



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/4/2017

Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Nancy Johnson - Director
Housing and Intergovernmental Affairs

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

SUBJECT: Approval of an Agreement with Kristin Lowell, Inc.

RECOMMENDATION

County Executive Officer requests approval of and authorization for the Chair to sign an agreement with Kristin Lowell, Inc., for a maximum of \$11,200 for the term April 4, 2017 through June 30, 2018 to assist the County in updating their database of existing planted vineyard acreage within the County Service Area #4, conduct a Prop 218 ballot initiative and submit the assessment rolls to the County Auditor's office prior to August 1, 2017.

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 2017-18. 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. Included in the services is assistance in the Prop 218 balloting procedures, which will determine if the assessment is continued for an additional five years. In addition, should the legislation proposed by Senator Bill Dodd be approved, the vote will include an increased assessment of up to \$15 per planted acre to take effect on January 1, 2018.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Expenses for the Engineer's Report is budgeted within the CSA No. 4 budget

	for FY 16-17.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	In accordance with the requirements of Proposition 218, an annual Engineer's Report is required to continue the assessment.
Consequences if not approved:	The CSA 4 assessment would cease to exist for the next five year period and the three farm worker centers owned by the County would need to drastically reduce services or close completely.
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 et seq., 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 farm worker housing within County Service Area No. 4 (CSA No. 4) for the succeeding fiscal year.

The agreement with Kristin Lowell, Inc. specifies that Ms. Lowell will prepare an Engineer's Report listing each parcel of property subject to the assessment within CSA No. 4 and the corresponding amount of the assessment pertaining to each parcel for Fiscal Year 2017-2018.

In addition, Ms. Lowell will assist with the Prop 218 ballot initiative to prepare for the renewal of the CSA No. 4 assessment, tentatively scheduled to take place in June, 2017, which includes preparing, compiling and mailing the public notice and ballot to each property owner in compliance with Article XIID Sections 4(c)(d). In accordance with Article XIID, Sections 4(c)(d), each parcel owner identified in CSA No. 4 will receive a public notice which contains:

- | Amount of proposed assessment;
- | Total amount chargeable to the entire CSA No. 4;
- | Amount chargeable to owner's particular parcel;
- | Duration of the payments;
- | Reason for the assessment and basis upon which the amount of the proposed assessment was calculated;
- | A ballot for the parcel owner to support/oppose of the proposed assessment.

Based upon a successful ballot initiative, the assessment will continue for another five year period. In addition, Senator Bill Dodd has proposed legislation that will increase the assessment to a not-to-exceed amount of \$15 per planted acre that would take effect on January 1, 2018.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan