



Agenda Date: 9/18/2007  
Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Silva Darbinian for Robert Westmeyer - County Counsel  
County Counsel  
**REPORT BY:** Silva Darbinian, Attorney IV, 259-8250  
**SUBJECT:** Professional Services Agreement with Keyser Marston relating to the Napa County Housing Trust Fund

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### **RECOMMENDATION**

Director of Community and Intergovernmental Affairs, Director of Conservation, Development and Planning, and County Counsel request approval of and authorization for the Chair to sign an agreement with Keyser Marston Associates, Inc., for a maximum of \$65,000 for the term September 18, 2007 through June 30, 2008 to update the various studies previously prepared that relate to the imposition of, and use of, commercial linkage and residential in lieu fees that are deposited in the Napa County Housing Trust Fund.

**(CONTINUED FROM SEPTEMBER 11, 2007)**

### **EXECUTIVE SUMMARY**

In 1992, the County adopted Ordinance No. 1026 creating a Napa County Housing Trust Fund to assist in the development of affordable housing in Napa County. Keyser Marston conducted a Jobs-Housing Nexus Study which Ordinance No. 1026 was based upon, as well as a Jobs/Housing Analysis for the Airport Industrial Area (AIA) in 1995, and an updated Jobs-Housing Nexus Study in 2004. Staff of the Housing Authority of the City of Napa (HACN), functioning as the staff of the Napa Valley Housing Authority (NVHA), has administered the Napa County Housing Trust Fund in the past. As the responsibility for administering the Napa County Housing Trust fund transfers from HACN/NVHA to the County, it will be helpful to have Keyser Marston prepare an analysis of the appropriate future use of commercial linkage and residential in lieu fees that are deposited into the Napa County Housing Trust Fund.

### **FISCAL IMPACT**

|                           |     |
|---------------------------|-----|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No  |

|                                   |  |
|-----------------------------------|--|
| What is the revenue source?       | Napa County Housing Trust Fund   |
| Is it Mandatory or Discretionary? | Discretionary  |
| Discretionary Justification:      | <p>Recently the responsibility to evaluate proposed affordable housing projects by the City of Napa Housing Authority (HACN) staff, functioning as the staff of the Napa Valley Housing Authority (NVHA) pursuant to a contract between the HACN and the NVHA, has been transferred to the County of Napa.</p> <p>Due to this change, having an independent review of the process, and recommendations to the County of Napa regarding the manner in which administration of the Napa County Housing Trust Fund should occur in the future, will enable the County to more effectively implement affordable housing projects.</p> <p>While this expenditure was not specified during budget hearings, sufficient funds are available in the approved Affordable Housing Trust Fund budget to cover this expenditure.</p> |
| Is the general fund affected?     | No   |
| Future fiscal impact:             | None. This is a one time expense that is not expected to recur.  |
| Consequences if not approved:     | The Napa County Housing Trust Fund will not gain the benefit of receiving input from Keyser Marston which is a firm with a statewide practice in this narrow specialized area and is in a position to advise as best practices in administering such Funds.  |
| 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 1992, the County adopted Ordinance No. 1026 creating a Housing Trust Fund to assist in the development of affordable housing in Napa County. Keyser Marston conducted a Jobs-Housing Nexus Study which Ordinance No. 1026 was based upon, as well as a Jobs/Housing Analysis for the Airport Industrial Area (AIA) in 1995, and an updated Jobs-Housing Nexus Study in 2003.

As the responsibility for administering the Napa County Housing Trust Fund transfers from HACN/NVHA to the County, it will be helpful for Keyser Marston to prepare an analysis of the appropriate future use of commercial linkage and residential in lieu fees in the Napa County Housing Trust Fund insofar as future affordable housing projects are concerned including any updates to the previously prepared studies identified in the first paragraph.

These services are specialized services that do not require the County to engage in the competitive bidding process. See Government Code section 31000.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman