



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/11/2010
Agenda Placement: 7R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Lawrance Florin - Director
Community and Intergovernmental Affairs Division

REPORT BY: Nancy Johnson, HOUSING AND COMMUNITY DEV COOR - 707-299-1352

SUBJECT: Approval of an Agreement with Kristin Lowell, Inc. to prepare Engineer's Report for County Service Area No. 4

RECOMMENDATION

Community and Intergovernmental Affairs Manager 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 May 11, 2010 through December 31, 2010 for preparation of the Engineer's Report required for the levy of Fiscal Year 2010/2011 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 2010/2011, 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 farm worker housing.

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 2010/2011 recommended budget.
Is it Mandatory or Discretionary?	Mandatory

Is the general fund affected? No

Future fiscal impact: An Engineer's Report is required by Proposition 218.

Consequences if not approved: The assessment will not be levied for FY 2010/2011 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 2010/2011 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 2010/2011. 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 2010/2011. 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