



REGULAR MEETING AGENDA FOR THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NAPA

Tuesday, June 1, 2021

3:30 PM Afternoon Session

****See CORONAVIRUS (COVID-19) - Notice of Meeting Procedures, 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*

Board of Commissioners

*Chairperson Scott Sedgley
Board Member Liz Alessio
Board Member Mary Luros
Board Member Bernie Narvaez
Board Member Beth Painter
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:**

***See pages 4-5 for procedures to provide comments to the Board.**

4. CONSENT CALENDAR:

- 4.A. [157-2021](#) Board of Commissioners of the Housing Authority of the City of Napa (HACN) Meeting Minutes**
- Recommendation:** Approve the April 6, 2021 Regular Meeting Minutes of the Housing Authority Board.
- Attachments:** [ATCH 1 - 4/6/21 HACN Regular Meeting Minutes Draft](#)
- 4.B. [171-2021](#) Audited Comprehensive Annual Financial Report, Single Audit (SA) and Financial Data Schedule for the Fiscal Year Ended June 30, 2020**
- Recommendation:** Accept the City of Napa Audited Comprehensive Annual Financial Report and Single Audit (SA) for the fiscal year ended June 30, 2020.
- Attachments:** [ATCH 1 - CAFR of the City of Napa for the FY ended June 30, 2020](#)
[ATCH 2 - Single Audit for the fiscal year ended June 30, 2020](#)
[ATCH 3 - Financial Data Schedule of the HACN](#)
- 4.C. [194-2021](#) Housing Choice Voucher Program Administrative Plan**
- Recommendation:** Adopt a resolution approving an amended Section 8 Housing Choice Voucher Program Administrative Plan.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - Administrative Plan](#)
[ATCH 2 - Administrative Plan Amendments](#)

5. PUBLIC HEARINGS/APPEALS:

- 5.A. [168-2021](#) Housing Authority of the City of Napa FY 2021/22 Proposed Budget**
- Recommendation:** Provide direction to staff to finalize the proposed FY 2021/22 Budget and present that document for final review and approval at the scheduled special meeting on June 15, 2021.
- Attachments:** [ATCH 1 - Fiscal Year 2021/22 Proposed Budget for the Housing Authority](#)

6. COMMENTS BY BOARD MEMBERS OR EXECUTIVE DIRECTOR

7. 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 27, 2021 at 5:00 p.m.

Caitlin Saldanha, Deputy City Clerk

The next regularly scheduled meeting for the Housing Authority of the City of Napa is August 3, 2021.

**** 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 (see: <https://napacity.legistar.com/Calendar.aspx>; and click on the "In Progress" button).

PROCEDURES TO PROVIDE COMMENTS TO THE HOUSING AUTHORITY BOARD

Any member of the public may directly address the Board regarding (a) any matter identified on the agenda; or (b) during the Public Comment portion of the meeting for any matter within the Board's subject matter jurisdiction that is not identified on the agenda.

The Mayor may modify (increase or decrease) any time requirement for any speaker, or change the order of items on the agenda, in accordance with the Rules of Order in order to facilitate the efficient and fair conduct of the meeting. This may include moving all or a portion of the Public Comment portion of the agenda to the end of the meeting (see Council Policy Resolution 19, R2016-6 section 6.1.4).

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 1, 2021. The request may be submitted to the City Clerk by emailing 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. Comments are requested by 3:00 p.m. on the day of the meeting, but may be submitted until the close of the Agenda Item for which the comment is submitted. 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 1, 2021 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 Board if it is received by no later than 3:00 p.m. on Tuesday, June 1, 2021, 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 1, 2021 HOUSING AUTHORITY MEETING – PLEASE READ”; and (2) it is received by the City Clerk prior to 3:00 p.m. on June 1, 2021. 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.

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.

GENERAL PROCEDURES FOR HOUSING AUTHORITY MEETINGS**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 this meeting are available on the City's website at www.cityofnapa.org; or by contacting the City Clerk by email at 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.

