

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council

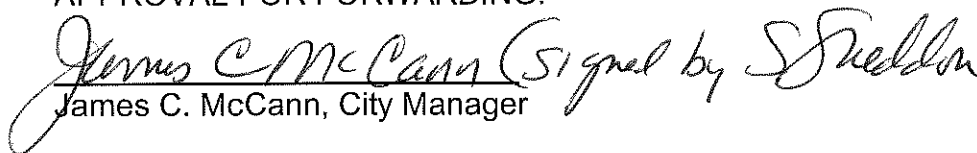
**FROM:** Susan Sneddon, City Clerk

**DATE:** March 2, 2010

**SUBJECT:** Consideration of a Resolution authorizing a budget adjustment in the amount of \$7,000 from the Affordable Housing Fund Account, and authorizing the City Manager to execute the Amendment to the funding agreement with Calistoga Affordable Housing, Inc. to support the "Rebuilding Calistoga Program"

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**APPROVAL FOR FORWARDING:**

  
 James C. McCann, City Manager

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2 **ISSUE:** Consideration of a Resolution authorizing a budget adjustment in the amount of  
3 \$7,000 from the Affordable Housing Fund Account, and authorizing the City Manager to  
4 execute the Amendment to the funding agreement with Calistoga Affordable Housing,  
5 Inc. (CAH) to support the "Rebuilding Calistoga" program.

6  
7 **RECOMMENDATION:** Adopt Resolution.

8  
9 **BACKGROUND/DISCUSSION:** At the February 2, 2010 Council meeting a funding  
10 agreement with CAH and a \$10,000 budget adjustment were approved to support the  
11 "Rebuilding Calistoga" program. The response for funding this project has been very  
12 positive; \$35,000 from a local family foundation; \$15,000 from the Gasser Foundation;  
13 \$10,000 from the City; and several smaller donations from other local  
14 charities/organizations.

15  
16 This is a great opportunity to bring the community together through volunteerism to  
17 make home repairs and install products for the low and moderate income elderly and  
18 handicapped Calistoga residents. To date a tremendous response of thirty applications  
19 have been received with an estimated cost for material of over \$13,000 for twenty-nine

20 of the projects, \$5,000 for a special needs project, and \$4,000 needed for permits  
21 –totaling \$22,000, which leaves a budget deficit of \$7,000 to fill all the needs being  
22 requested.

23

24 Staff finds the proposed funding agreement amendment to be meaningful, and believe  
25 that use of funds from the Affordable Housing Fund would be appropriate for this  
26 program. CAH will present this item at the March 2<sup>nd</sup> Council meeting, and will  
27 summarize the program to date.

28

29 **FISCAL IMPACT:** Sufficient funds are available for this program within the City's  
30 Affordable Housing Fund. A budget adjustment will need to be made through the  
31 attached resolution to reflect the commitment of funding (not to exceed \$7,000) during  
32 the 2009-2010 Fiscal Year.

33

34 **ATTACHMENTS:**

35

- 36 1. Draft Resolution
- 37 2. Request and overview of the program
- 38 3. February 2, 2010 Staff Report
- 39 4. Resolution No. 2010-012
- 40 5. February 2, 2010 Council Minute Excerpt

RESOLUTION NO. 2010-\_\_\_\_\_

RESOLUTION OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA APPROVING  
AMENDMENT NO. 1 TO THE FUNDING AGREEMENT WITH CALISTOGA AFFORDABLE HOUSING, INC.  
FOR THE REBUILDING CALISTOGA PROGRAM AND AUTHORIZING A BUDGET ADJUSTMENT  
TO FUND THE PROGRAM FROM THE AFFORDABLE HOUSING FUND

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

1           **WHEREAS**, Calistoga Affordable Housing, Inc. (CAH) has requested the City of Calistoga  
2 provide \$7,000 in additional funding towards implementation of "Rebuilding Calistoga" program; and  
3

4           **WHEREAS**, the "Rebuilding Calistoga" program proposes to re-establish a low and moderate  
5 income (with emphasis on the elderly and handicapped) homeowner repair program in Calistoga with  
6 the first event scheduled to occur April 11-24, 2010; and  
7

8           **WHEREAS**, a funding agreement in the amount of \$10,000 with CAH to support the  
9 "Rebuilding Calistoga" program was approved by City Council on February 2, 2010; and  
10

11           **WHEREAS**, CAH has received a tremendous response from Calistoga residents that have  
12 applied for home repairs and the installation products through the "Rebuilding Calistoga" program;  
13 and  
14

15           **WHEREAS**, City Council supports this program that is targeted to provide assistance to low  
16 and moderate income households, as well as, renovate existing housing stock in the City consistent  
17 with General Plan policy, specifically, Housing Element Goal H-5, Objective H5.1, Action A2.  
18

19           **WHEREAS**, staff has evaluated the proposal, found it to be reasonable, and recommends  
20 acceptance of the proposal and approval of the amendment; and  
21

22           **NOW, THEREFORE, BE IT RESOLVED** that a Budget Adjustment to assign funds (\$7,000)  
23 within the City's Fiscal Year 2009/2010 Affordable Housing Fund for the City's additional contribution  
24 to the "Rebuilding Calistoga" program; and  
25

26           **NOW, THEREFORE BE IT RESOLVED** that the City of Calistoga hereby approves  
27 Amendment No. 1 to the Funding Agreement with CAH for additional funding in an amount not to  
28 exceed \$7,000 for the "Rebuilding Calistoga" program, is hereby approved; and  
29

30           **BE IT FURTHER RESOLVED** that the City Manager is hereby authorized to execute said  
31 amendment contingent upon approval by the City Attorney; and  
32

33           **PASSED AND ADOPTED** by the City Council of the City of Calistoga this 2<sup>nd</sup> day of March  
34 2010, by the following vote:  
35

36           **AYES:**

37           **NOES:**

38           **ABSTAIN/ABSENT:**

39  
40  
41 \_\_\_\_\_  
42 **JACK GINGLES, Mayor**

43 **ATTEST:**

44 \_\_\_\_\_  
**SUSAN SNEDDON, City Clerk**

"Rebuilding Calistoga"

FEB 26 2010

Calistoga Affordable Housing, Inc.

**RECEIVED**

### Basic Program

Crafted after the very successful "Christmas in April", Rebuilding Calistoga is a community based program that recruits community volunteers coupled with grant funds from local foundations/city generated housing improvement funds to assist elderly and handicapped homeowners in the Calistoga area. At its core, the program not only seeks to assist the physical repair of housing needs but also to psychologically bring the community together through service to the community.

For the 2010 campaign, CAH has secured \$35,000 from a local family foundation, \$15,000 from the Gasser Foundation, \$10,000 from the City of Calistoga, and several smaller donations from other local charities/organizations. The positive response has been very gratifying and exciting. As the media promotion of the program began in early January, individuals and various organizations have responded with expressions of support and offers to help. Local non-CAH volunteers have been recruited to serve on a nine member steering committee that organizes and drives the details of the program. The committee's membership includes an architect, business owner, senior park resident, and two high school students, as well as CAH board members.

### Success of Program and Additional Need

From its application process, thirty applications have been received and reviewed for need and scope of work. A site visit was made to each home site and a detailed listing was made of the need. This listing was presented to Napa Valley Builder's Supply and the Napa Home Depot for a cost analysis. The estimated costs for material is over \$13,000 for 29 of the projects and \$5000 for a special needs project. In addition, there is another \$4000 that is budgeted for the needed City and State permits for work on mobile homes. The total cost of these items is \$22,000.

Additional costs include the preparation of an "Appreciation Day" event to be held on April 25, 4:00 p.m. at the Fairgrounds. This event is an opportunity for community to come together to review the impact of the work as well receive a gesture of appreciation from the community. Each volunteer will receive a commemorative Tee shirt, a participation certificate of appreciation, and an opportunity to have their Tee shirts autographed by our guest celebrities who have been invited to share in the event.

As the committee reviewed the thirty applications, it became obvious that the city has many elderly residents who are living in substandard living conditions. Our requests

included homes without working cooking appliances, leaky roofs, moldy walls, water heaters that have been out of commission for months. The majority of the requests were for small items that don't require a lot of work or money, but without being in working order, do cause health and safety issues. One elderly lady, who is current in the hospital, has a large portion of her roof missing and she has no heat source in the house with the exception of a fireplace. One mobile home is in such poor condition that it is questionable that anyone should be living there. But without our help, who do these residents turn to. Many homeowners are requesting repairs for their decks that need wood replacement or screws tightened, etc. Two residents require a wheel chair ramp that can't be installed because of code issues, so we are searching for used electric lifts to remediate this problem.

Our committee has voted to move forward and accept all of the applications for repair. However, this will put our budget into a \$7,000 deficit. We do not feel we can let these repairs go by the wayside, they must be dealt with. So we are returning to the City Council for a request of an additional \$7,000 to help us complete all requests. If, as we continue to work on building more and stronger partnerships like Home Depot and Napa Valley Builder's Supply, we may find that we are able to reduce our budgetary expenses. In such case, we will gladly refund the excess funds to the city, or carry them over to assist in repair requests that come into CAH during the remainder of the year.

Since we need to know if we can financial handle all these requests, we have placed this request before you for quick resolution so we can notify all the homeowners of our intent to provide assistance.

CAH wishes to thank the City and Council for their original support of this project and for their consideration of this additional request.

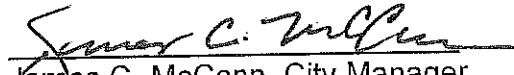
# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Charlene Gallina, Planning & Building Director  
**DATE:** February 2, 2010  
**SUBJECT:** Funding Request to Support Calistoga Affordable Housing's  
"Rebuilding Calistoga" Program

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APPROVAL FOR FORWARDING:

  
James C. McCann, City Manager

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1 **ISSUE:** Consideration of a Resolution approving a budget adjustment and  
2 authorizing a request to execute a funding agreement with Calistoga Affordable  
3 Housing, Inc. (CAH) in the amount of \$10,000 to support CAH's "Rebuilding  
4 Calistoga" Program.

5  
6 **RECOMMENDATION:** Adopt Resolution.

7  
8 **BACKGROUND:** Between 2002 and 2007, the Napa Valley Housing Authority  
9 organized and operated the "Christmas in April" Program (later renamed the  
10 "Rebuilding Together") to assist low income Napa County residents in  
11 homeowner repairs. Calistoga Affordable Housing, Inc. joined in to provide local  
12 assistance in program operation and coordination. Through the City of  
13 Calistoga's Community Enrichment Grant Program, \$8,000 in funding was  
14 granted to the Napa Valley Housing Authority for this program to ensure that  
15 ~~homes in Calistoga participated in this program. The program, although popular~~  
16 and successful, required significant Housing Authority staff time and was  
17 dissolved in 2007. CAH is proposing to re-establish a low and moderate income  
18 (with emphasis on the elderly and handicapped) homeowner repair program in  
19 Calistoga similar to the former "Christmas in April" and "Rebuilding Together"  
20 Programs.

21  
22 In recent years, CAH has received many requests from community members to  
23 re-implement a similar program. To address this need, the CAH Board of  
24 Directors authorized on January 4, 2010 implementation of the "Rebuilding  
25 Calistoga" program. It is CAH's hope to secure \$33,000 to fund the initial year of

26 the program in Calistoga (the attached December 30, 2009 letter from Ms. Erica  
27 Roetman Sklar, Executive Director of CAH, outlines the proposal and anticipated  
28 program funding). CAH seeks a portion of the proposed program funding (a  
29 \$10,000 contribution) from the City of Calistoga (derived from the City's  
30 Affordable Housing Fund). It should be further noted that CAH is donating the  
31 funds normally used for administration of the program so that 100% of the  
32 \$33,000 can be used for materials and specialized labor requirements.

33  
34 **DISCUSSION:** Staff recognizes and supports the benefits associated with this  
35 program that is targeted to provide assistance to disabled residents and low and  
36 moderate income households, and to renovate existing housing stock in the City  
37 consistent with General Plan policy. Specifically, Housing Element Goal H-5,  
38 Objective H5.1, Action A2.states the following:

39  
40 *Housing Element*  
41 *Goal H-5* *Enhance and promote quality housing design in both new*  
42 *and existing development.*  
43  
44 *Objective H-5.1* *Preserve and improve the quality of existing housing.*  
45  
46 *Action A2.* *Cooperate with volunteer groups such as Rebuilding*  
47 *Together (formerly Christmas in April), when consulted*  
48 *by these groups, to help very low- and low-income home-*  
49 *owners and renters to maintain and upgrade their*  
50 *property.*

51  
52 Should Council authorized funding, it is suggested that five requirements be  
53 established:

- 54  
55 1. The attached Funding Agreement be executed.  
56 2. Applications be prescreened through the City's Building Official to  
57 identify any significant Building/Fire Code issues of concern.  
58 3. Building permits be obtained for all work when required by the  
59 Calistoga Municipal Codes. All required City plan check fees and  
60 permit fees for required inspections shall be paid prior to issuance of a  
61 building permit.  
62 4. After completion of each home improved, CAH, Inc. shall submit a  
63 report detailing activities provided under the program to be utilized for  
64 the City's annual housing report.  
65 5. An accounting of the use of City funds be provided to the City prior to  
66 July 1, 2010.

67  
68 Staff finds that proposal by CAH to be very worthwhile and extremely timely. We  
69 further believe that use of funds from the Affordable Housing Fund would be  
70 appropriate for this program.  
71

72 The Rebuilding Calistoga Program is proposed to bring the community together  
73 through volunteerism for the purpose of making repairs, and installing products  
74 that will improve the living conditions of the low and moderate income elderly and  
75 handicapped Calistoga residents. CAH will organize volunteers to make repairs  
76 on at least three to five houses in Calistoga a year, with the first event scheduled  
77 to occur April 11-24, 2010. The CAH Board and its staff will provided all oversight  
78 and coordination of the program; no direct City involvement is required.

79  
80 **FISCAL IMPACT:** Sufficient funds are available for this program within the City's  
81 Affordable Housing Fund. A budget adjustment will need to be made through the  
82 attached resolution to reflect the commitment of funding (not to exceed \$10,000)  
83 during the 2009-2010 Fiscal Year.

84  
85 **ATTACHMENTS:**

- 86 1. Draft Resolution  
87 2. Draft Funding Agreement  
88 3. Request and background information



RESOLUTION NO. 2010-012

RESOLUTION OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA APPROVING A FUNDING AGREEMENT WITH CALISTOGA AFFORDABLE HOUSING, INC. FOR THE REBUILDING CALISTOGA PROGRAM

Authorizing Agreement No. 395

WHEREAS, the Calistoga Affordable Housing, Inc. (CAH) has requested the City of Calistoga provide \$10,000 towards implementation of Rebuilding Calistoga Program; and

WHEREAS, the Rebuilding Calistoga Program proposes to re-establish a low and moderate income (with emphasis on the elderly and handicapped) homeowner repair program in Calistoga similar to what was formerly called "Christmas in April", whereby CAH is proposing to organize volunteers to make repairs on at least three to five houses in Calistoga a year, with the first event scheduled to occur April 11-24, 2010; and

WHEREAS, City Council recognizes the importance that this program such that it supports the benefits associated with this program that is targeted to provide assistance to low and moderate income households, as well as, renovate existing housing stock in the City consistent with General Plan policy, specifically, Housing Element Goal H-5, Objective H5.1, Action A2.

NOW, THEREFORE, BE IT RESOLVED that a Budget Adjustment to assign funds (\$10,000) within the City's Affordable Housing Fund for the City's contribution to the Rebuilding Calistoga Program; and

NOW, THEREFORE BE IT RESOLVED that the City of Calistoga hereby approves the Calistoga Affordable Housing, Inc. Funding Agreement (attached) for Fiscal Year 2009/2010; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute said amendment contingent upon approval by the City Attorney; and

PASSED AND ADOPTED by the City Council of the City of Calistoga this 2<sup>nd</sup> day of February 2010, by the following vote:


AYES: Mayor Gingles, Vice Mayor Dunsford, Councilmembers Garcia, Kraus and Slusser

NOES: None

ABSTAIN/ABSENT: None

  
\_\_\_\_\_  
JACK GINGLES, Mayor

ATTEST:

  
\_\_\_\_\_  
SUSAN SNEDDON, City Clerk

**MINUTE EXCERPT**  
**CITY COUNCIL – REGULAR MEETING**  
**TUESDAY, FEBRUARY 2, 2010 - 7:00 P.M.**  
**CALISTOGA COMMUNITY CENTER**

**GENERAL GOVERNMENT**

9. Consideration of a Resolution authorizing a budget adjustment in the amount of \$10,000 from the Affordable Housing Fund Account, and authorizing the execution of a funding agreement with Calistoga Affordable Housing, Inc. (CAH) to support the “Rebuilding Calistoga Program”.

Planning and Building Director Gallina provided a brief history of this item. She stated that in the past the City provided funding to Napa Valley Housing Authority through the Community Enrichment Grant Program (2002 thru 2007) to operate a program to assist low income Napa County residents in homeowner repairs (“Christmas in April” Program; later renamed “Rebuilding Together”). She stated that Calistoga Affordable Housing (CAH) is proposing to re-establish a similar low- and moderate-income home repair program. She stated that CAH is requesting \$10,000 from the City’s Affordable Housing Fund to support this program.

Erika Sklar, CAH Executive Director, provided a brief overview of the proposed Rebuilding Calistoga Program. She stated that with the help from volunteers this program will help to bring the community together.

Larry Kromann, CAH President, expressed a concern regarding the proposed construction plan pre-screening process (a potential delay).

Councilmember Kraus agreed with staff that issues related to fire and building code need to be examined by the Planning and Building staff.

City Manager McCann explained the purpose of the pre-screening process.

It was **MOVED** by Mayor Gingles and **SECONDED** by Vice Mayor Dunsford to adopt Resolution No. 2010-012 authorizing a budget adjustment in the amount of \$10,000 from the Affordable Housing Fund Account, and authorizing the execution of a funding agreement with Calistoga Affordable Housing, Inc. (CAH) to support the “Rebuilding Calistoga Program”. The Motion was carried unanimously by the following vote:

**AYES:** Mayor Gingles, Vice Mayor Dunsford, Councilmembers Garcia, Kraus, and Slusser

**NOES:** None

**ABSTAIN:**None

**ABSENT:** None