



Agenda Date: 5/10/2005
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Margaret Woodbury for Robert Westmeyer - County Counsel
County Counsel
REPORT BY: Brandi Periera, PARALEGAL , 251-1090
SUBJECT: Approval of Professional Service Agreement with Kristin Lowell, Inc. to prepare Engineer's Report for County Services Area No. 4

RECOMMENDATION

County Counsel and the Napa Valley Housing Authority request approval of and authorization for the Chair to sign an agreement with Kristin Lowell, Inc. for a maximum of \$5,700 for the term May 10, 2005 through August 31, 2005 to prepare the Engineer's Report required for the levy of assessments pertaining to Napa County Service Area No. 4 (CSA No. 4) for Fiscal Year 2005-2006.

EXECUTIVE SUMMARY

The proposed action will allow for the preparation of the required Engineers Report so that the Board may later take the necessary actions to determine the yearly assessment for owners of planted vineyard acreage covered under the District to provide funding to allow the District to conduct its activities.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This expense will be budgeted in the CSA No. 4 Fiscal Year 2005 -2006 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: None

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 Board of Supervisors each year "shall either adopt or revise the estimate" of money required for the purpose of providing the extended services in County Service Area No. 4 for the next succeeding fiscal year. To fund the cost of providing such services, in August, 2002, the Board of Supervisors approved a methodology and levied assessments in the manner required by Proposition 218 to fund the extended services of farmworker housing services provided by CSA No. 4. CSA No. 4 assessments for Fiscal Year 2005-2006 need to be updated in accordance with this previously approved methodology.

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 2005-2006. 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 2005-2006. 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.

The CSA No. 4 Advisory Committee has recommended that the Board of Supervisors approve and execute the professional services agreement, with the cost to be paid by CSA No. 4.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey