our funding from a diverse range of sources and manage HUD, HCD, USDA, CalHFA and tax credit financed properties. As a nonprofit that relies on government funding, grants and private donations, we are committed to good stewardship as we carry out our mission with purpose and integrity.



List of Properties in Napa County

Property Name	City	County	Units	Project Type	Built/Acquired
Adrian Court	Napa	Napa	8	Perm. Supportive	Acq. Dec 2020
Oak Creek Terrace*	Napa	Napa	41	Family Rental	January 2016
Palisades Apartments	Calistoga	Napa	24	Family Rental	March 2009
Stoddard West Apartments	Napa	Napa	50	Family Rental	December 2019
Redwood Grove	Napa	Napa	34	Homeownership	July 2021
Total			157		

In Predevelopment

Heritage House & Valle Verde	Napa	Napa	90	Perm. Supportive/Family
Valley Lodge Apartments	Napa	Napa	55	Perm. Supportive
Total			145	

* Burbank Housing developed but does not manage property



Palisades Apartments



Adrian Court



Redwood Grove



Stoddard West Apartments



Napa County

Board Agenda Letter

Housing Commission

Agenda Date: 9/28/2022

File ID #: 22-1702

TO: Napa County Housing Commission

FROM: Jennifer Palmer, Director of Housing and Homeless Services

REPORT BY: Alex Carrasco, Staff Service Analyst II

SUBJECT: Laundry Equipment Purchase and related Budget Adjustments

RECOMMENDATION

Director of Housing and Homeless Services requests discussion and recommendation to the Housing Authority of Budget Adjustments increasing appropriations in Household Expense for each of the Farmworker Centers (5060-5060501, 5060-5060502, 5060-5060503) for a total of \$63,300, offset by increase in Donations/Contributions and available fund balance to purchase new laundry equipment at each Center.

EXECUTIVE SUMMARY

Housing Authority staff presented the Napa County Housing Commission ("Commission") with a five (5) year cost analysis for leasing versus purchasing new laundry equipment to replace largely defunct existing units. The Commission recommended staff proceed with purchase of equipment and return with estimates at this month's meeting.

Today's action recommends the purchase of laundry equipment and budget adjustments increasing appropriations in Household Expense by \$63,300, offset by a donation of \$30,000 from the Napa Valley Migrant Farm Worker Housing Committee, and the balance to be paid using available fund balance.

PROCEDURAL REQUIREMENTS

1. Staff Reports.
2. Public comments.
3. Motion, second, discussion and vote on the item.

ENVIRONMENTAL IMPACT

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

BACKGROUND AND DISCUSSION

The three (3) County owned Farmworker Centers (Centers) provide lodgers with safe and affordable housing eleven (11) months out of the year. During their stay, lodgers enjoy access to amenities such as onsite laundry facilities. Each Center has four (4) top loading, coin-operated, washing machines and four (4) electric, coin-operated, dryers. At this time, a majority of the twelve (12) washing machines and dryers are outdated in need of regular repair, or in some cases no longer repairable.

The Housing Authority has a now-expired lease and revenue-sharing agreement (Agreement No 180089C) with Coinmach (now CSC ServiceWorks). Due to service-territory changes and associated staffing shortages, Coinmach is unwilling to renew a service agreement. Housing Authority staff released a Request for Proposal (RFP) the provision of twelve (12) new commercial washing machines and dryer units, including revenue sharing agreements and maintenance contracts. There were no respondents. Staff have subsequently reached out directly to numerous Bay Area laundry equipment service providers and struggled to identify any vendor able to provide the necessary services due to staffing shortages and the rural location of the centers. As a result, and the urgency of restoring on-site, affordable laundry service for lodgers, staff analyzed the cost-benefit of purchasing commercial units, collecting all revenues directly, and utilizing increased revenues to offset a single maintenance-only service contract with a local service technician.

Housing Authority staff requested three estimates from local and regional vendors. Estimates ranged between \$63,300 - \$67,300, quoting the same commercial units and include units, freight, delivery, installation and use of a smart-phone/app-based payment option in addition to coin payment. Units are all water/energy efficient and will result in decreased water and electrical usage at each Center.

The Napa Valley Migrant Farm Worker Housing Committee, also known as the Farmworker Committee, has generously agreed to donate \$30,000 toward the purchase of the new laundry equipment. Today's action recommends the purchase of new laundry equipment and budget adjustments increasing appropriations in Household Expense by \$63,300, offset by a donation of \$30,000 from the Napa Valley Migrant Farm Worker Housing Committee, and the balance to be paid using available fund balance.



Napa County

Board Agenda Letter

Housing Commission

Agenda Date: 9/28/2022

File ID #: 22-1706

TO: Napa County Housing Commission
FROM: Tracy Schulze, Auditor Controller
REPORT BY: Tracy Schulze, Auditor Controller
SUBJECT: NCHA Preliminary 6/30/2022 Financial Statements

RECOMMENDATION

Auditor-Controller to present fiscal year ended June 30, 2022 (pre-audited) financial statements of the Napa County Housing Authority.

EXECUTIVE SUMMARY

The Auditor-Controller prepares quarterly financial statements on the operations of the Napa County Housing Authority which are submitted to the Housing Commission for review. The financial statements reflect costs of the Administration and the three Farmworker Centers. The item today presents the pre-audited financial statements for the year ended June 30, 2022 (fourth quarter) and is informational only, no action required.

ENVIRONMENTAL IMPACT

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

BACKGROUND AND DISCUSSION

The Auditor-Controller prepares quarterly financial statements on the operations of the Napa County Housing Authority which are submitted to the Housing Commission for review. The financial statements reflect costs of the Administration and the three Farmworker Centers. The item today presents the pre-audited financial statements for the year ended June 30, 2022 (fourth quarter). These reports are generated prior to the annual audit and may be subsequently revised. Material revisions, if any, would be discussed at the time of audit presentation to the Commission.

In addition, CSA #4 financial statements are provided. CSA #4 assessments are used to cover any shortfall from other generated revenues to cover the full cost of the center operations.



Statement of Revenues and Expenses Budget vs. Actual

Fiscal Year: 2022 Through Period: 12

Fund: 5060 - Napa County Housing Authority
 Division: 50600 - NCHA - Administration
 Org: 5060000 - NCHA - Administration

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
Revenue from Use of Money and Property							
45100 - Interest	8,000.00	-	8,000.00	-	3,625.67	4,374.33	45.32 %
Total Revenue from Use of Money and	8,000.00	-	8,000.00	-	3,625.67	4,374.33	45.32 %
Other Financing Sources							
48200 - Transfers-In	215,000.00	-	215,000.00	-	215,000.00	-	100.00 %
Total Other Financing Sources	215,000.00	-	215,000.00	-	215,000.00	-	100.00 %
Special Items							
49900 - Intrafund Transfers-In	21,000.00	-	21,000.00	-	21,000.00	-	100.00 %
Total Special Items	21,000.00	-	21,000.00	-	21,000.00	-	100.00 %
Services and Supplies							
52100 - Administration Services	168,000.00	-	168,000.00	-	168,000.00	-	100.00 %
52125 - Accounting/Auditing Services	55,000.00	-	55,000.00	-	41,197.00	13,803.00	74.90 %
52140 - Legal Services	8,000.00	-	8,000.00	-	9,114.00	(1,114.00)	113.93 %
52490 - Other Professional Services	7,000.00	-	7,000.00	-	3,975.00	3,025.00	56.79 %
52825 - Bank Charges	500.00	-	500.00	-	-	500.00	0.00 %
52906 - Fleet Charges	-	-	-	-	38.00	(38.00)	0.00 %
53110 - Freight/Postage	500.00	-	500.00	-	-	500.00	0.00 %
Total Services and Supplies	239,000.00	-	239,000.00	-	222,324.00	16,676.00	93.02 %
33100 - Beginning Available Fund Balance					470,182.90		
Total Revenues	244,000.00		244,000.00		239,625.67	4,374.33	98.21 %
Total Expenditures	239,000.00		239,000.00		222,324.00	16,676.00	93.02 %
Net Surplus / (Deficit)	5,000.00	-	5,000.00		17,301.67		
33100 - Current Available Fund Balance					487,484.57		



Statement of Revenues and Expenses Budget vs. Actual

Fiscal Year: 2022 Through Period: 12

Fund: 5060 - Napa County Housing Authority
Division: 50605 - NCHA - Farmworker Centers
Org: 5060501 - NCHA - Calistoga

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
Intergovernmental Revenues							
43790 - ST - Other Funding	83,333.00	-	83,333.00	-	83,333.00	-	100.00 %
Total Intergovernmental Revenues	83,333.00	-	83,333.00	-	83,333.00	-	100.00 %
Revenue from Use of Money and							
45100 - Interest	7,500.00	-	7,500.00	-	2,001.59	5,498.41	26.69 %
45310 - Rent - Tenants	216,600.00	-	216,600.00	-	242,424.00	(25,824.00)	111.92 %
45315 - Rent - Staff	8,640.00	-	8,640.00	-	8,640.00	-	100.00 %
45515 - Laundry Revenues	2,500.00	-	2,500.00	-	2,599.89	(99.89)	104.00 %
Total Revenue from Use of Money and	235,240.00	-	235,240.00	-	255,665.48	(20,425.48)	108.68 %
Miscellaneous Revenues							
47500 - Donations/Contributions	-	-	-	-	2,316.44	(2,316.44)	0.00 %
Total Miscellaneous Revenues	-	-	-	-	2,316.44	(2,316.44)	0.00 %
Other Financing Sources							
48200 - Transfers-In	216,902.00	-	216,902.00	-	128,098.30	88,803.70	59.06 %
Total Other Financing Sources	216,902.00	-	216,902.00	-	128,098.30	88,803.70	59.06 %
Services and Supplies							
52320 - Interpreting Services	400.00	-	400.00	-	-	400.00	0.00 %
52325 - Waste Disposal Services	10,000.00	-	10,000.00	-	11,359.82	(1,359.82)	113.60 %
52383 - Water Treatment Services	45,000.00	-	45,000.00	-	32,583.04	12,416.96	72.41 %
52490 - Other Professional Services	313,775.00	(19,628.00)	294,147.00	-	268,165.10	25,981.90	91.17 %
52500 - Maint - Equipment	500.00	1,461.00	1,961.00	-	64.64	1,896.36	3.30 %
52505 - Maint - Bldg & Improvements	15,000.00	4,489.00	19,489.00	-	7,720.89	11,768.11	39.62 %
52800 - Communications/Telephone	1,800.00	5,028.00	6,828.00	-	6,225.02	602.98	91.17 %
53100 - Office Supplies	-	400.00	400.00	-	487.05	(87.05)	121.76 %
53200 - Utilities - Gas	7,000.00	2,400.00	9,400.00	-	9,171.33	228.67	97.57 %
53205 - Utilities - Electric	15,000.00	-	15,000.00	-	15,018.05	(18.05)	100.12 %
53215 - Utilities - Fire Supp Systems	4,500.00	-	4,500.00	-	517.50	3,982.50	11.50 %
53225 - Utilities - Sewer	7,000.00	3,000.00	10,000.00	-	8,937.94	1,062.06	89.38 %
53305 - Household Expense	3,500.00	250.00	3,750.00	-	3,148.47	601.53	83.96 %

53330 - Janitorial Supplies	6,000.00	1,600.00	7,600.00	-	8,248.56	(648.56)	108.53 %
53505 - SCP-Client Meal Expenses	75,000.00	1,000.00	76,000.00	-	75,765.81	234.19	99.69 %
Total Services and Supplies	504,475.00	-	504,475.00	-	447,413.22	57,061.78	88.69 %
Other Charges							
54600 - Depreciation Expense	24,000.00	-	24,000.00	-	21,080.92	2,919.08	87.84 %
Total Other Charges	24,000.00	-	24,000.00	-	21,080.92	2,919.08	87.84 %
Special Items							
57900 - Intrafund Transfers Out	7,000.00	-	7,000.00	-	7,000.00	-	100.00 %
Total Special Items	7,000.00	-	7,000.00	-	7,000.00	-	100.00 %

