



Agenda Submittal

Agenda #: 18 **Status:** Approved
Type: Contract **Department:** Resource Management
File #: 18-739 **Contact:** Bill Emlen, 784-6072
Agenda date: 10/23/2018 **Final action:** 10/23/2018
Title: Approve an agreement with Napa County for interim County Surveyor services

Governing body: Board of Supervisors
District: All
Attachments: 1. A - Agreement, 2. Minute Order

Date	Ver.	Action By	Action	Result
10/23/2018	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of Resource Management recommends that the Board of Supervisors authorize the Director of Resource Management to execute an agreement with Napa County for County Surveyor services on an interim basis.

SUMMARY/ DISCUSSION:

The County Surveyor position in the Department of Resource Management (DRM) was recently vacated. Until a replacement is hired (process currently ongoing), DRM has the need for short-term services from a licensed land surveyor to act as the County Surveyor for land development and map check reviews. Napa County has successfully provided this service to DRM in the past, and their staff recently requested a reciprocal multi-year agreement so that each agency can have coverage in the absence of a County Surveyor due to vacancy, medical, or vacation related issues.

The attached agreement specifies a range of services that each county could request from the other. The core duties of a County Surveyor include review, signing, and sealing of records of survey, corner records, parcel maps, final maps, and certificates of correction. The Solano County Surveyor also acts as the City Surveyor by agreement for the cities of Benicia, Dixon, and Suisun. The agreement is termed for approximately 3 years, and all costs associated with the services rendered will be invoiced to the county receiving the services. Approval by the Board will provide DRM the licensed land surveyor options needed for appropriate development review.

FINANCIAL IMPACT:

All costs to be paid to Napa County for survey services will be funded by the Road Fund for all work related to the public right-of-way, and applicable fees for private development reviews. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board could choose to not approve the agreement with Napa County. This is not recommended since it will require a potentially lengthy process to hire a County Surveyor, and services must be provided to the public for development review.

OTHER AGENCY INVOLVEMENT:

Staff with DRM has discussed this agreement with the Napa County Surveyor. County Counsel has reviewed this item and approved it as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION