



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/23/2019

Agenda Placement: 6S

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Nancy Johnson for Minh Tran - County Executive Officer
County Executive Office

REPORT BY: Nancy Johnson, Housing and Community Development Program Manager - 707-299-1352

SUBJECT: Approval of a contract with Kristin Lowell to provide the annual Engineer's Report for County Service Area No. 4

RECOMMENDATION

County Executive Officer 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 23, 2019 through June 30, 2020 to assist the County in updating their database of existing planted vineyard acreage within the CSA #4 area and prepare the related Engineer's Report.

EXECUTIVE SUMMARY

The proposed action will obtain the services of an assessment engineer required by law for the preparation of an Engineer's Report for Fiscal Year 2019-20. This is a prerequisite action that will allow the Board, at a later date, to take the necessary actions to determine and levy the amount of the annual assessment on owners of planted vineyard acreage within County Service Area No. 4 (CSA No. 4) to provide funding for farm worker housing.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The Housing Authority budgets for an Engineer's Report on an annual basis.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No

Future fiscal impact: Each year the CSA No. 4 assessment is in place, an Engineer's Report will be necessary.

Consequences if not approved: If not approved, the centers would lack the funding to operate.

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 and the extended service of farmworker housing within CSA No. 4 for the succeeding fiscal year. The CSA No. 4 assessments for Fiscal Year 2019-2020 also need to be updated in accordance with the requirements of Proposition 218. Staff recommends Kristin Lowell due to her vast experience in preparing the Engineer's Report each year and working with the CSA No. 4 assessment.

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 2019-2020. Ms. Lowell will also assist the County in updating its database of the existing planted vineyard acreage within CSA No. 4. Based upon the filed Engineer's Report, staff will request that the Board hold the required public hearings and determine the actual assessments for each parcel for Fiscal Year 2019-2020. The levied assessments will then be submitted to the County Auditor-Controller's office in a timely manner to be included on the property tax bills for the affected parcels.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan