



County Executive Office

Memorandum

2025 DEC 11 AM 10:10
CLERK OF THE BOARD
COUNTY OF ORANGE
BOARD OF SUPERVISORS

RECEIVED

December 11, 2025

To: Clerk of the Board of Supervisors
From: Michelle Aguirre, County Executive Officer *MAguirre*
Subject: Supplemental Request According to Board Rule 21

Digitally signed by
Michelle Aguirre
Date: 2025.12.11
10:00:55 -08'00'

528J

The County Executive Office is requesting a Supplemental Agenda Staff Report for the December 16, 2025, Board Hearing.

Agency: OC Public Works
Subject: Appoint County Surveyor
Districts: All Districts

Reason Item is Supplemental: The County Executive Office is requesting this item be placed on the December 16, 2025, Board agenda as the position has been vacant since May 2024, and after a recruitment process the position is ready to be filled. This Agenda Staff Report and attachments were finalized after the filing deadline to the Clerk of the Board.

Justification: The selected candidate cannot assume the role without Board appointment. Delaying this item would prolong the vacancy and impede timely delivery of statutory surveying services.

Concur:

Doug Chaffee

Doug Chaffee, Chair of the Board of Supervisors

cc: Board of Supervisors
County Executive Office
County Counsel

Agenda Item 5280
Clerk's Use Only



SUPPLEMENTAL AGENDA ITEM AGENDA STAFF REPORT

MEETING DATE: 12/16/25

LEGAL ENTITY TAKING ACTION: Board of Supervisors

BOARD OF SUPERVISORS All Districts

DISTRICT(S):

SUBMITTING AGENCY/DEPARTMENT: OC Public Works

DEPARTMENT HEAD REVIEW: Kevin Onuma
DocuSigned by:
Kevin Onuma
 Department Head Signature
 Kevin Onuma (714) 647-3939

DEPARTMENT CONTACT PERSON(S):
Justin Kirk (714) 667-1627

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SUBJECT: Appoint County Surveyor

CEO CONCUR Digitally signed by Michelle Aguirre Date: 2025.12.11 10:00:20 -08'00' <u>Michelle Aguirre</u> CEO Signature	COUNTY COUNSEL REVIEW No Legal Objection _____ <small>Signature:</small> <u>Nicole Walsh</u> County Counsel Signature	CLERK OF THE BOARD Discussion 3 Votes Board Majority
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Budgeted: N/A **Current Year Cost:** N/A **Annual Cost:** N/A

Staffing Impact: No **# of Positions:** **Sole Source:** N/A

Current Fiscal Year Revenue: N/A

Funding Source: N/A **County Audit in last 3 years:** No

Levine Act Review Completed: N/A

Prior Board Action: 10/16/2012 #17

RECOMMENDED ACTION(S)

Appoint Lily Sandberg as the Orange County Surveyor, effective upon Board of Supervisors approval.

SUMMARY:

Appointment of Lily Sandberg as the Orange County Surveyor will fill the current vacancy and satisfy the requirements established by state law and Orange County Codified Ordinance.

BACKGROUND INFORMATION:

The County Surveyor (Surveyor) is a "County Officer" under Government Code (GC) Section 24000(n). GC Section 27550 requires that the Surveyor be elected unless the Board of Supervisors (Board) provides by ordinance for the position to be appointed. Orange County Codified Ordinance 1-2-52 authorizes the Board to make such an appointment.

The Surveyor position is located within OC Public Works, OC Development Services and is responsible for a wide range of statutory and professional duties. These duties include: reviewing and approving subdivision maps, records of survey, corner records and other land-surveying documents; providing surveying expertise for County capital and infrastructure projects; establishing, reestablishing and maintaining public land boundaries and survey monuments; ensuring compliance with the Subdivision Map Act, Professional Land Surveyors Act and applicable County ordinances; and serving as the authoritative source for surveying information and boundary determinations within the County.

On October 16, 2012, the Board appointed Kevin R. Hills as the Surveyor. Mr. Hills retired in May 2024. During the subsequent recruitment period, Chief Deputy Surveyor Lily Sandberg assumed a portion of the Surveyor's responsibilities to ensure continuity of operations.

Following completion of the recruitment process, OC Public Works recommends the appointment of Ms. Sandberg as the next Surveyor.

Ms. Sandberg brings extensive public- and private-sector experience, including serving in multiple surveyor roles with the County beginning in 2011 and her historic 2017 appointment as the County's first female Deputy Surveyor. She spent 19 years at the beginning of her career at a civil engineering firm working on a diverse portfolio of residential, commercial and industrial projects. She also served as City Surveyor for the City of Ontario and the City of Long Beach. Ms. Sandberg holds a bachelor's degree in civil engineering from California State Polytechnic University, Pomona.

FINANCIAL IMPACT:

N/A

STAFFING IMPACT:

N/A

ATTACHMENT(S):

Attachment A - Government Codes