



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-40

For Meeting of: March 22, 2016

Date: February 29, 2016

To: Board of Supervisors

From: Robert Wall, AICP, Director Planning and Building *RSW*

Subject: Memorandum of Understanding (MOU) with City of Rio Dell for assistance with State of California Housing and Community Development Block Grant program administration

RECOMMENDATION(S):

That the Board of Supervisors review, approve and authorize the Board Chair to sign the attached Memorandum of Understanding with the City of Rio Dell for assistance administering and managing HCD programs.

SOURCE OF FUNDING:

City of Rio Dell Program Income Account

DISCUSSION:

The County of Humboldt Housing Division staff has been approached by Rio Dell city staff to assist them in administering and managing their Community Development Block Grant (CDBG) funds. The city has a small staff and needs assistance ensuring that funds are spent in accordance with state regulations.

HCD regulations permit cities to contract with other governmental entities, such as a city or county, to operate their HCD programs. The attached MOU outlines the relationship, pay rate, and the types of activities County staff are assisting with.

Prepared by Paula Mushrush

CAO Approval *Chester D. Mingham*

REVIEW:	Auditor _____	County Counsel <u>NAD</u>	Human Resources _____	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*

Ayes *Sundberg, Fennell, Lorelace, Bohn, Bass*

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: March 22, 2016

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

Approval and signing of the MOU will assist the City of Rio Dell in effectively managing their CDBG programs to assist their lower-income constituents. All costs associated with the assistance will be reimbursed. This supports the Board of Supervisors Strategic Framework by partnering with another jurisdiction to protect vulnerable populations and improve health and safety.

OTHER AGENCY INVOLVEMENT:

City of Rio Dell

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not sign an agreement with the City of Rio Dell. This is not recommended as all costs for the proposed work are reimbursed and it creates good will with a neighboring City.

ATTACHMENTS:

Memorandum of Understanding (MOU) with City of Rio Dell for assistance with State of California Housing and Community Development Block Grant (CDBG) program administration

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE COUNTY OF HUMBOLDT & THE CITY OF RIO DELL TO PROVIDE ASSISTANCE ADMINISTERING
CALIFORNIA HOUSING AND COMMUNITY DEVELOPMENT AND BLOCK GRANT PROGRAMS**

This Agreement is made and entered into this 22 day of March 2016, by and between the County of Humboldt, a political subdivision of the State of California, herein referred to as "HUMBOLDT" and the City of Rio Dell, an incorporated city, herein referred to as "CITY" and collectively referred to as the "PARTIES."

WHEREAS, the PARTIES desire allow for COUNTY management of CITY's Community Development Block Grant (CDBG) Community and Economic projects and programs; and

WHEREAS, the CITY has funding to pay the COUNTY to administer the CITY's HCD programs and projects; and

WHEREAS, the PARTIES now desire to enter into this Agreement to have the CITY pay the COUNTY to manage the HOME and CDBG Housing Programs and the CDBG Community and Economic projects and programs.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. COUNTY agrees to operate the CDBG programs and projects, and answer general questions regarding the CITY programs as outlined in the Scope of Services in Attachment A, which is incorporated herein by reference.
2. CITY shall compensate COUNTY for all services performed pursuant to this Agreement.
 - a. Compensation shall be billed at a burdened hourly rate. The burdened rate includes salaries and benefits. Burden rates are subject to change. The current rate of the primary staff member assigned to this task is \$72.36. From time to time other staff may be assigned and their rates vary from \$37.00 to \$57.00.
 - b. Travel shall be reimbursed at the County prevailing rate, which is currently .575/mile.
 - c. COUNTY will provide CITY with a detailed billing invoice no less than quarterly setting forth both the hours expended and the travel expenses incurred pursuant to this Agreement. CITY shall thereafter pay COUNTY the amount as stated in the billing statement within thirty (30) days of submission of such statement to the CITY.
3. The two staff members who will be performing this contract on behalf of the COUNTY and the CITY are listed below. In the event one of these individuals leaves their employment or changes jobs within the COUNTY or CITY, the PARTIES shall notify each other of this fact within ten (10) working days.

County of Humboldt
Paula Mushrush
Economic Development Coordinator
520 E Street
Eureka, CA 95501

City of Rio Dell
Kevin Caldwell
City Planner
675 Wildwood Ave
Rio Dell, CA 95562

4. Term of Agreement: This agreement shall commence Upon the signatures of both parties, and shall terminate December 31, 2018. Early termination of the Contract may be

effectuated by written notice from the County, without the need for action or ratification by the Humboldt County Board of Supervisors, upon twenty (20) days written notice of such termination. Early termination of the Contract may also be effectuated by written notice from the City of Rio Dell, without need for action or ratification by the Rio Dell City Council, upon twenty (20) days written notice of such termination.

5. Any notice required to be given pursuant to the terms and provisions herein shall be sent by First Class Mail, return receipt requested to the following addresses and shall be deemed received when placed in the stream of mail:

County of Humboldt
County Administrative Officer
825 Fifth Street, Room 112
Eureka, CA 95501

City of Rio Dell
City Manager
621 11th Street
Rio Dell, CA 95540

6. The COUNTY and the CITY are separate political agencies, County being a subdivision of the State of California and City being a municipal corporation, and as such, they are independent contractors with respect to each other. This agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture, or any other similar association. Nothing in this agreement shall be construed to create an employment relationship between CITY and any employee of COUNTY, or between COUNTY and any employee of CITY. Each party shall be solely responsible for the acts or omissions of its officers, agents, employees, and subcontractors. Neither party's employees shall be entitled to any employee benefits from the other party.
7. CITY shall hold harmless, defend and indemnify COUNTY and its board of Supervisors, officers, employees, agents and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with COUNTY's performance hereunder or its failure to comply with any of its obligations in this MOU, except such loss or damage as was caused by the sole negligence or willful misconduct of COUNTY.
8. COUNTY shall hold harmless, defend and indemnify CITY and its City Counsel, officers, employees, agents and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with CITY's performance hereunder or its failure to comply with any of its obligations in this MOU, except such loss or damage as was caused by the sole negligence or willful misconduct of CITY.
9. CITY certifies by its signature below that CITY is not a Nuclear Weapons Contractor, in that CITY is not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. CITY agrees to notify COUNTY immediately if it becomes a nuclear weapons contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CITY becomes a nuclear weapons contractor.
10. This agreement shall constitute the entire agreement between the PARTIES relating to the subject matter of this agreement, and shall supersede any previous agreements, promises, representation, understanding and negotiation, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated

pursuant to the terms which are embodied in this agreement are hereby ratified.


11. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the PARTIES.
12. This agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder or relating to this agreement shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to Code of Civil Procedure Sections 394 and 395.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 22nd day of March, 2016:

COUNTY OF HUMBOLDT

CITY OF RIO DELL

By 
Mark Lovelace
Chairman
Humboldt County Board of Supervisors

By 
Kyle Knopp
City Manager
City of Rio Dell
K-4 3/15/2016

SCOPE OF SERVICES

A. HCD Project Management for CDBG Architectural Barrier Removal Projects

1. COUNTY shall handle administrative tasks and be primary contact with HCD staff for Architectural Barrier Removal Projects.
2. CITY will prepare bid, award, and manage contract with Contractor.
3. COUNTY will conduct prevailing wage monitoring.

B. HCD Program Management for CITY CDBG Programs

1. Business Assistance Loans
 - a. COUNTY shall assist CITY to issue a Request for Proposals for an underwriter.
 - b. CITY shall sign and record loan documents.
 - c. COUNTY shall work with underwriter to prepare and submit CDBG Reports.
2. Micro-Enterprise Loans
 - a. COUNTY shall income certify new participants.
 - b. COUNTY shall prepare underwriting summaries and loan documents for submission to CITY and CITY shall sign and record loan documents.
3. First Time Homebuyer Loans
 - a. COUNTY shall income certify new participants.
 - b. COUNTY shall prepare underwriting summaries and loan documents for submission to CITY and CITY shall sign and record loan documents.
4. Owner-Occupied Rehabilitation (OOR) Loans
 - a. COUNTY shall income certify new participants.
 - b. COUNTY shall prepare underwriting summaries and loan documents for submission to CITY and CITY shall sign and record loan documents.
 - c. COUNTY shall conduct initial and follow-up onsite inspections.
 - d. COUNTY shall prepare bid documents and solicit bids on behalf of the OOR participants.
 - e. COUNTY, in conjunction with participants, shall approve the contractor invoices and submit to CITY for payment. CITY shall make payments directly to contractors.

C. General Administrative Tasks

1. COUNTY shall answer general questions and assist the CITY with interpreting HCD regulations.
2. COUNTY shall assist CITY with HCD correspondence and Reports.
3. COUNTY shall submit completed files to CITY for its permanent record.
4. COUNTY and CITY shall work together to ensure State and Federal requirements are met. If the COUNTY becomes aware of any compliance problems staff will summarize the issues and submit a recommended course of action to CITY.