



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

**Tuesday, June 16, 2020**

**SPECIAL MEETING - 3:30 PM**

**\*\*See CORONAVIRUS (COVID-19) - Notice of Meeting Procedures, on Pages 4-5  
The Council Chambers will be closed to the public.  
This meeting will be conducted as a Teleconference.**

**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 Luross  
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

A Special Meeting for the Board of Commissioners of the Housing Authority of the City of Napa was called on Tuesday, June 16, 2020 at 3:30 p.m. to be held at City Hall Council Chambers, 955 School Street, Napa, California, for the purpose identified on this Agenda. This Special Meeting was called in accordance with California Government Code Section 54956.

**PUBLIC COMMENT:** For each item described on this special meeting agenda, members of the public will be provided an opportunity to directly address the City Council before the Council takes action on that item. Please see Pages 4 and 5 for provisions on providing public comment.

**1. CALL TO ORDER:**

**1.A. Roll Call:**

**2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

**3. CONSENT CALENDAR:**

**3.A. [185-2020](#) Statement of Investment Policy**

**Recommendation:** Adopt a resolution to adopt the City's Statement of Investment Policy for FY 2020/21 and delegate authority to the City Treasurer to invest funds in accordance with the Statement of Investment Policy.

**Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Statement of Investment Policy](#)  
[ATCH 2 - Memo from PFM Asset Management LLC](#)

**4. PUBLIC HEARINGS/APPEALS:**

**4.A. [184-2020](#) Housing Authority of the City of Napa FY 2020/21 Budget Update Adoption**

**Recommendation:** Adopt a resolution approving and adopting the budget updates for Fiscal Year 2020/21.

**Attachments:** [ATCH 1 - Resolution](#)  
[Ex A - Housing Authority Budget Update for FY 2020/21](#)

**5. COMMENTS BY BOARD MEMBERS OR EXECUTIVE DIRECTOR**

**6. 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 Friday, June 12, 2020 at 5:00 p.m.

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Tiffany Carranza, City Clerk

**\*\* CORONAVIRUS (COVID-19) - Notice of Meeting Procedures \*\*****TELECONFERENCE MEETING**

In order to slow the spread of the Coronavirus (COVID-19) pandemic, the City will conduct this meeting as a teleconference in compliance with the Governor's Executive Orders N-29-20 and N-63-20, and members of the City Council or City staff may participate in this meeting telephonically or electronically. The City Council Chambers will be closed to the public, and members of the public may participate in the meeting by viewing the meeting live, and providing comments, as described below.

**VIEWING THE MEETING LIVE**

All members of the public are invited to view the meeting live on: (a) local cable TV Channel 28; or (b) live-streamed on the City of Napa's website at [www.cityofnapa.org](http://www.cityofnapa.org) (see: <https://napacity.legistar.com/Calendar.aspx>; and click on the "In Progress" button).

**PROVIDING COMMENTS VIA TELEPHONE**

If you would like to provide comments via telephone during the Board meeting, you must submit a request to the City Clerk by no later than 3:00 p.m. on Tuesday, June 16, 2020. The request may be submitted to the City Clerk by emailing [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org), or by calling (707) 257-9503. When submitting the request, please identify your name, your telephone number (including the area code first), and the agenda item number and letter you would like to comment on. On the day of the Board meeting, a representative from the City Clerk's Office will call you to connect you to the Board meeting to allow you to provide your comments to the Board via telephone.

**PROVIDING WRITTEN COMMENTS VIA EMAIL TO BE READ AT THE MEETING**

Any member of the public may provide a written comment to the Board before or during the meeting by sending it to the City Clerk via email at: [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org). If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comment of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes "COMMENT TO BOARD FOR JUNE 16, 2020 HOUSING AUTHORITY MEETING – PLEASE READ"; and (2) it is received by the City Clerk prior to the time for public comment during the meeting for that agenda item. Please be aware that any public comments received that do not specify a particular agenda item number will be read aloud during the general public comment portion of the agenda. Due to potential technological delays in transmission, the public is encouraged to submit any comments to the City Clerk early, in order to ensure they are received in time to be read into the record.

**PROVIDING WRITTEN COMMENTS IN PAPER FORM TO BE READ AT THE MEETING**

Any member of the public may provide a written comment in a paper form (handwritten or typed) to the City Council if it is received by no later than 3:00 p.m. on Tuesday, June 16, 2020, by either: (a) placing the comment in an envelope addressed to the attention of the City Clerk, and depositing it in the “NIGHT DEPOSIT - PAYMENTS” slot located at the front door of City Hall at 955 School Street; or (b) making arrangements for a personal delivery in advance, by calling the City Clerk’s office at 707-257-9503. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comment of 500 words or less (per person, per item) will be read into the record if: (1) the comment includes “COMMENT TO BOARD FOR JUNE 16, 2020 HOUSING AUTHORITY MEETING – PLEASE READ”; and (2) it is received by the City Clerk prior to 3:00 p.m. on June 16, 2020. Please be aware that any public comments received that do not specify a particular agenda item number will be read aloud during the general public comment portion of the agenda. The public is encouraged to submit any comments to the City Clerk early, in order to ensure they are received in time to be read into the record.

**PROVIDING SUPPLEMENTAL WRITTEN COMMENTS**

Any member of the public may provide supplemental written comments to the Board before or during the meeting, beyond the 500 word limit for comments read into the record, and those supplemental written comments will be made a part of the written record in accordance with the Council’s Rules of Order and Procedures (R2016-6).

**VIEWING ARCHIVED WEBCASTS OF PAST MEETINGS**

Members of the public may access past City meetings at any time by going to <https://napacity.legistar.com/Calendar.aspx>; which includes an indexed listing of past meetings, including supporting documents, minutes, and video.

The City of Napa thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

**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.