



Agenda Date: 5/22/2007
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Airport
REPORT BY: Kathleen Dubrin, Staff Services Analyst II , 259-8683
SUBJECT: Approval of Professional Services Agreement with Kristin Lowell, Inc. to prepare Engineer's Report for County Services Area No. 3

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Kristin Lowell, Inc. for a maximum amount of \$8,130 for the term May 22, 2007, through September 30, 2007, to prepare the Engineer's Report required to fund fire protection and street maintenance improvements by assessments imposed by County Service Area No. 3.

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 2007-2008. This action is a prerequisite so that the Board may take, at a later date, the necessary actions to determine and levy the amount of the annual assessment on parcels located in County Service Area No.3.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Service Area No. 3
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	This agreement is funded by both the fiscal year 2006-2007 and 2007-2008 budgets.

Consequences if not approved: Annual assessments will not be made which will negatively impact the ability to provide services.

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

In 1979, the Board of Supervisors formed County Service Area (CSA) No. 3, pursuant to County Service Area Law, Government Code 25210.1, as a mechanism for providing certain extended governmental services to the unincorporated area surrounding the Napa County Airport.

In 1994, the Board approved Resolution No. 94-27 extending services for structural fire protection, streetside landscaping, street and highway lighting, and street sweeping, as services that could be provided to CSA No. 3. The Board also approved a methodology and levied assessments in the manner required by Proposition 218, to fund the extended services within various zones of CSA 3. The assessments for Fiscal Year 2007-2008 need to be updated in accordance with this approved methodology.

The Professional Services Agreement with Kristin Lowell, Inc. specifies that the Engineer's Report will be prepared describing each parcel subject to the assessment, and the amount of the assessment pertaining to each parcel, for Fiscal Year 2007-2008. The Contractor will also assist the County in updating its database of existing building inventory within CSA 3. 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 2007-2008. The levied assessments will 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.

Kristin Lowell Inc. has been selected due to its unique and specialized knowledge of the assessment area.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi