



PUBLIC WORKS SURVEYOR DIVISION

*Ordinance Amending the Public Works
Department Subdivision Map and Document
Review Fee Schedule – Surveyor Division*

COUNTY OF SANTA BARBARA
BOARD OF SUPERVISORS MEETING
JUNE 6, 2023

Current Surveyor Fee Ordinance No. 5132

- Subdivision Map and Document Review Fee Schedule – Effective July 1, 2021, based on User Fee Study Report by MGT, an Independent Contractor
- Historically Record of Survey Fee has been subsidized by the County General Fund to encourage filing maps in public records
- Effective July 1, 2021, Subsidy for Record of Survey review fees continued in unincorporated County as part of Pilot Program, expiring on July 1, 2023, if not extended
- Incorporated cities declined to participate in the Pilot Program, full cost charged for Records of Survey review in the incorporated cities

Proposed Fee Ordinance

- Reduction of the initial Deposit for Record of Survey reviews from \$3,624 to \$2,500, based on a more recent analysis of the actual cost of those reviews
- Extension of the Pilot Program for the subsidy of a portion of the fee for review of Records of Survey in the unincorporated County for additional three years
- The remaining fees from Ordinance No. 5132 will stay unchanged
- This would become effective September 1, 2023

Records of Survey Analysis in Incorporated Cities

- Quality of submittals increased, as staff anticipated
- Staff analysis of the completed project shows lower review cost and overall lower number of reviews per map for Incorporated Records of Survey (Deposit Based Projects)
- Record of Survey Map Checking Process Review by Carol Knox, PLS, an Independent Contractor, consistent with staff analysis
- Deposit of \$2,500 based on Cost Review for 10 completed Projects

Recommended Pilot Program Extension

- Extend Pilot Program for additional three years;
- To allow for collecting more information and data on reviews of Records of Survey,
- To implement the recommendations made in the Record of Survey Map Checking Process Review for Santa Barbara Public Works, prepared by an independent subject matter expert Carol Knox, PLS, on December 22, 2022,
- To implement anticipated recommendations by KPMG Operational and Performance Review of Public Works Department.

RECOMMENDED ACTIONS

On June 6, 2023:

- a) Approve the introduction (first reading) of the proposed Ordinance that reduces the Deposit amount for Records of Survey in the Subdivision Map and Document Review Fee Schedule from \$3,624 to \$2,500 within incorporated cities and extends the date of the Pilot Program for the subsidy of Record of Survey fees in the unincorporated area of the County until June 30, 2026;
- b) Read the title “An Ordinance Adopting a Schedule of Fees for Services Provided by the Department of Public Works, County Surveyor Division in Connection with the Review and Approval of Subdivision and Survey Related Documents and Maps within the Jurisdiction of Santa Barbara County,” and waive full reading of the selected Ordinance;
- c) Continue the hearing to the Administrative Agenda of June 27, 2023 to consider recommendations, as follows:

RECOMMENDED ACTIONS, CONTINUED

On June 27, 2023:

- a) Consider and approve the adoption (second reading) of the Ordinance amending fees for County Surveyor services effective 60 days after adoption; and
- b) Find that the above-recommended actions are the establishment, modification, structuring, restricting, or approval of rates, tolls, fees, or other charges by public agencies which the public agency finds are for the purpose of meeting operating expenses and purchasing or leasing supplies, equipment, or materials and are therefore not subject to the California Environmental Quality Act (CEQA) under California Public Resources Code section 21080, subdivisions (b)(8)(A) and (B), and State CEQA Guidelines Section 15273, subdivisions (a)(1) and (a)(2), and are an administrative activity of the County, which will not result in direct or indirect physical changes in the environment and is therefore not a “project” as defined for purposes of the California Environmental Quality Act (CEQA) under State CEQA Guidelines and Section 15378, subdivisions (b)(4) and (b)(5).

THANK YOU