**CITY POLICY TO FACILITATE ACCESS TO PUBLIC MEETINGS:**

The Housing Authority offers its public programs, services, and meetings in a manner that is reasonably accessible to everyone, including individuals with disabilities. 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), or if you need any special assistance to participate in this meeting, contact the City Clerk at (707) 257 9503 or email at 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 as much advance notice as feasible, at least 48-hours prior to the meeting.

TRADUCCIONES EN ESPAÑOL / SPANISH LANGUAGE TRANSLATIONS:

Esta agenda identifica los asuntos que serán considerados para la acción de un cuerpo legislativo de la Ciudad en la fecha, hora y lugar que se muestran en la primera página. Todas las juntas del cuerpo legislativo están abiertas al público, y se invita a los miembros del público a asistir y dirigirse directamente ante el cuerpo legislativo.

Si solicita ayuda para traducir del inglés al español esta agenda o información relacionada, comuníquese con la Secretaria de la Ciudad al 707-257-9503 o por correo electrónico a clerk@cityofnapa.org. Para una solicitud de asistencia, favor de avisar con al menos 48 horas de anticipación.

RULES OF ORDER FOR THE CONDUCT OF HOUSING AUTHORITY MEETINGS:

The Housing Authority conducts its meetings 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, R2016-6). Members of the public are expected to conduct themselves with courtesy and respect and comply with the Rules of Order.

PROCEDURES TO DIRECTLY ADDRESS THE HOUSING AUTHORITY BOARD:

Any member of the public may directly address the Housing Authority Board regarding: (a) any matter identified on the agenda; or (b) during the Public Comment portion of the meeting for any matter within the Chair and Board Members subject matter jurisdiction that is not identified on the agenda. Each speaker is requested to submit a speaker card or request to speak before the item is called to be addressed by the Chair and Board Members (for Public Comment, Consent Calendar, Administrative Reports, Consent Hearings, or Public Hearings). Speaker cards are used to promote the efficient and orderly progress of the meeting; however, a card is not required if the speaker otherwise makes a clear and timely request to address the Chair and Board Members. Information on Speaker cards is subject to public disclosure under the California Public Records Act.

Speakers should direct comments to the Housing Authority Board, not the audience. Speakers are expected to yield the floor when the time limit is identified. For each item, speaking time is limited to no more than three

minutes per person, unless otherwise specified for hearings and appeals, or at the discretion of the Chair or Board to address special circumstances. The chair may modify (increase or decrease) any time requirement for any speaker, or change the order of items on the agenda, in accordance with the Housing Authority Board's Rules of Order in order to facilitate the efficient and fair conduct of the meeting. This may include moving all or a portion of the Public Comment portion of the agenda to the end of the meeting (see Council Policy Resolution 19, R2016-6 section 6.1.4).

PUBLIC COMMENT:

The public may directly address the Housing Authority Board on any matter within the Housing Authority's subject matter jurisdiction, including any matter that is not on the agenda. However, State law strictly limits the Chair or Board's authority to respond at the meeting to any matter that is not on the agenda.

CONSENT CALENDAR:

Items on the Consent Calendar are considered routine and may be approved by a single vote of the Chair or Board Members.

ADMINISTRATIVE REPORTS:

Items on the Administrative Reports portion of the agenda do not require a public hearing prior to Chair or a majority of the Board Members taking the identified action.

CONSENT HEARINGS:

Items on the Consent Hearing portion of the agenda are considered routine and may be approved by a single vote of the Chair or Board Members; 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, an opportunity will be provided for public testimony when 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 testimony. All other speakers will be limited to times established by the Chair under the Procedures to Directly Address the Housing Authority Board (above).

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 City Council, 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 City 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 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 adjudicative 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 adjudicative decision made by Board must be filed no later than the 90th day following the date on which such decision becomes final.