33100 - Beginning Available Fund Balance							-
Total Revenues	535,475.00		535,475.00		469,413.22	66,061.78	87.66 %
Total Expenditures	535,475.00		535,475.00		475,494.14	59,980.86	88.80 %
Net Surplus / (Deficit)	-	-	-		(6,080.92)		
33100 - Fiscal Year 2022 Transactions					6,080.92		
33100 - Current Available Fund Balance							-

32100 - FB - Des - Capital Replacement	100,000.00
32105 - FB - Des - Operations	190,000.00



Statement of Revenues and Expenses Budget vs. Actual

Fiscal Year: 2022 Through Period: 12

Fund: 5060 - Napa County Housing Authority

Division: 50605 - NCHA - Farmworker Centers

Org: 5060502 - NCHA - River Ranch

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
Intergovernmental Revenues							
43790 - ST - Other Funding	83,334.00	-	83,334.00	-	83,334.00	-	100.00 %
Total Intergovernmental Revenues	83,334.00	-	83,334.00	-	83,334.00	-	100.00 %
Revenue from Use of Money and							
45100 - Interest	4,000.00	-	4,000.00	-	1,955.65	2,044.35	48.89 %
45310 - Rent - Tenants	215,000.00	-	215,000.00	-	255,483.00	(40,483.00)	118.83 %
45315 - Rent - Staff	12,960.00	-	12,960.00	-	12,600.00	360.00	97.22 %
45515 - Laundry Revenues	2,000.00	-	2,000.00	-	654.46	1,345.54	32.72 %
Total Revenue from Use of Money and	233,960.00	-	233,960.00	-	270,693.11	(36,733.11)	115.70 %
Miscellaneous Revenues							
47500 - Donations/Contributions	-	11,565.00	11,565.00	-	15,917.74	(4,352.74)	137.64 %
Total Miscellaneous Revenues	-	11,565.00	11,565.00	-	15,917.74	(4,352.74)	137.64 %
Other Financing Sources							
48200 - Transfers-In	220,743.00	-	220,743.00	-	169,245.69	51,497.31	76.67 %
Total Other Financing Sources	220,743.00	-	220,743.00	-	169,245.69	51,497.31	76.67 %
Services and Supplies							
52320 - Interpreting Services	350.00	-	350.00	-	-	350.00	0.00 %
52325 - Waste Disposal Services	12,000.00	-	12,000.00	-	14,022.89	(2,022.89)	116.86 %
52383 - Water Treatment Services	26,200.00	-	26,200.00	-	24,962.29	1,237.71	95.28 %
52490 - Other Professional Services	323,300.00	(19,585.00)	303,715.00	-	303,520.46	194.54	99.94 %
52500 - Maint - Equipment	500.00	1,458.00	1,958.00	-	-	1,958.00	0.00 %
52505 - Maint - Bldg & Improvements	15,000.00	(3,950.00)	11,050.00	-	9,940.81	1,109.19	89.96 %
52510 - Maint - B&I - PW Charges	5,087.00	(5,000.00)	87.00	-	-	87.00	0.00 %
52800 - Communications/Telephone	1,600.00	5,028.00	6,628.00	-	6,645.72	(17.72)	100.27 %
53100 - Office Supplies	-	399.00	399.00	-	419.16	(20.16)	105.05 %
53205 - Utilities - Electric	15,000.00	2,800.00	17,800.00	-	16,490.96	1,309.04	92.65 %
53210 - Utilities - Propane	10,000.00	2,800.00	12,800.00	-	16,306.80	(3,506.80)	127.40 %
53215 - Utilities - Fire Supp Systems	4,000.00	-	4,000.00	-	1,855.00	2,145.00	46.38 %
53225 - Utilities - Sewer	3,000.00	11,000.00	14,000.00	-	13,535.60	464.40	96.68 %
53305 - Household Expense	4,000.00	12,515.00	16,515.00	-	16,626.37	(111.37)	100.67 %

53325 - Landscaping/Ag Supplies	-	-	-	-	560.00	(560.00)	0.00 %
53330 - Janitorial Supplies	7,000.00	3,300.00	10,300.00	-	11,271.32	(971.32)	109.43 %
53505 - SCP-Client Meal Expenses	75,000.00	800.00	75,800.00	-	81,033.16	(5,233.16)	106.90 %
Total Services and Supplies	502,037.00	11,565.00	513,602.00	-	517,190.54	(3,588.54)	100.70 %
Other Charges							
54600 - Depreciation Expense	29,000.00	-	29,000.00	-	25,204.13	3,795.87	86.91 %
Total Other Charges	29,000.00	-	29,000.00	-	25,204.13	3,795.87	86.91 %
Special Items							
57900 - Intrafund Transfers Out	7,000.00	-	7,000.00	-	7,000.00	-	100.00 %
Total Special Items	7,000.00	-	7,000.00	-	7,000.00	-	100.00 %

33100 - Beginning Available Fund Balance							
Total Revenues	538,037.00	11,565.00	549,602.00		539,190.54	10,411.46	98.11 %
Total Expenditures	538,037.00	11,565.00	549,602.00		549,394.67	207.33	99.96 %
Net Surplus / (Deficit)	-	-	-		(10,204.13)		
33100 - Fiscal Year 2022 Transactions					10,204.13		
33100 - Current Available Fund Balance					-		

32100 - FB - Des - Capital Replacement	100,000.00
32105 - FB - Des - Operations	210,000.00



Statement of Revenues and Expenses Budget vs. Actual

Fiscal Year: 2022 Through Period: 12

Fund: 5060 - Napa County Housing Authority
 Division: 50605 - NCHA - Farmworker Centers
 Org: 5060503 - NCHA - Mondavi

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
Intergovernmental Revenues							
43790 - ST - Other Funding	83,333.00	-	83,333.00	-	83,333.00	-	100.00 %
Total Intergovernmental Revenues	83,333.00	-	83,333.00	-	83,333.00	-	100.00 %
Revenue from Use of Money and							
45100 - Interest	4,000.00	-	4,000.00	-	1,886.94	2,113.06	47.17 %
45310 - Rent - Tenants	216,600.00	-	216,600.00	-	216,924.25	(324.25)	100.15 %
45315 - Rent - Staff	8,640.00	-	8,640.00	-	7,252.26	1,387.74	83.94 %
45515 - Laundry Revenues	2,000.00	-	2,000.00	-	-	2,000.00	0.00 %
Total Revenue from Use of Money and	231,240.00	-	231,240.00	-	226,063.45	5,176.55	97.76 %
Miscellaneous Revenues							
47500 - Donations/Contributions	-	11,565.00	11,565.00	-	12,766.70	(1,201.70)	110.39 %
Total Miscellaneous Revenues	-	11,565.00	11,565.00	-	12,766.70	(1,201.70)	110.39 %
Other Financing Sources							
48200 - Transfers-In	180,892.00	-	180,892.00	-	114,934.00	65,958.00	63.54 %
Total Other Financing Sources	180,892.00	-	180,892.00	-	114,934.00	65,958.00	63.54 %
Services and Supplies							
52320 - Interpreting Services	350.00	-	350.00	-	-	350.00	0.00 %
52325 - Waste Disposal Services	18,600.00	-	18,600.00	-	17,365.20	1,234.80	93.36 %
52383 - Water Treatment Services	17,300.00	-	17,300.00	-	21,066.07	(3,766.07)	121.77 %
52490 - Other Professional Services	304,615.00	(19,679.00)	284,936.00	-	243,961.98	40,974.02	85.62 %
52500 - Maint - Equipment	500.00	1,461.00	1,961.00	-	-	1,961.00	0.00 %
52505 - Maint - Bldg & Improvements	15,000.00	(611.00)	14,389.00	-	10,034.03	4,354.97	69.73 %
52800 - Communications/Telephone	1,600.00	5,028.00	6,628.00	-	5,998.43	629.57	90.50 %
53100 - Office Supplies	-	401.00	401.00	-	394.21	6.79	98.31 %
53205 - Utilities - Electric	10,000.00	7,000.00	17,000.00	-	16,564.90	435.10	97.44 %
53210 - Utilities - Propane	8,000.00	-	8,000.00	-	8,570.33	(570.33)	107.13 %
53215 - Utilities - Fire Supp Systems	4,500.00	-	4,500.00	-	300.00	4,200.00	6.67 %
53225 - Utilities - Sewer	2,000.00	4,000.00	6,000.00	-	5,773.34	226.66	96.22 %
53305 - Household Expense	3,000.00	12,515.00	15,515.00	-	14,646.13	868.87	94.40 %

53330 - Janitorial Supplies	7,000.00	650.00	7,650.00	-	7,075.28	574.72	92.49 %
53505 - SCP-Client Meal Expenses	75,000.00	800.00	75,800.00	-	63,347.25	12,452.75	83.57 %
Total Services and Supplies	467,465.00	11,565.00	479,030.00	-	415,097.15	63,932.85	86.65 %
Other Charges							
54600 - Depreciation Expense	21,000.00	-	21,000.00	-	18,557.89	2,442.11	88.37 %
Total Other Charges	21,000.00	-	21,000.00	-	18,557.89	2,442.11	88.37 %
Special Items							
57900 - Intrafund Transfers Out	7,000.00	-	7,000.00	-	7,000.00	-	100.00 %
Total Special Items	7,000.00	-	7,000.00	-	7,000.00	-	100.00 %

33100 - Beginning Available Fund Balance							
Total Revenues	495,465.00	11,565.00	507,030.00		437,097.15	69,932.85	86.21 %
Total Expenditures	495,465.00	11,565.00	507,030.00		440,655.04	66,374.96	86.91 %
Net Surplus / (Deficit)	-	-	-		(3,557.89)		
33100 - Fiscal Year 2022 Transactions					3,557.89		
33100 - Current Available Fund Balance					-		

32100 - FB - Des - Capital Replacement	100,000.00
32105 - FB - Des - Operations	190,000.00



Statement of Revenues and Expenses Budget vs. Actual

Fiscal Year: 2022 Through Period: 12

Fund: 2810 - County Service Area No. 4
 Division: 28100 - County Service Area No. 4
 Org: 2810000 - County Service Area No. 4

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
Fines, Forfeitures, and Penalties							
44400 - Delinquent Tax Penalties	-	-	-	-	1,479.69	(1,479.69)	0.00 %
Total Fines, Forfeitures, and Penalties	-	-	-	-	1,479.69	(1,479.69)	0.00 %
Revenue from Use of Money and Property							
45100 - Interest	14,000.00	-	14,000.00	-	8,310.85	5,689.15	59.36 %
Total Revenue from Use of Money and	14,000.00	-	14,000.00	-	8,310.85	5,689.15	59.36 %
Charges for Services							
46700 - Special Assessments	490,000.00	-	490,000.00	-	496,000.64	(6,000.64)	101.22 %
Total Charges for Services	490,000.00	-	490,000.00	-	496,000.64	(6,000.64)	101.22 %
Services and Supplies							
52115 - Property Tax/Assessment Admin	1,500.00	-	1,500.00	-	1,325.00	175.00	88.33 %
52125 - Accounting/Auditing Services	600.00	-	600.00	-	194.00	406.00	32.33 %
52140 - Legal Services	6,500.00	-	6,500.00	-	3,503.50	2,996.50	53.90 %
52145 - Engineer Services	10,000.00	7,200.00	17,200.00	497.55	16,702.45	-	100.00 %
Total Services and Supplies	18,600.00	7,200.00	25,800.00	497.55	21,724.95	3,577.50	86.13 %
Other Financing Uses							
56100 - Transfers Out	618,537.00	-	618,537.00	-	412,277.99	206,259.01	66.65 %
Total Other Financing Uses	618,537.00	-	618,537.00	-	412,277.99	206,259.01	66.65 %
33100 - Beginning Available Fund Balance					798,881.96		
Total Revenues	504,000.00		504,000.00		505,791.18	(1,791.18)	100.36 %
Total Expenditures	637,137.00	7,200.00	644,337.00	497.55	434,002.94	209,836.51	67.43 %
Net Surplus / (Deficit)	(133,137.00)	(7,200.00)	(140,337.00)		71,788.24		
33100 - Current Available Fund Balance					870,670.20		

Total Cash as of June 30, 2022	\$864,399.22
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Napa County

Board Agenda Letter

Housing Commission

Agenda Date: 9/28/2022

File ID #: 22-1772

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Director of Housing and Homeless Services
REPORT BY: Alex Carrasco, Staff Service Analyst II
SUBJECT: Farmworker Housing Needs Assessment

RECOMMENDATION

Director of Housing and Homeless Services requests discussion of a Farmworker Housing Needs Assessment and establishment of an ad hoc committee to develop a Scope of Work for a related Request for Proposal.

EXECUTIVE SUMMARY

Director of Housing and Homeless Services requests discussion of a Farmworker Housing Needs Assessment and creation of an ad hoc committee to provide input and direction on a Scope of Work for a Request for Proposal. The Assessment will be used for baseline information to guide farmworker housing planning in the County.

PROCEDURAL REQUIREMENTS

1. Staff Reports.
2. Public comments.
3. Motion, second, discussion and vote on the item.

ENVIRONMENTAL IMPACT

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

BACKGROUND AND DISCUSSION

On August 9, 2022, the Napa County Board of Supervisors established an ad-hoc committee to evaluate the former Carneros Elementary School site, now for sale, as a potential location for a fourth Farmworker Center run by the Housing Authority. This committee and exploration came out of a series of public comments made by several industry group representatives including the Vintners, Farm Bureau, Grapegrowers, Farmworker/Cinco de Mayo Committee and others, asking the County to evaluate the site.

Initial inquiries with the school district regarding available seismic and land reports shed light on the status of the faultline and gas line running through and adjacent the property lines. The reports indicate the existing buildings on the site are largely unusable or would require such extensive retrofitting as to make them cost-prohibitive to use, given their proximity to known fault line/ruptures.

To continue evaluation of the site for possible acquisition, the County needs to conduct a Phase 1 Environmental assessment and have an appraisal for the property use as a Farmworker Center (the school district appraisal was for vineyard use). To have the necessary time to conduct these assessments and establish reasonable estimates for construction and operating costs, the County sought an exclusive negotiating agreement with the school district - effectively to ensure the work could be completed without risk of the property separately being sold to another interested party.

The school district declined to establish that agreement and no further County staff time is devoted to the evaluation of the site at this time.

In order to inform future discussion and planning about what farmworker housing needs are at this time, including for whom, in what kinds of settings, and what housing unit configurations are best suited to the identified needs, staff are recommending a Farmworker Housing Needs Assessment (“Assessment”) be conducted. Contracting for an Assessment will require a Scope of Work (SOW) to be included in a Request for Proposal (RFP). The County conducted an Assessment in FY 11/12 which was released in 2013. A Grand Jury report in 2018 recommended a new Assessment be conducted. The establishment of the Housing & Homeless Services Department within the County (merging homeless programs, County Affordable Housing and Housing Authority Funds into a single Department) in July of 2019, followed by the pandemic, both delayed the timing of planning for a new Assessment.

Director of Housing and Homeless Services requests discussion of a Farmworker Housing Needs Assessment and creation of an ad hoc committee to provide input and direction on a Scope of Work for a Request for Proposal.