

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Ken MacNab, Planning and Building Manager  
**DATE:** July 19, 2011  
**SUBJECT:** Consideration of a Professional Services Agreement with  
 Community Action of Napa Valley (CANV)

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APPROVAL FOR FORWARDING:

  
 Richard D. Spitler, City Manager

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 2 **ISSUE:** Consideration of a Resolution authorizing a Professional Services  
 3 Agreement in the amount of \$6,053 with Community Action of Napa Valley  
 4 (CANV) to provide homeless and emergency support services to residents of  
 5 Calistoga.

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 7 **RECOMMENDATION:** Adopt Resolution.

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 9 **DISCUSSION:** Community Action of Napa Valley (CANV) operates three  
 10 homeless/emergency shelters, all based within the vicinity of the City of Napa.  
 11 These shelters include: 1) the Samaritan House, a family shelter; 2) the South  
 12 Napa Shelter, a shelter for individuals, and 3) the Winter Shelter, for more  
 13 difficult to serve individuals (from November to April). CANV also operates the  
 14 Hope Center, a day time, drop in center in downtown Napa that is open seven  
 15 days a week. The Hope Center is located in downtown Napa at the Methodist  
 16 Church and is open Monday-Sunday, from 8:00 a.m. to 5:00 p.m. Under the  
 17 operation of Ms. Drene Johnson, Executive Director, the Hope Center's main  
 18 mission is outreach to the "hard to serve" homeless, i.e. the truly down and out,  
 19 including drug and alcohol abusers who have a hard time abiding by any rules.  
 20 The Hope Center provides washers, dryers, showers, access to mental health,  
 21 medical and community resources including admittance to the South Napa and  
 22 Winter Shelter. The Hope Center is the axis of the shelter system where  
 23 homeless services start and where during the day referrals are handled for  
 24 individuals who need shelter or other basic services.

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 26 The most recent estimates on utilization of shelter services by Calistogans and  
 27 persons from other incorporated areas are provided below:

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**Samaritan Shelter & Families offered overflow cots:**

<u>2007-2008</u>	<u>2009-2010</u>	<u>2010-2011</u>
American Canyon : 5	American Canyon : 9	American Cnyn: 12
St. Helena : 6	St. Helena : 6	St. Helena : 0
Calistoga : 2	Calistoga : 3	Calistoga : 0

**HOPE Center:**

<u>2007 – 2008</u>	<u>2009 – 2010</u>	<u>2010-2011</u>
American Canyon : 0	American Canyon : 14	American Cnyn: 16
Yountville : 1	Yountville : 0	Yountville : 0
St. Helena : 4	St. Helena : 6	St. Helena : 6
Calistoga : 5	Calistoga : 5	Calistoga : 7

**South Napa Shelter:**

<u>2007 – 2008</u>	<u>2009-2010</u>	<u>2010-2011</u>
American Canyon : 0	American Canyon : 9	American Cnyn: 9
St. Helena : 2	St. Helena : 6	St. Helena : 6
Calistoga : 5	Calistoga : 3	Calistoga : 3

**Winter Shelter:**

<u>2007 – 2008</u>	<u>2009 - 2010</u>	<u>2010-2011</u>
American Canyon : 0	American Canyon : 2	American Cnyn: 0
Yountville : 1	Yountville : 0	Yountville : 0
St. Helena : 2	St. Helena : 2	St. Helena : 0
Calistoga : 5	Calistoga : 0	Calistoga : 0

Although Calistoga does not have a highly visible homeless problem, there have been homeless people in town. Arguable, if these services were not available it would be reasonable to assume that we would have a more visible homeless presence.

During Fiscal Years 2008-2009 and 2009-2010, the City funded this organization directly at \$5,805 per year. Prior to this, pass through funds were included in the contractual agreements with the City of Napa Housing Authority and the Napa Valley Housing Authority.

Currently, the shelters are operating at a deficit, which is aggravated by lack of financial support from the State. The Samaritan and South Napa shelters are currently funded by an approximate 1/3 split between the City of Napa, Community Action of Napa Valley (CANV) and Napa County. Until recently, the

73 Hope Center had been totally funded by CANV. However, in Fiscal Year 2009-  
74 2010, CANV's main funding source from HUD ceased.

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76 Jim Featherstone, Assistant Director Napa County Health and Human Services,  
77 has implemented a strategy where the County and cities collectively contribute to  
78 fund this service and continue to benefit from the established shelter system.  
79 The funding formula for the Hope Center's annual budget as follows: CANV 1/3  
80 with the remaining 2/3 being split amongst government entities based upon  
81 population.

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83 The total Hope Center budget for 2011-2012 is \$227,000, of which CANV can  
84 provide \$75,666, leaving \$151,332 to be funded from other sources as follows:  
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Jurisdiction	Proposed Population % Split for Contribution	Proposed \$ Contribution
County of Napa	39%	\$59,019
City of Napa	39%	\$59,019
City of American Canyon	11%	\$16,647
City of St. Helena	5%	\$ 7,567
City of Calistoga	4%	\$ 6,053
Town of Yountville	2%	\$ 3,027

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88 Staff believes CANV's funding request is reasonable and that CANV has  
89 performed this service well in the past. As previously indicated, the City of  
90 Calistoga simply does not have the appropriate resources or expertise for the  
91 services that they provide. Therefore, staff recommends execution of the  
92 attached Professional Services Agreement enabling the CANV to formalize its  
93 relationship with the City of Calistoga.

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95 **FISCAL IMPACT:** Appropriate funds have been allocated for this professional  
96 service contract within the Special Revenue Fund (Rehabilitation Loan Program  
97 (CDBG) (39) - Low Income Housing Programs) Budget for Fiscal Year 2011-  
98 2012.

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100 **ATTACHMENTS:**

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102 1. Draft Resolution  
103 2. Draft Professional Services Agreement

RESOLUTION NO. 2011-\_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT FOR COMMUNITY ACTION OF NAPA VALLEY (CANV)

Authorizing Agreement No. \_\_\_\_\_

WHEREAS, the Calistoga City Council through its Housing Element of the General Plan actively supports the provision of homeless and emergency housing services for Calistogans in need; and

WHEREAS, the Calistoga City Council has, in the past, fiscally supported the activities of Community Action of Napa Valley (CANV) in working toward serving the "hard to serve" homeless through operation of the Hope Center which is the axis of the shelter system; whereby homeless services start and where during the day referrals are handled by individuals who need shelter or other basic services; and

WHEREAS, the Calistoga City Council wishes to enter into a professional services agreement with CANV to formalize its relationship and to continue to provide emergency shelter services and facilities through the HOPE Center located in Napa and which is operated by CANV to the City of Calistoga; and

WHEREAS, funding will be established through the 2011-2012 Fiscal Year.

NOW, THEREFORE BE IT RESOLVED, that the Calistoga City Council hereby authorizes the Interim City Manager to execute a Professional Services Agreement with CANV in substantially the same form as the agreement attached hereto for a contract amount not-to-exceed \$6,053.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 19th day of July, 2011 by the following vote:

AYES:

NOES:

ABSTAIN/ABSENT:

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JACK GINGLES, Mayor

ATTEST:

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SUSAN SNEDDON, City Clerk