



Agenda Date: 6/20/2006  
Agenda Placement: 6AA

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Public Works  
**REPORT BY:** Kathy 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

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### **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 \$7,920 for the term June 20, 2006 through August 31, 2006 to prepare the Engineer's Report required to complete the necessary steps 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 2006-2007 so that the Board may later take 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 2005-2006 and 2006-2007 budgets.
Consequences if not approved:	Annual assessments will not be made which will negatively impact the ability

to provide services.

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**

In 1979, the Board of Supervisors formed County Service Area 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 No. 3. The assessments for Fiscal Year 2006-2007 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 2006-2007. The Contractor will also assist the County in updating its database of existing building inventory within CSA No. 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 2006-2007 as approved on the Board's June 13 agenda. 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.

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: Andrew Carey