



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/13/2018

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Danielle Goshert, County Surveyor - 707.259.8380

SUBJECT: Agreement for County Surveyor Services with the County of Solano

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign a reciprocal agreement with the County of Solano from the date of signature through June 30, 2021, or until terminated by either jurisdiction, for the Counties to provide County Surveyor services for each other pursuant to the Government Code pertaining to certification of Recorded Maps and documents.

EXECUTIVE SUMMARY

The Department of Public Works wishes to enter into an agreement with the County of Solano so that, as-needed, each may provide County Surveyor services to the other as allowed by Government Code, pertaining to the certification of Recorded Maps and documents.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The County of Solano will pay the County of Napa \$137.89 per hour (rate for FY18/19) for the actual time performed by the Surveyor, and any travel and incidentals costs, for the term of the agreement. The revenue will be received in the Public Works budget (Fund 1000, Sub-Division 1220000). Surveyor's hourly rates will be adjusted each fiscal year.

Should Napa County require services of the Solano County Surveyor, the County of Napa will pay the County of Solano \$144.00 per hour (rate for FY18/19) for the actual time performed by the Surveyor, and any travel and incidental costs, for the term of the agreement. The payments will be made from the Public Works budget (Fund 1000, Sub-Division 1220000). Surveyor's hourly rates will be adjusted each fiscal year.

Is it Mandatory or Discretionary? Mandatory

Is the general fund affected? Yes

Future fiscal impact: Unknown, but should be minimal. The County of Solano is actively seeking a permanent County Surveyor and anticipates filling the position during this fiscal year. Once filled, the services provided by Napa County will no longer be needed. Napa County would only require the services of the Solano County surveyor in the event of a vacancy, medical, or other extended leave which, if incurred, would be expected to be limited in duration. The agreement will continue until terminated by either party.

Consequences if not approved: Each County will not provide services to the other, resulting in the need to find another qualified licensed land surveyor to perform these duties.

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

The County of Solano requires the services of a licensed land surveyor to perform the map and document review obligations of the County Surveyor outlined in Government Code related to the certification of Final and Parcel Maps. In July 2018 the Solano County Surveyor resigned and the County of Solano has no other licensed land surveyor in their employ to fulfill the obligations of this position. Napa County also is in the position of having only one duly-authorized employee available to provide County Surveyor services and is empathetic to the difficulties that can arise from the lack of a sitting County Surveyor. The Napa County Surveyor has developed a strong working relationship with the Solano County Surveyor's office and has assisted the County of Solano informally in the past and now wishes to formalize this agreement by requesting 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 agreement before the Board of Supervisors 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 through June 30, 2021, and all costs associated with the services rendered will be invoiced to the county receiving the services. Approval by the Board will provide the County the licensed land surveyor options needed for appropriate map and development permit reviews should a vacancy or extended leave by the Napa County Surveyor occur.

The County of Solano approved this agreement at their October 23, 2018 meeting.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi