



# **MEETING AGENDA FOR THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NAPA**

**Tuesday, June 4, 2019**

**3:30 PM Afternoon Session**

**City Hall Council Chambers**

*955 School Street  
Napa, California 94559  
[www.cityofnapa.org](http://www.cityofnapa.org)*

## **Board of Commissioners**

*Chairperson Jill Techel  
Board Member Liz Alessio  
Board Member Doris Gentry  
Board Member Mary Luros  
Board Member Scott Sedgley  
Board Member Carol Hamilton  
Board Member Johanna Moore*

See last pages of agenda for information regarding meeting procedures  
Vea las últimas páginas de esta agenda para información sobre juntas del poder legislativo

**3:30 P.M. AFTERNOON SESSION****1. CALL TO ORDER:****1.A. Roll Call:****2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:****3. PUBLIC COMMENT:****4. CONSENT CALENDAR:**

- 4.A. [1891-2019](#) Board of Commissioners of the Housing Authority of the City of Napa (HACN) Meeting Minutes**
- Recommendation:** Approve the May 7, 2019 Regular Meeting Minutes of the Housing Authority Board.
- Attachments:** [ATCH 1 - HACN Regular Meeting Minutes Draft](#)
- 4.B. [1851-2019](#) Statement of Investment Policy**
- Recommendation:** Adopt a resolution to adopt an update to the City's Statement of Investment Policy for FY 2019/20, and delegate authority to the City Treasurer to invest funds in accordance with the Statement of Investment Policy.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Proposed Statement of Investment Policy \(Clean\)](#)  
[ATCH 2 - Proposed Statement of Investment Policy \(Redline\)](#)
- 4.C. [1863-2019](#) Section 8 Revised Utility Allowance Schedule**
- Recommendation:** Adopt a resolution approving the Revised Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program effective July 1, 2019.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Utility Allowance Schedules](#)
- 4.D. [1864-2019](#) Intergovernmental Housing Services Agreement with the City of American Canyon**
- Recommendation:** Adopt a resolution authorizing the Deputy Director to execute the Intergovernmental Housing Services Agreement with the City of American Canyon.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Housing Services Agreement](#)

**5. ADMINISTRATIVE REPORTS:****5.A. [1892-2019](#) Housing Choice Voucher Program Administrative Plan**

**Recommendation:** Adopt a resolution approving amendments to the Section 8 Housing Choice Voucher Program Administrative Plan.

**Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Administrative Plan](#)  
[ATCH 2 - Administrative Plan Amendments \(Redline\)](#)

**6. PUBLIC HEARINGS/APPEALS:****6.A. [1852-2019](#) Budget for FY 2019/20 and 2020/21**

**Recommendation:** Adopt a resolution approving and adopting the Budget of the Housing Authority of the City of Napa for Fiscal Years 2019/20 and 2020/21.

**Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Proposed Housing Budget](#)

**7. COMMENTS BY BOARD MEMBERS OR EXECUTIVE DIRECTOR****8. ADJOURNMENT:**

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at City Hall, 955 School Street, on Thursday, May 30, 2019 at 5:00 p.m.

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Tiffany Carranza, City Clerk

The next regularly scheduled meeting for the Housing Authority of the City of Napa is August 6, 2019.

**MEETING DATES:**

The Housing Authority of the City of Napa ("Housing Authority") Board of Commissioners ("Board") meets regularly on the first Tuesday of each month; additional meetings may be scheduled as needed.

**INFORMATION AVAILABLE FOR HOUSING AUTHORITY BOARD MEETINGS:**

Information and documents related to items on this agenda are available on the City's website at [www.cityofnapa.org](http://www.cityofnapa.org); you may also contact the City Clerk for information by email at [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org); by calling (707) 257-9503; or in person at 955 School Street, Napa. Any documents related to an agenda item that are provided to a majority of the Board Members after distribution of the agenda packet are reported by the City Clerk at the meeting under "Supplemental Reports and Communications," and are available for public inspection.

**HOUSING AUTHORITY POLICY TO FACILITATE ACCESS TO PUBLIC MEETINGS:**

The Housing Authority complies with all applicable requirements of the Americans with Disabilities Act and California law, and does not discriminate against any person with a disability. If any person has a disability and requires information or materials in an appropriate alternative format (or any other reasonable accommodation), contact the City Clerk at (707) 257-9503 or email at [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org). For TTY/ Speech-to-Speech users, dial 7-1-1 for the California Relay Service, for text-to-speech, speech-to-speech, and Spanish-language services 24 hours a day, 7 days a week.

In making any request to the Housing Authority for assistance, please provide advance notice of at least three business days prior to the meeting.

**TRADUCCIONES EN ESPAÑOL / SPANISH-LANGUAGE TRANSLATIONS:**

Esta agenda identifica los asuntos que serán considerados en una junta del poder legislativo. Todas las juntas del poder legislativo están abiertas al público, y se invita a los miembros del público a asistir y dirigirse directamente ante el poder legislativo. Si usted desea recibir una copia de esta agenda o información relacionada en español, por favor póngase en contacto con la Secretaria de la Ciudad al 707-257-9503 o por correo electrónico a [Clerk@cityofnapa.org](mailto:Clerk@cityofnapa.org).

**CONDUCT OF MEETINGS:**

Meetings are conducted in accordance with the requirements of state law (the "Ralph M. Brown Act," California Government Code Sections 54950, et seq.) and the City's Rules of Order (Council Policy Resolution 19).

Members of the public may address the Housing Authority Board at designated times and are expected to conduct themselves with courtesy and respect. Speakers should direct comments to the Chair and Board Members, not the audience. Speakers are expected to yield the floor when the time limit is identified and comply with the City's Rules of Order. Speaking times are limited to no more than three minutes per person, with the exception of certain hearings and appeals, or at the discretion of the Chair or Board.

**PUBLIC COMMENT (INCLUDING CONSENT CALENDAR AND ADMINISTRATIVE REPORTS):**

The public may directly address the Housing Authority Board on any subject within the Housing Authority's subject matter jurisdiction, including any matter that is not on the agenda. Speaking time is limited to no more than three (3) minutes per person, unless modified at the discretion of the Chair or Board.

If the matter is not on the agenda, or if the matter is on the Consent Calendar, or is an Administrative Report, submit a speaker card or request to speak during the Public Comment portion of the meeting.

Speaker cards are not required if the speaker otherwise makes a clear and timely request to address the HACN, but do promote the efficient and orderly progress of the meeting. Information on Speaker Cards is subject to disclosure under the California Public Records Act.

**CONSENT CALENDAR:**

Items are considered routine and may be approved by a single vote. Only the Chair or a majority of the Board Members may authorize public input after the consent calendar is introduced.

**ADMINISTRATIVE REPORTS**

Only the Chair or a majority of Board Members may authorize input for these items.

**CONSENT HEARINGS:**

These routine items may be approved by a single vote; however, any member of the public or Board Members may remove an item for consideration during the public hearing portion of the agenda.

**PUBLIC HEARINGS/APEALS**

During any public hearing or appeal, any person may directly address the Board. Applicants (or appellants) are allowed 10 minutes to present testimony at the beginning of the public hearing, and if needed, 5 minutes to present rebuttal at the end of the public hearing. All other speakers will be limited to 3 minutes.

**CLOSED SESSION**

The Board is authorized to meet in closed session, without attendance by the public, on limited confidential topics such as pending litigation, real property negotiations, or personnel or labor matters.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT:**

The California Environmental Quality Act ("CEQA") is the state law that requires the City to evaluate and document the potential environmental consequences of discretionary decision. (See, California Public Resources Code Sections 21000 - 21189.3; and the "CEQA Guidelines" at California Code of Regulations Title 14, Division 6, Chapter 3, Sections 15000 - 15387). For each item that requires a CEQA determination by the Board, there is a reference to that determination on this agenda, and more information regarding the CEQA analysis is included in the documents that accompany this Agenda. To the extent that Authority staff determines that particular items are not subject to CEQA, there will be no indication of a CEQA action on this Agenda.

**CHALLENGES TO DECISIONS MADE BY THE HOUSING AUTHORITY BOARD:**

If a person wishes to file a legal challenge to any decision made by the Housing Authority Board, you may be limited to raising only those issues which you or someone else raised during the meeting, or in a written communication received by the City Clerk prior to or during the meeting. In addition, a legal challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies. The time limit to commence any legal challenge may be subject to strict timing requirements, and failure to comply with applicable timing requirements may result in a legal challenge being barred. Any lawsuit or legal challenge to any quasi-judicative decision made by the Board is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-judicative decision made by Board must be filed no later than the 90th day following the date on which such decision becomes final.