



Napa County

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Legislation Text

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TO: Board of Supervisors

FROM: Jennifer Palmer, Director of Housing & Homeless Services

REPORT BY: Alex Carrasco, Staff Service Analyst

SUBJECT: Agreement with Kristin Lowell, Inc. for the annual County Service Area No. 4 Engineer's Report

RECOMMENDATION

Director of Housing & Homeless Services requests approval of and authorization for the Chair to sign Agreement No. 230348B with Kristin Lowell, Inc. for a maximum of \$5,800 for the term March 14, 2023 to March 30, 2024 for the annual County Service Area No. 4 (CSA No. 4) Engineer's Report.

EXECUTIVE SUMMARY

The proposed action will obtain the services of an assessment engineer required by law for the preparation of an Engineer's Report for Fiscal Year 23/24 and FY 24/25. This is a prerequisite action that will allow the Board to take the necessary actions to determine and levy the amount of the annual assessment on owners of planted vineyard acreage within County Service Area No. 4 (CSA No. 4) to provide funding for farmworker housing.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Fund 2810 County Service Area No.4
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Consequences if not approved:	The farmworker centers would lack the funding to operate.
County Strategic Plan pillar addressed:	Effective and Open Government

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 and the extended service of farmworker housing within County Service Area No. 4 (CSA No. 4) for the succeeding fiscal year. The CSA No. 4 assessments for Fiscal Year 2023-2024 also needs to be updated in accordance with the requirements of Proposition 218. Staff recommends Kristin Lowell due to her vast experience in preparing the Engineer's Report each year and working with the CSA No. 4 assessment.

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. Ms. Lowell will also assist the County in updating its database of the existing planted vineyard acreage within CSA No. 4. Based upon the filed Engineer's Report, staff will request that the Board hold the required public hearings and determine the actual assessments for each parcel for Fiscal Year 2023-2024. The levied assessments will then be submitted to the County Auditor-Controller's office in a timely manner to be included on the property tax bills for the affected parcels.