

**CITY AGREEMENT NO. \_\_\_\_\_**

**Memorandum of Understanding**

**Between**

**The Napa Valley Unified School District and  
The City of Napa**

**Regarding**

**Napa Police Department's School Resource Officer Program for Napa, Vintage, Valley  
Oak, and New Technology High Schools and Redwood, Silverado, and Unidos Middle  
Schools**

This Memorandum of Understanding ("MOU") by and between the City of Napa, a California charter city ("City") and Napa Valley Unified School District ("NVUSD") is effective on the date reflected on the Signature Page. The City and NVUSD are hereinafter collectively referred to as the "Parties" (individually, "Party")

WHEREAS, for years, the City and NVUSD have successfully collaborated to operate a School Resource Officer ("SRO") program that relies upon a relationship of mutual respect and cooperation between the City and NVUSD; and

WHEREAS, the City has provided law enforcement expertise and community resources to assist NVUSD in maintaining safety and ensuring our communities feel safe and protected within the public-school system; and

WHEREAS, NVUSD appreciates the City's support, as well as every opportunity it has to continue and strengthen the Parties' collaborative effort for community safety; and

WHEREAS, the Parties desire to enter into this MOU in order to promote safety and foster positive youth engagement within primary and secondary public schools in Napa while also working collaboratively to address the needs of families and communities of NVUSD's students.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS IDENTIFIED HEREIN, NVUSD and the City hereby agree as follows:

**1. TERM**

This MOU shall be effective from August 7, 2025, through June 21, 2026. Either party may terminate this MOU upon 90 days advance written notice, subject to Section 12, which sets forth

the excusal of certain performance and payment obligations upon the occurrence of “Closure Period(s)” as defined in that Section and confirms that invoice adjustments should reflect reductions for said Closure Period(s).

## **2. SCOPE OF SERVICES BY CITY**

City agrees to train, supervise, assign, and deploy one (1) Youth Services Bureau (YSB) detective and three (3) SROs among the following NVUSD sites: Napa High School, Vintage High School, Valley Oak Continuation High School, New Technology High School, Redwood Middle School, Unidos Middle School, and Silverado Middle School. SROs will provide law enforcement services. SROs will not engage in NVUSD’s administrative or disciplinary processes. City agrees that all City personnel assigned under this MOU will remain City employees and maintain administrative authority and responsibility. The City agrees to backfill the SRO position in the event an SRO is unavailable to work their assigned SRO work schedule for more than one week.

For any services outside of the scope of site-specific SRO services provided to District, consistent with the paragraph immediately above, the District will specifically request and the City will provide additional law enforcement services at a billable rate calculated according to the City of Napa’s January 2025 “Fully Burdened Hourly Rate and Fully Burdened Overtime Rate” for Police Officers, with a not-to-exceed amount for additional services capped at \$45,000 total for the term of this Agreement. Examples of these additional services include police supervision for high school football games, in-person board meetings, and school dances.

## **3. COST-SHARE/PAYMENT FROM NVUSD TO CITY**

NVUSD and the City shall share the costs of the one (1) YSB detective and three (3) SROs in accordance with the following cost-sharing chart:

	<b>COST SHARE PER SRO</b>	<b>TOTAL COST</b>
<b>Joint Cost of First 3 SROs</b>	\$190,292.42 per SRO for service during school year	\$570,877.26
<b>Joint Cost of Adding 4th SRO/ YSB Detective</b>	\$190,292.42	\$190,292.42
<b>Total Joint Cost</b>		<b>\$761,169.65</b>
<b>NVUSD Cost Share of First 3 SROs</b>	\$120,550.24 per SRO (63.35%)	\$361,650.72
<b>NVUSD Cost Share of Adding 4<sup>th</sup> SRO</b>	\$95,146.21 (50%)	\$95,146.21

<b>Total NVUSD Cost Share</b>		<b>\$456,796.93</b>
<b>City Cost Share of First 3 SROs</b>	\$69,742.17 per SRO (36.65%)	\$209,226.51
<b>City Cost Share of Adding 4<sup>th</sup> SRO</b>	\$95,146.21 (50%)	\$95,146.21
<b>Total City Cost Share</b>		<b>\$304,372.72</b>

Upon receipt of quarterly invoices from the City, NVUSD shall pay to the City the NVUSD Cost Share above. Payments shall be made by within 30 days of the date of receipt of the invoice.

In addition to the NVUSD cost share set forth above, NVUSD will reimburse the City for costs incurred by the City to provide SRO services during mutually agreed upon extracurricular activities in accordance with the rates and not-to-exceed amount set forth in Section 2.

#### **4. SRO SELECTION AND ASSIGNMENT**

The City will prioritize the assignment of officers to SRO positions at NVUSD who have experience, expertise, educational background, cultural competency, and training relevant to the following practice areas:

- youth development,
- working with students,
- working with diverse cultural and language communities, and
- procedural justice.

The City and NVUSD shall commit to prioritizing continued professional development of SROs relevant to these practice areas.

The City will continue to consult with NVUSD site principals to identify any special considerations related to the recruitment, selection, training, supervision, assignment, and deployment of an SRO to those principals' school-sites.

#### **5. COMMUNITY BASED RESOURCES**

The City will work with NVUSD to explore innovative ways to best serve the student population as it relates to the scope of services set forth herein.

### **6. COMMUNITY OUTREACH**

The SROs will strive to continue participation in positive student activities in the school community in order to build trusting and respectful relationships with students, families and staff. SROs will endeavor to collaborate with school-based community organizations, parent teacher organizations, School Advisory Councils, student government, and NVUSD staff to develop opportunities for positive collaboration.

### **7. CAMPUS SAFETY**

SROs will strive to assist with providing a safe and secure environment for NVUSD students. SROs efforts will include handling police calls for service, when available, at an assigned school-site during SRO working hours.

### **8. NVUSD OBLIGATIONS REGARDING REQUESTS FOR POLICE ASSISTANCE**

NVUSD staff members and site administrators shall only request SRO assistance for any of the following: (1) when necessary to protect the physical safety of students and/or staff; (2) when required by law, including Education Code Section 48902; and/ or (3) when appropriate to address criminal behavior. NVUSD shall not request SRO involvement in a situation that is traditionally addressed through NVUSD's routine disciplinary procedures.

**9. LIMITED ACCESS TO FILES AND VIDEO RECORDINGS**

The release of certain student records is governed by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR part 99) (“FERPA”). Pursuant to FERPA, access to and release of student records (hereinafter ‘disclosure’)—including video recordings that are created by NVUSD and otherwise qualify under FERPA as a student record—to SROs, the YSB detective, and the YSB-assigned Community Service Officer (hereinafter referred to collectively as ‘YSB members’) shall be granted under YSB members’ status as school officials or as a law enforcement unit and/or agency. The Parties agree to the definitions, conditions, and restrictions set forth below:

(a) **School Official Access for Legitimate Educational Purpose (34 CFR §99.31).**

Through execution of this agreement, the Parties hereby designate YSB members as school officials for the purpose of disclosure of student records. Records subject to disclosure without prior consent (as described in FERPA) to other school officials including teachers shall be provided to YSB members when such disclosure satisfies legitimate educational interests (34 CFR §99.31(a)(1)(i)(B)). Disclosures pursuant to this section shall be subject to the following exclusive restrictions:

- (i) **No Impermissible Dissemination or Transfer.** A YSB member granted access to FERPA-protected PII may not disclose that PII to others without prior written consent, including officers who are not acting in the capacity as YSB members, unless the disclosure otherwise meets a defined exception in FERPA.
- (ii) **Not for Routine Discipline.** Records/PII will not be disclosed to YSB members for the exclusive purpose of routine discipline.
- (iii) **Access Log and Access Controls.** NVUSD shall govern and record the access to student records and PII by YSB members through reasonable methods including technological or physical access controls (e.g., logins, intranet restriction, account activity recording) to the system(s) which house such records. The discretion of what reasonable means to utilize shall be at the discretion of NVUSD provided they do not impede on any other restriction or condition set forth in this agreement. The Parties agree to the following terms, restrictions, and definitions:

