

RESOLUTION NO. 2021-037

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT FOR THE UPVALLEY FAMILY CENTERS

WHEREAS, the Calistoga City Council has placed great emphasis on the need to support and enhance services to foster family support and outreach services; and

WHEREAS, the Calistoga City Council has, for a number of years, fiscally supported the activities of UpValley Family Centers for immigration-related support programs, senior services, community connections support services to immigrants, residents and members of the Calistoga community; and

WHEREAS, the Calistoga City Council wishes to enter into a one-year professional services agreement with UpValley Family Centers to formalize its relationship and to establish a set of specific tasks and services which will be provided to the City by the Upvalley Family Center; and

WHEREAS, funding will be appropriated for Fiscal Year 2021-2022.

NOW, THEREFORE BE IT RESOLVED that the Calistoga City Council hereby authorizes the City Manager to execute a one-year professional services agreement with UpValley Family Centers and further authorizes the payment of invoices for services rendered by UpValley Family Center in the amount of \$90,000 (account 01-4107-4479).

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **1st day of June 2021**, by the following vote:

I, Marni Rittburg, City Clerk of the City of Calistoga, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Calistoga at a regular meeting held on the **1st day of June 2021**, by the following vote:

AYES: Councilmembers Gift, Kraus, and Williams, Vice Mayor Lopez-Ortega and Mayor Canning
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:



Marni Rittburg, CMC, City Clerk

APPROVED:



Chris Canning, Mayor

**PROFESSIONAL SERVICES AGREEMENT
UpValley Family Centers
for Multiple Social Services**

Agreement No. XXX

THIS AGREEMENT is entered into as of June ____, 2021, by and between the CITY OF CALISTOGA herein called the "City", and UPVALLEY FAMILY CENTERS, herein called the "Consultant".

Recitals

WHEREAS, City desires to obtain multiple social services addressing community health and wellness, senior services, and immigration; and

WHEREAS, Consultant hereby warrants to the City that Consultant is skilled and able to provide such services described in Section 1 of this Agreement; and

WHEREAS, City desires to retain Consultant pursuant to this Agreement to provide the services described in Section 1 of this Agreement.

Agreement

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. **Scope of Services.** Subject to such policy direction and approvals as the City through its staff may determine from time to time, Consultant shall perform the services set out in the "Scope of Work" attached hereto as Exhibits "A", "B", and "C" and incorporated herein by reference.
2. **Time of Performance.** The services of Consultant are to commence no sooner than July 1, 2021 and, subject to City Council approval, be completed not later than June 30, 2022. Any changes to these dates must be approved in writing by the City Manager or his or her designee.
3. **Compensation and Method of Payment.**
 - A. **Compensation.** The compensation to be paid to Consultant, including both payment for professional services and reimbursable expenses, shall in no event exceed Ninety Thousand Dollars (\$90,000.00). Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to the City at the time of payment.
 - B. **Timing of Payment.** Billing for said services may be made on an equally quarterly basis. City shall review Consultant's statement and pay Consultant for services rendered within 30 days of receipt of the Consultant's statement.
 - C. **Changes in Compensation.** Consultant will not undertake any work for which the City is obligated to pay that will incur costs in excess of the amount of Ninety Thousand Dollars (\$90,000.00) during the term of this Agreement.
 - D. **Litigation Support.** Consultant agrees to testify at City's request if litigation is brought against City in connection with Consultant's report. Unless the action is brought by Consultant or is

based upon Consultant's negligence, City will compensate Consultant for the preparation and the testimony at Consultant's standard hourly rates.

4. Interest of Consultant.

- A. Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this contract or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this contract.

Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

- 1) will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal contract monitoring; and
- 2) possesses no authority with respect to any City decision beyond the rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)

5. Interest of Members and Employees of City. No member of the City and no other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the carrying out of any project to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement, nor shall any such person participate in any decision relating to this Agreement which affects his/her personal interests or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested.
6. Liability of Members and Employees of City. No member of the City and no other officer, employee or agent of the City shall be personally liable to Consultant or otherwise in the event of any default or breach of the City, or for any amount which may become due to Consultant or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.
7. Indemnification of City. Consultant hereby agrees to defend, indemnify and save harmless the City, its officers, agents, employees and servants, from and against any and all claims, liability or obligations based on negligence or willful misconduct brought on account of or arising out of any acts, errors or omissions of Consultant undertaken pursuant to this Agreement. The City has no liability or responsibility for any accident, loss or damage to any work performed under this Agreement whether prior to its completion and acceptance or otherwise. Consultant's duty to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Consultant Not an Agent of City. City retains all rights of approval and discretion with respect to the projects and undertakings contemplated by this Agreement. Consultant, its officers, employees and agents shall not have any power to bind or commit the City to any decision.
9. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent contractor and not an agent or employee of City; and as an independent contractor, Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.
10. Compliance with Laws.
- A. General. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature, which are legally required for Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a City of Calistoga business license.
 - B. Workers' Compensation. Consultant certifies that it is aware of the provisions of the California Labor Code, which require every employee to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Consultant certifies that it will comply with such provisions before commencing performance of this Agreement.
 - C. Injury and Illness Prevention Program. Consultant certifies that it is aware of and has complied with the provisions of California Labor Code Section 6401.7.
 - D. City Not Responsible. The City is not responsible or liable for Consultant's failure to comply with any and all of said requirements.
11. Confidential Information. All data, documents, discussions or other information developed or received by or for Consultant in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by City, or as required by law.
12. Insurance.
- A. Minimum Scope of Insurance
 - 1) Consultant agrees to have and maintain, for the duration of the contract, a General Liability insurance policy insuring him/her and his/her firm to an amount not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence and in the aggregate for bodily injury, personal injury and property damage.
 - 2) Consultant agrees to have and maintain for the duration of the contract an Automobile Liability insurance policy insuring him/her and his/her staff to an amount not less than Five Hundred Thousand Dollars (\$500,000.00) combined single limit per accident for bodily injury and property damage.

- 3) Consultant shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors or omissions which may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than One Million Dollars (\$1,000,000.00) on a claims-made annual aggregate basis.
 - 4) A Workers' Compensation and Employers' Liability policy written in accordance with the laws of the State of California and providing coverage for any and all employees of Consultant:
 - a) This policy shall provide coverage for Workers' Compensation (Coverage A).
 - b) This policy shall also provide coverage for One Million Dollars (\$1,000,000.00) Employers' Liability (Coverage B).
 - c) Contractor shall provide to the City an endorsement that the insurer waives the right of subrogation against the City, its officials, officers, employees, volunteers, and agents.
 - 5) All of the following endorsements are required to be made a part of each of the required policies, except for the Professional Liability and Workers' Compensation and Employers' Liability policies, as stipulated below:
 - a) "The City of Calistoga, its employees, officers, agents and contractors are hereby added as additional insureds, but only as respects work done by, for on behalf of the named insured."
 - b) "This policy shall be considered primary insurance as respects any other valid and collectible insurance the City may possess, including any self-insured retention the City may have, and any other insurance the City does possess shall be considered excess insurance only and shall not contribute with it."
 - c) "This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company."
 - 6) Consultant shall provide to the City all certificates of insurance with original endorsements affecting coverage required by this paragraph. Certificates of such insurance shall be filed with the City on or before commencement of performance of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.
- B. General Liability.
- 1) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
 - 2) Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- C. All Coverages. Each insurance policy required in this item shall provide that coverage shall not be canceled, except after 30 days' prior written notice by certified mail, return receipt requested, has been given to the City. Current certification of such insurance shall be kept on file with the City Secretary at all times during the term of this Agreement.
- D. Acceptability of Insurers. Insurance is to be placed with insurers approved by the California Department of Insurance with a Best/Es rating of no less than A:VII.

- E. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
13. Assignment Prohibited. Neither the City nor Consultant may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation hereunder shall be void and of no effect.
14. Termination of Agreement.
- A. This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by the City upon written notice to the Consultant upon 90 days' written notice. Consultant may terminate this Agreement upon 90 days' written notice.
 - B. If Consultant fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, City may terminate this Agreement immediately upon written notice.
 - C. Upon termination with or without cause, all finished and unfinished documents, project data and reports shall, at the option of the City, become its sole property and shall, at Consultant's expense, be delivered to the City or to any party it may so designate.
 - D. In the event termination is without cause, Consultant shall be entitled to any compensation owing to it hereunder up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payment; provided, however, that Consultant shall be entitled to compensation for work in progress at the time of termination.
15. Amendment. This Agreement constitutes the complete and exclusive statement of the Agreement to City and Consultant. It may be amended or extended from time to time by written agreement of the parties hereto.
16. Litigation Costs. If either party becomes involved in litigation arising out of this Agreement or the performance thereof, the court in such litigation shall award reasonable costs and expenses, including attorneys' fees, to the prevailing party. In awarding attorneys' fees, the court will not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' fees paid or incurred in good faith.
17. Time of the Essence. Time is of the essence of this Agreement, however, the Consultant shall not be held responsible for delays caused by acts outside of Consultant's control.
18. Written Notification. Any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Calistoga
Michael Kirn, City Manager
1232 Washington Street
Calistoga, CA 94515

If to Consultant: UpValley Family Centers
Jenny Ocón, Executive Director
1440 Spring Street
St. Helena, CA 94574

19. Consultant's Books and Records.

- A. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement.
- B. Consultant shall maintain all documents and records, which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.
- C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.
- D. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above-named officers, require that custody of the records be given to City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

20. Equal Employment Opportunity. Consultant is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Consultant will take affirmative action to ensure that applicants are treated during such employment without regard to race, age, sex, creed, color, sexual orientation, marital status or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

21. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.

22. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

23. Venue. In the event that suit shall be brought by either party hereunder, the parties agree that trial of such action shall be held exclusively in a state court in the County of Napa, California.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

CITY OF CALISTOGA

CONSULTANT

By: _____
Zach Tusinger, Acting City Manager

By: _____
Jenny Ocón, Executive Director

ATTEST

Marni Rittburg, City Clerk

Exhibit A**Scope of Work
Community Connections
July 1 2021 – June 30 2022**

UpValley Family Centers (UVFC) is proud to partner with the City of Calistoga to provide much needed services for the residents of our town. Since 1999, UVFC has served as the primary trusted resource for vulnerable households in Calistoga, providing a one-stop-shop for access to the resources people need to survive, and thrive. We serve over 1,500 Calistoga residents of all ages every year, assisting households in weathering emergencies and building security through a broad scope of services – including referrals to health services and other resources, financial coaching, free tax preparation, education and mentorship opportunities, adult education and employment assistance, case management, disaster relief and emergency preparedness, and more.

City of Calistoga funds represent approximately 11% of our program budget will be leveraged together with other funds raised, to meet our total annual Calistoga program budget of \$281,500. Below is the annual scope of work:

- **Community Connections Program - \$30,000 per fiscal year**
 1. UVFC will provide broad education and outreach to families with children to inform them of all of the services provided locally by UVFC and its partner agencies, and the City of Calistoga. Specific populations for targeted outreach include single parent families, kin caregiver families, seniors and monolingual Spanish speakers. Outreach will include distribution of a monthly calendar through the schools, information on local television and radio stations, community presentations and personal phone calls. UVFC will participate in or coordinate at least 3 resource fairs annually in Calistoga.
 2. The UVFC Community Liaison will provide guided referrals for 100 families each month for recreation services, housing resources, medical and dental services, prenatal care, Medi-Cal covered services, community resources, legal assistance, preschool and childcare opportunities, and other family supports. The Community Liaison will meet with families individually to assess the need and refer to the appropriate resource.
 3. UVFC will provide translation and/or application assistance for 100 families each month for rental and employment issues, health insurance – including Medi-Cal, food assistance, and housing/shelter programs. The Community Liaison will assist individuals to complete applications and to translate and explain documents.

Exhibit B**Scope of Work
Senior Services
July 1 2021 – June 30 2022**

UpValley Family Centers began working with seniors in 2011, when it was identified that no other local agency was providing social service supports to low-income seniors in Calistoga. According to the US Census, 25% of Calistoga's 5,155 population is made up of seniors, and that percentage projected to grow as Baby Boomers retire. There is an increasing demand for senior services – and our goal is to help build and maintain a sustainable network of care and support resources for Calistoga seniors.

The family center is known by low-income seniors in our community as a place to seek assistance and get needed support. We have referral partnerships with over 20 senior-serving organizations and bring professional service providers such as lawyers and therapists to Calistoga to provide individualized services to our clients. We also coordinate informational workshops, support groups and resource fairs on a regular basis.

City of Calistoga funds represent approximately 14% of this program budget will be leveraged together with other funds raised, to meet the total annual Calistoga program budget of \$210,000. Below is the annual scope of work:

- **Senior Community Needs Program - \$30,000 per fiscal year**
 1. Provide at least 100 seniors per quarter with individual support, making referrals, scheduling appointments and completing applications to maintain their health and quality of life. Services will include referrals and/or application assistance for Medi-Cal.
 2. Coordinate services for seniors to be offered in Calistoga, including Bay Area Legal Aid, Mentis, HICAP, Department of Health and Human Services/Medicare, Area Agency on Aging, Napa County Adult Protective Services, and Collabria Care.
 3. Offer special programs, at least once per quarter, that provide respite or information for seniors including support groups, educational workshops and resource fairs.

Exhibit C**Scope of Work
Immigration Services
July 1 2021 – June 30 2022**

The UpValley Family Centers began providing immigration services to the upvalley community in 2015. Since that time, there has been an ongoing continued demand for assistance with immigration related needs by Calistoga residents, due to various changes in the implementation of federal immigration laws.

Through support from the City of Calistoga, the family center will provide free immigration services to low-income Calistoga residents. Services will include outreach, community education, individual consultations and application assistance to Calistoga residents on immigration-related matters. UpValley Family Centers is recognized by the US Department of Justice and has two partially-accredited representatives who are trained to assist with filing immigration applications with US Citizenship and Immigration Services. We are a member of the Napa County Citizenship Legal Services Collaborative and staff receive legal mentoring and support from Immigration Institute of the Bay Area, and refer complex cases out.

City of Calistoga funds represent approximately 21% of our program budget and will be leveraged together with other funds raised, to meet our total annual Calistoga program budget of \$146,000. Below is the annual scope of work:

- **Immigrant Integration Program - \$30,000 per fiscal year**
 1. Reach a minimum of 100 Calistoga residents with up-to-date information about immigration benefits and changes in immigration policy, in English and Spanish, through individual outreach or group workshops.
 2. Provide 75 Calistoga residents with free legal screening/consultations and application assistance for US citizenship, Deferred Action for Childhood Arrivals (DACA), green card renewals, and U-Visas.
 3. Connect 30 Calistoga residents applying for citizenship to local, free citizenship classes or tutors.
 4. Conduct ongoing community education, distributing informational bulletins in English and Spanish throughout the community and via social media and the web.