



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/8/2014

Agenda Placement: 7F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Nancy Johnson for Lawrance Florin - 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. to prepare Engineer's Report for County Service Area No. 4

RECOMMENDATION

Director of Housing and Intergovernmental Affairs requests approval of and authorization for the Chairman to sign an Agreement with Kristin Lowell, Inc., for a maximum of \$5,800 for the term April 8, 2014 through December 31, 2014 for preparation of the Engineer's Report required for the levy of Fiscal Year 2014-2015 farm worker 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 2014-2015, so that the Board may later consider 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 farm worker housing. Kristin Lowell does not qualify as a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This expense is funded by the CSA No. 4 assessments and is included in the Fiscal Year 2013-2014 recommended budget.
Is it Mandatory or Discretionary?	Mandatory

Is the general fund affected? No

Future fiscal impact: The agreement for the creation of an Engineer's Report is reviewed and requested annually.

Consequences if not approved: The assessment on planted acreage will not be levied for FY 2014-2015 and the farm worker centers would not have sufficient funding to remain open.

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 farm worker housing within CSA No. 4 for the succeeding fiscal year. The CSA No. 4 assessments for Fiscal Year 2014-2015 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 2014-2015. 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, staff will request that the Board hold the required public hearings and determine the actual assessments for each parcel for Fiscal Year 2014-2015. The levied assessments will then be submitted to the County Auditor'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