

COUNTY OF SAN MATEO

Inter-Departmental Correspondence

Date: November 9, 2001

Board Meeting Date: December 4, 2001

TO: Honorable Board of Supervisors
FROM: Neil R. Cullen, Director of Public Works
SUBJECT: Performance of Work for the Special Districts Governed by the Board of Supervisors

RECOMMENDATION

Adopt a resolution authorizing the Director of Public Works to enter into agreements in amounts not to exceed \$50,000 with cities, other public agencies or utility companies, for utility investigation, relocation or construction work on facilities of the special districts governed by your Board and administered by the Department of Public Works, and in conjunction with another agencies' road or improvement project.

Previous Board Action

Authorized the Director of Public Works to execute agreements with:

- a. utility companies and special districts for cost reimbursement type work in an amount not to exceed \$50,000 in conjunction with County road projects; and
- b. with other public agencies for street maintenance services or minor road construction projects in an amount not to exceed \$50,000.

Key Facts

Increasing the authority of the Director of Public Works to execute agreements with other public agencies such as the State of California Department of Transportation (Caltrans), special districts, cities or utility companies for work on facilities of the special districts governed by your Board that is either necessary or which can be done in conjunction with another agencies' project, can streamline the agreement and bidding processes and reduce both the "paperwork" and the "overhead" costs associated with work that is done cooperatively with other agencies.

Discussion

Your Board previously authorized the Director of Public Works to enter into cost reimbursement type agreements in amounts not exceeding \$50,000 for work done in conjunction with County road projects. However, we did not include in our recommendation the authority for the Director to authorize work on the facilities of the over 40 special districts (flood control, sewer maintenance, lighting, drainage maintenance, et. al.) that we administer on your behalf.

Honorable Board of Supervisors

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Recently, Caltrans, has offered to perform and fund locating the facilities of the special districts which are located in their right-of-way in advance of proposed road work, provided that an agreement is executed whereby the County, acting on behalf of the special districts, agrees to provide confirmation of the districts' facilities that are located and to inspect the districts' facilities when and if they are exposed during the location process.

We believe that there may be other situations where there may be a need for agreement with other public agencies for work on the special districts' facilities, since the special districts maintain facilities within the corporate limits of cities as well as within the rights-of-way of various State highways. We are therefore recommending that the authority of the Director of Public Works be expanded to cover work to be performed on the special districts' facilities in conjunction with another public agencies' or utility companies' work.

The financial limits of any agreement that can be authorized by the Director of Public Works are proposed to be set at the same \$50,000 limit as authorized for work in conjunction with County road projects. Reimbursement agreements exceeding the \$50,000 limit for work done by another agency for the special districts will continue to be brought to your Board for approval and execution.

Fiscal Impact

There is no impact to the General Fund as the cost of the work would be paid for by the special district requesting the work. Your Board through the normal budget process would continue to approve appropriations for all the special districts that you govern.

A form of resolution has been approved by County Counsel.



Neil R. Cullen
Director of Public Works

NRC:sdd

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cc: Milt Mares, County Counsel
George F. Haines, Maintenance Division Manager
Brian C. Lee, P.E., Division Manager, Programs and Engineering Services
Donna Vaillancourt, Management Services Division Manager

Resolution No. _____

Board of Supervisors, County of San Mateo, State of California

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**Resolution Authorizing the Director of Public Works to Enter into Agreements
with Public Agencies or Utility Companies in Amounts Not To Exceed \$50,000 for
Investigation, Relocation or Construction Work on Facilities of the Special Districts
Governed by the Board of Supervisors**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Board of Supervisor is the governing board of various special districts which operate and maintain facilities such as sanitary sewers, street lights, flood control structures, et. al., within the road rights-of-way of the State of California Department of Transportation (Caltrans) or within the corporate limits of cities; and

WHEREAS, the Department of Public Works administers the special districts on behalf of this Board and maintains the facilities of said special districts; and

WHEREAS, from time to time, the facilities of said special districts located within Caltrans' road rights-of-way or within the corporate limits of cities need to be verified, relocated or reconstructed as a result of or incident to work to be performed by cities, other public agencies or utility companies; and

WHEREAS, it can be advantageous to said special districts to have work done on districts' facilities in conjunction with another agencies' project; and

WHEREAS, said work by the other agency would be subject to an agreement entered into with the special district and the agency doing the work; and

WHEREAS, authorizing the Director of Public Works to enter into agreements would expedite the work that may be requested.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Director of Public Works is authorized to enter into agreements in amounts not to exceed \$50,000 per district per agency per project with cities, other public entities or utility companies which provide for the agencies doing work on said special districts' facilities in conjunction with another agencies' project.

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