## ATTACHMENT 1

- (A) Equitable Application of Policy. Disclosure of records to YSB members acting in the capacity of school officials shall be subject to the same restrictions and policy as other school officials.
  - (B) Fully Satisfies Reasonable Methods. Any physical or technological access controls (e.g., logins, intranet-only access, access and activity logging) and equitable application of policy regarding disclosure of records to school officials including but not limited to YSB members shall fully satisfy ‘reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests’ as set forth in 34 CFR §99.31(a)(1)(ii).
  - (C) Non-Overriding Restrictions. Any reasonable methods employed to limit access to records wherein a legitimate educational purpose resides such as technological or physical access controls shall not in any case override or limit access to disclosure of records under a separate class of disclosure than a YSB member acting as a school official, such as the classes of disclosure further described below.
- (b) Disclosure in Health and Safety Emergencies. FERPA permits the disclosure of PII and student records to appropriate parties including non-school officials when an “articulable and significant threat” to the health or safety of a student or other individual exists (34 CFR §99.38(c)). When a recommendation by a sworn YSB member has been made that such an emergency exists, the District will promptly consider the recommendation and if applicable adopt it as a determination so that the subject records can be provided as soon as possible by NVUSD. YSB members shall have access to view live and recorded video footage to the fullest extent such access relates to the adopted recommendation, subject to reasonable physical and technological access controls as described previously.
- (c) Disclosure Concerning the Juvenile Justice System. NVUSD agrees to exercise the disclosure exception set forth in 34 CFR §99.38 and §99.31(a)(5)(i)(B).

- (i) Non-Disclosure Certification. Through execution and adoption of this MOU, the City hereby certifies that the information will not be disclosed to any other party, except as provided under State law, without the prior written consent of the parent of the student (34 CFR §99.38). This section does not restrict the disclosure or discovery of such records to a District Attorney's Office, Juvenile Probation Department, Court, or other component of the juvenile justice system.
- (d) Disclosure of Non-Student Records. Video footage of public spaces such as streets, parking lots, and exterior spaces that are not directly related to an incident specifically involving an NVUSD student or students—including footage wherein the capture of a student's image is incidental or only as part of the background—is not considered a student record under FERPA and thusly is not regulated thereby. NVUSD shall provide YSB members access to this footage for criminal investigations, for training purposes, and for other purposes within the scope of services set forth herein.

## **10. RIGHT TO TERMINATE/SUSPEND CONTRACT**

NVUSD or City may terminate this MOU without cause any time after the Effective Date, by giving ninety (90) days' written notice to the other Party. In the event of termination, NVUSD shall compensate City for all services provided to NVUSD prior to the date of termination under this MOU, subject to pro-rata provisions and other limitations set forth herein.

## **11. INDEMNIFICATION**

To the full extent permitted by law, City will indemnify, hold harmless, release, and defend NVUSD (including its officers, elected or appointed officials, employees, volunteers, and agents) 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 City's acts or omissions under this Agreement. Consistent with Civil Code Section 2782, City will not be obligated to indemnify NVUSD for the proportionate share of the Liability caused by NVUSD's active negligence, sole negligence, or willful misconduct. City's indemnification obligations under this Agreement are not limited by any limitations of any insurance held by City, including, but not limited to, workers' compensation insurance.

To the full extent permitted by law, NVUSD will indemnify, hold harmless, release, and defend the City (including its officers, elected or appointed officials, employees, volunteers, and agents) from and against any and all Liability of any nature, arising out of, pertaining to, or relating to NVUSD's acts or omissions under this Agreement. Consistent with Civil Code Section 2782,

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

**12. GENERAL PROVISIONS.**

- A. State and Federal Withholdings. It is understood that the City is a public agency providing assistance to NVUSD. Accordingly, the City will be responsible for all local, state and federal employment withholding taxes and workers compensation for its employees.
- B. Safe Workplace. NVUSD will provide a safe workplace for SROs working on NVUSD premises.
- C. Notices. All notices, bills, and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

To City:

CITY OF NAPA  
1539 1<sup>ST</sup> ST  
NAPA, CA 94559-0660  
Attn: Acting Chief Fabio Rodriguez

To NVUSD:

Napa Valley Unified School District  
2425 Jefferson Street  
Napa, CA 94558  
Attn: Director of Student Services

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this Subsection.

- D. Headings. The heading titles for each paragraph of this MOU are included only as a guide to the contents and are not to be considered as controlling, enlarging, or restricting the interpretation of the MOU.



## ATTACHMENT 1

- E. Severability. If any term of this MOU (including any phrase, provision, covenant, or condition) is held by a court of competent jurisdiction to be invalid or unenforceable, the MOU shall be construed as not containing that term, and the remainder of this MOU shall remain in full force and effect; provided, however, this subsection shall not be applied to the extent that it would result in a frustration of the Parties' intent under this MOU.
- F. Governing Law, Jurisdiction, and Venue. The interpretation, validity, and enforcement of this MOU shall be governed and interpreted in accordance with the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this MOU shall be filed and heard in a court of competent jurisdiction in the County of Napa.
- G. Attorney's Fees. In the event any legal action is commenced to enforce or interpret this MOU, the prevailing party is entitled to reasonable attorney's fees, costs, and expenses incurred, whether or not such action proceeds to judgment.
- H. Assignment and Delegation. This MOU, and any portion thereof, shall not be assigned or transferred, nor shall any duties herein be delegated without the written consent of City. Any attempt to assign or delegate this MOU without the written consent of the City shall be void and of no force or effect. A consent by the City to one assignment shall not be deemed to be a consent to any subsequent assignment.
- I. Waivers. Waiver of a breach or default under this MOU shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this MOU.
- J. Time. Time is of the essence in carrying out the duties hereunder.
- K. Modifications. This MOU may not be amended or modified orally. No amendment or modification of this MOU is binding unless it is in a writing signed by both Parties.
- L. 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.

**13. ENTIRE AGREEMENT**

This MOU, including all documents incorporated herein by reference, comprises the entire integrated understanding between the Parties concerning the services described herein. This MOU supersedes all prior negotiations, agreements, and understandings regarding this matter, whether written or oral. The documents incorporated by reference into this MOU are complementary; what is called for in one is binding as if called for in all.

**14. EACH PARTY'S ROLE IN DRAFTING THE AGREEMENT.**

Each Party to this MOU has had an opportunity to review the MOU, confer with legal counsel regarding the meaning of the MOU, and negotiate revisions to the MOU. Accordingly, neither party shall rely upon Civil Code Section 1654 in order to interpret any uncertainty in the meaning of the MOU.

SIGNATURES ON FOLLOWING PAGE

**15. SIGNATURES.**

The individuals executing this MOU represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this MOU as designees of their respective Parties.

**16. 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.

IN WITNESS WHEREOF, the parties hereto have executed this MOU to be effective on the Effective Date set forth below.

**CITY:**

**CITY OF NAPA, a California charter city**

By: \_\_\_\_\_

Fabio Rodriguez, Acting Chief of Police

Date: \_\_\_\_\_

**COUNTERSIGNED:**

\_\_\_\_\_

Erika Leahy, City Auditor

**APPROVED AS TO FORM:**

\_\_\_\_\_

Christopher Diaz, Interim City Attorney

**NAPA UNIFIED SCHOOL DISTRICT :**

**NVUSD**

By: \_\_\_\_\_

Rabinder Mangewala, Assistant  
Superintendent of Business Services