



Agenda Date: 4/1/2008  
Agenda Placement: 7N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Robert Paul for Westmeyer, Robert - County Counsel  
County Counsel  
**REPORT BY:** Robert Paul, ATTORNEY IV - 253-6113  
**SUBJECT:** Approval Agreement with Kristin Lowell, Inc. to prepare Engineer's Report for County Service Area No. 4

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### **RECOMMENDATION**

County Counsel requests approval of and authorization for the Chair to sign an agreement with Kristin Lowell, Inc., for a maximum of \$5,800 for the term April 1, 2008 through December 31, 2008 for preparation of the Engineer's Report required for the levy of Fiscal Year 2008/2009 farmworker housing assessments by County Service Area No. 4.

### **EXECUTIVE SUMMARY**

The proposed action will obtain the services of an assessment engineer required by law for the preparation of the Engineer's Report for Fiscal Year 2008/2009 so that the Board may later take the necessary actions to determine and levy the amount of the annual assessment on owners of planted vineyard acreage with County Service Area No. 4 (CSA No. 4) to provide funding for farmworker housing.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This expense will be budgeted in either the CSA No. 4 Fiscal Year 2008/2009 budget or the Napa County Housing Authority Fiscal Year 2008/2009 budget.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	Expense for the Engineer's Report for CSA No. 4 will be budgeted accordingly in future fiscal years.

Consequences if not approved: An Engineer's Report is required by Proposition 218.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Pursuant to Government Code section 25210.74, the Napa County Board of Supervisors each year "shall either adopt or revise the estimate" of money required for the purpose of providing the extended service of farmworker housing within CSA No. 4 for the succeeding fiscal year. The CSA No. 4 assessments for Fiscal Year 2008-2009 also need to be updated in accordance with the requirements of Proposition 218.

The professional services agreement with Kristin Lowell, Inc. specifies that she will prepare the Engineer's Report describing each parcel of property subject to the assessment and the amount of the assessment pertaining to each parcel for Fiscal Year 2008-2009. She will also assist the County in updating its database of existing planted vineyard acreage within CSA No. 4. Based upon the filed Engineer's Report, the Board will hold the required public hearings and determine the actual assessments for each parcel for Fiscal Year 2008-2009. The levied assessments will then be submitted to the County Auditor's office in a timely manner to be included as assessments on the property tax bills for the affected parcels.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman