

**INTERGOVERNMENTAL AGREEMENT FOR SERVICES BY AND BETWEEN THE
HOUSING AUTHORITY OF THE CITY OF NAPA AND
THE TOWN OF YOUNTVILLE**

**HOUSING AUTHORITY OF THE CITY OF NAPA AGREEMENT NO. _____
TOWN OF YOUNTVILLE AGREEMENT NO. _____**

THIS AGREEMENT FOR SERVICES (this “Agreement”) is made and entered into as of July 1, 2024 (“Effective Date”), by and between the HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic (the “Authority”), and the Town of Yountville, a municipal corporation (the “Town”) under the joint exercise of powers provisions of the Government Code of the State of California, California Government Code Section 6500-6536. Town and Authority are public entities organized and operating under the laws of the State of California and each is a public entity as defined in California Government Code Section 6500. The Authority and Town are hereinafter collectively referred to as the “Parties.”

RECITALS

WHEREAS, the Town desires to obtain housing services from the Authority during the Fiscal Year 2024 – 2025 and Fiscal Year 2025 – 2026, and the Authority is willing to provide such services to the Town subject to the terms and conditions set forth herein.

TERMS

NOW, THEREFORE, Town and Authority agree as follows:

1. **Term of the Agreement.** The term of this Agreement shall commence on the Effective Date and shall expire on June 30, 2026 (the “Term”) unless earlier terminated in accordance with Paragraphs 7 or 8 of this Agreement.
2. **Scope of Services.** Authority shall perform the services described in the *Scope of Services* in Exhibit “A”, attached hereto and incorporated by reference herein (the “Services”).
3. **Compensation.**
 - (a) **Baseline Rates.** In consideration of Authority’s performance of the Services, the Town shall pay to Authority the baseline rate (“Baseline Rate”) of Sixty-Two Thousand Seven Hundred Dollars (\$62,700) for fiscal year 2024–2025 and Sixty-Five Thousand Two Hundred Dollars (\$65,200.00) for fiscal year 2025–2026
 - (b) **Maximum Annual Compensation.** The total compensation for the Services provided by Authority to the Town under this Agreement, including the Baseline Rate shall not exceed \$62,700 for fiscal year 2024-2025 or \$65,200.00 for fiscal year 2025-2026 as detailed in the following table:

COMPENSATION BREAKDOWN			
Service Provided	FY2024-25 Cost	FY2025-26 Cost	Total Cost
HACN Baseline Housing Services	\$62,700	\$65,200	\$127,900

(c) Rate for Additional Services. If the Town authorizes Authority to perform services that are not included in the *Scope of Services* set forth in Exhibit "A" ("Additional Services"), Authority will be compensated for the Additional Services on a time and materials basis. The rate for Authority's time for the Additional Services shall be the then-current fully burdened overhead rate (the "Fully Burdened Overhead Rate") for the employee performing the Additional Services. The Fully Burdened Overhead Rate is an hourly billable rate that captures all Authority costs (direct and indirect) associated with an employee, over and above gross compensation or payroll costs. Typical costs associated with the Fully Burdened Overhead Rate include payroll taxes, worker's compensation, health insurance, paid time off, pension contributions, other benefits, and indirect costs including departmental and citywide administrative overhead allocations. The applicable Fully Burdened Overhead Rate will depend on the Authority employee performing the Additional Services as each employee has a different Fully Burdened Overhead Rate that is calculated based on that particular employee's salary and benefits.

(d) Invoices for Additional Services. Authority will submit a monthly itemized invoice to the Town for any Additional Services provided by the Authority during the preceding month. The Town will pay the Authority within 30 days after approval of each invoice.

4. **Method of Payment.** The Authority shall provide to Town an invoice for payment for the Services on the following dates and in the following amounts:

- (a) On July 1, 2024, an invoice equal to 50% of the Baseline Rate for fiscal year 2024-2025 in the amount of \$31,350.00; and
- (b) On January 1, 2025, a second invoice for the remaining 50% of the Baseline Rate for fiscal year 2024-2025 in the amount of \$31,350.00.
- (c) On July 1, 2025, a third invoice for 50% of the Baseline Rate for fiscal year 2025-2026 in the amount of \$32,600.00; and
- (d) On January 1, 2026, a fourth invoice for the remaining 50% of the Baseline Rate for fiscal year 2025-2026 in the amount of \$32,600.00.

Town shall pay the Authority within thirty (30) days following receipt of an invoice.

5. **Independent Contractor.** The Authority shall perform the Services under this Agreement as an independent contractor. The Authority and the officers, agents and employees of Authority are not, and shall not be deemed, Town employees for any purpose, including workers' compensation. The Authority shall determine the method and manner by which the Services shall be performed. The Authority and its officers, employees and agents shall not be entitled to any of the benefits accorded to a Town employee. Town shall not deduct or withhold any amounts whatsoever from the compensation paid to the Authority, including, but not limited to amounts required to be withheld for state and federal taxes. The Authority shall be solely responsible for all such payments.

6. **Indemnification.** To the fullest extent permitted by law, Town shall defend, indemnify and hold harmless the Authority and its elected and appointed officials, officers, agents and employees from and against any and all liability or claims (including actions, demands, damages, injuries, settlements, losses, or costs [including legal costs and attorney's fees]) (collectively, "Liability") of any nature, arising out of, pertaining to, or relating to Town's acts or omissions under this Agreement. Consistent with Civil Code

Section 2782, Town will not be obligated to indemnify Authority for the proportionate share of the Liability caused by the Authority's active negligence, sole negligence, or willful misconduct. Town's indemnification obligations under this Agreement are not limited by any limitations of any insurance held by Town, including, but not limited to, workers' compensation insurance.

To the fullest extent permitted by law, Authority shall defend, indemnify and hold harmless Town and its elected and appointed officials, officers, agents and employees from and against any Liability of any nature, arising out of, pertaining to, or relating to the Authority's acts or omissions under this Agreement. Consistent with Civil Code Section 2782, Authority will not be obligated to indemnify Town for the proportionate share of the Liability caused by the Town's active negligence, sole negligence, or willful misconduct. Authority's indemnification obligations under this Agreement are not limited by any limitations of any insurance held by Authority, including, but not limited to, workers' compensation insurance.

7. **Termination for Cause.** If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving fifteen (15) days written notice to the defaulting party in the manner set forth in Paragraph 11 (Notices).

8. **Termination for the Convenience of a Party.** This Agreement may be terminated by either party for any reason and at any time by giving no less than thirty (30) days prior written notice of such termination to the other party and specifying the effective date thereof.

9. **Payment for Work upon Expiration or Termination.** In the event of termination for cause under Paragraph 7 or termination for the convenience of a party under Paragraph 8, Authority shall be entitled to receive compensation for any satisfactory Services and/or Additional Services provided by the Authority prior to the effective date of the notice subject to the maximum amount set forth in Paragraph 3(b). In the event the termination results in the Authority receiving payment in an amount that exceeds the amount due to Authority for the Services provided under this Agreement, Town shall be entitled to receive reimbursement for any overpayment from Authority.

10. **No Waiver.** The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

11. **Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by first class mail, postage prepaid. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

AUTHORITY
Housing Manager
Housing Authority of the City of Napa
P.O. Box 660
Napa, CA 94559

TOWN OF YOUNTVILLE
Brad Raulston, Town Manager
Town of Yountville
6550 Yount Street
Yountville, CA 94599

12. **Confidentiality.** Confidential information is defined as all information disclosed to the Authority which relates to Town past, present, and future activities, as well as activities under this Agreement. Except as otherwise provided in Paragraph 15, as directed by the Town Manager or designee thereof, or when required by the California Public Records Act, a subpoena or by court order, the Authority shall hold all such information as the Authority may receive, if any, in trust and confidence.

13. **Amendment/Modification.** Except as specifically provided herein, this Agreement may be modified or amended only in a writing signed by the Parties.

14. **Compliance with Laws.** In the performance of this Agreement, the Authority shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes.

15. **Access to Records/Retention.** Town shall have access to any books, documents, papers and records of the Authority prepared or obtained by the Authority when providing the Services under this Agreement. Upon expiration or termination of this Agreement the Authority shall return all such records to Town unless otherwise directed by Town to retain or dispose of such records, except that with the written permission of Town, the Authority may keep a copy of such records as long as such copy is maintained in confidence and is returned to Town or its successor agency to be destroyed upon notification to Authority that Town has authorized destruction of the original records.

16. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

17. **Interpretation.** The headings used herein are for reference. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California.

18. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

19. **Entirety of Contract.** This Agreement, together with "Exhibits A and B" attached hereto and incorporated herein, constitutes the entire agreement between the Parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the Parties with respect to the subject matter hereof.

20. **Counterparts.** This Agreement may be executed in counterparts, each one of which is deemed an original, but all of which together constitute a single instrument.

21. **Privileges and Immunities.** In accordance with California Government Code section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Parties when performing their functions within the territorial limits of their respective public agencies, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties associated with performance of this Agreement.

IN WITNESS WHEREOF, this Agreement was executed by the Parties as of the date first above written.

**TOWN:
TOWN OF YOUNTVILLE, a municipal corporation**

By: _____
MARGIE MOHLER, Mayor

ATTEST:

By: _____
HILARY GAEDE, Town Clerk

APPROVED AS TO FORM:

By: _____
GARY BELL, Town Attorney

**AUTHORITY:
HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic**

By: _____
STEVE POTTER, Executive Director

ATTEST:

By: _____
TIFFANY CARRANZA, Deputy Authority Secretary

COUNTERSIGNED:

By: _____
ERIKA LEAHY, City Auditor

APPROVED AS TO FORM:

By: _____
SABRINA WOLFSON, Interim Authority General Counsel

EXHIBIT "A"

Scope of Services

WORK PROGRAM	DESCRIPTION
A. COUNTYWIDE ACTIVITIES	
1. Section 8 Housing Services	HUD-funded very low income rental housing assistance program administered countywide - 88% City of Napa & 12% countywide
2. Continuum of Care	Participate in Countywide Continuum of Care for delivery of homeless services & projects
B. STANDARD HOUSING SERVICES	
1. Regulatory Agreement Monitoring	Provide required annual monitoring of regulatory agreement units summarized in Exhibit B.
2. Review development projects	Provide review and technical assistance for potential market rate and/or affordable housing projects. **
3. Loan Servicing	Provide loan servicing & owner occupancy monitoring for CalHome and HOME rehab loans
4. Affordable Housing Regulatory Agreements	Review affordable housing agreements & make recommendations
5. Annual Meeting with Staff and Council	Report on year's activities
C. ADDITIONAL HOUSING SERVICES	
1. Additional housing services as mutually agreed to	TBD: The Authority shall be compensated for such additional services in accordance with Section 3(c).
2. **Review development projects	Beyond basic project review, the Authority shall be compensated for such additional services in accordance with Section 3 (c).

EXHIBIT "B"

Monitoring List

Project	Type	Affordable Units	Task	Description
Single Family-Ownership				
Stags View 1905 Yountville Cross Road	BMR	1	Annually	Mail out owner occupancy certification, verify insurance and taxes paid. Follow up when necessary. Update owner database.
Yountville Square - various addresses	BMR	6	Annually	Mail out owner occupancy certification, verify insurance and taxes paid. Follow-up when necessary. Update owner database.
Washington Park - various addresses	BMR	13	Annually	Mail out owner occupancy certification, verify insurance and taxes paid. Follow-up when necessary. Update owner database.
Oak Leaf Court - various addresses	BMR	6	As Needed	Assist with resales.
CalHome & HOME Loans	Rehab	30*	Annually	Loan servicing & owner occupancy certification, verify insurance and taxes or HCD registration paid. Follow-up when necessary. Update Rehab database.
Project	Type	Affordable Units	Task	Description
RENTAL HOUSING				
6572 Oak Leaf Ct.	SFR	1	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
6631 Oak Leaf Ct.	SFR	1	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.

27 Lande Way	SFR	1	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Yount Street Apartments 6776 Yount Street	Apt	8	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Mount Avenue Cottages 1932 Mount Avenue	SFR	5	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Ghirardi Place 2 & 4 Ghirardi Place	Apt	2	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Hotel Yountville - Hopper Creek Apartments 6462 Washington Street	Apt	25	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Arroyo Grande Villas 1899-1911 Finnell Road	Apt	25	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
North Block 6774 Washington Street	Apt	2	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
Vineyard Oaks, Stags View and Yountville Cross Road	Apt	4	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.

Additional affordable housing units	TBD	up to 16**	Annually	Lease up certification. Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.
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Affordable Units

130

*Number of loans may increase or decrease over the term of contract, not included in total affordable units.

**Affordable units beyond the number identified above shall be billed on a time and material basis in accordance with Paragraph 3(d).