

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 1/28/04
Department Name: Public Works
Department No.: 054
Agenda Date: 2/10/04
Placement: Departmental
Estimate Time: 15 minutes
Continued Item: YES
If Yes, date from: 01/27/04

TO: Board of Supervisors

FROM: Phillip M. Demery, Director
Public Works

STAFF Michael B. Emmons
CONTACT: County Surveyor x3020

SUBJECT: Surveyor Division Fee Adjustments

Recommendation(s):

That the Board of Supervisors:

1) Adopt a fee adjustment resolution for services provided by the County Surveyor. Fees are related to subdivision map and document review.

Alignment with Board Strategic Plan: The recommendations are primarily aligned with Goal No. 1 - An Efficient Government Able to Anticipate and Respond Effectively to the Needs of the Community; and Goal No. 3 – A Strong, Professionally Managed County Organization.

Executive Summary and Discussion: The County Surveyor Division is required to provide services related to subdivision map and document review by County Ordinance and State Law. The table below is a compilation of fees collected by the County Surveyor Division outlining the current and proposed fee structure. Most fees have not been adjusted since 1989 and are “fixed” in nature requiring substantial contributions of County General Fund to support the Division each year. The need to adjust fees is largely driven by cost of living adjustments, equity studies adopted by the Board, and shortfall of General Fund contributions anticipated in the future. The fee change is supported by more accurate accounting of individual projects during the past several years.

As you will note, the primary focus of the proposal is to change the method of collection of fees from a “fixed” to a “deposit” type system which places the financial burden on the party that initiates the expense rather than the general public. This fee structure will also allow for future cost of living and other adjustments approved by the Board of Supervisors without the necessity of returning for a modification to the new structure as individual billing rates will change but the structure will remain in place.

Project Review Type	Requested Change	Current Fee (f/d)	Proposed Fee (f/d)
Agricultural Preserve (Cancellation) *		\$730 (f)	\$730 (f)
Agricultural Preserve (New) *		\$940 (f)	\$940 (f)
Agricultural Preserve (Replacement) *		\$270 (f)	\$270 (f)
Certificate of Compliance		\$1000 (d)	\$1000 (d)
Certificate of Correction **	X	N/A	\$10 (f)
Conditional Certificate of Compliance		\$1000 (d)	\$1000 (d)
Corner Record		\$10 (f)	\$10 (f)
Final Map (Base)	X	\$2180 (f)	\$3100 (d)
Final Map (Add'tl per lot)	X	\$60 (f)	\$50 (f)
Lot Line Adjustment (Base)	X	\$430 (f)	\$1250 (d)
Lot Line Adjustment (Add'tl per lot)	X	N/A	\$50 (f)
Monument inspection (Final maps) **	X	N/A	\$750 (d)
Parcel Map (Base)	X	\$662 (f)	\$1850 (d)
Parcel Map (Add'tl per lot)	X	\$36 (f)	\$50 (f)
Record of Survey		\$344 (f)	\$344 (f)
Recorded Map Modification *		\$130 (f)	\$130 (f)
Reversion to Acreage Map (Final Map)		\$988 (f)	\$988 (f)
Reversion to Acreage Map (Parcel Map)		\$843 (f)	\$843 (f)
Road Name *		\$50 (f)	\$50 (f)
Tentative Final Map *		\$425 (f)	\$425 (f)
Tentative Lot Line Adjustment (PC) *	X	\$160 (f)	\$200 (f)
Tentative Lot Line Adjustment (ZA) *	X	\$110 (f)	\$200 (f)
Tentative Parcel Map		\$160 (f)	\$160 (f)
Voluntary Merger	X	\$329 (f)	\$600 (d)

* Fixed fees collected through P & D

** New fee

f = Fixed fee

d = Deposit

In the table above, some deposits have been lowered, some have been raised and some have been maintained. This is due to the detailed cost accounting program now used in the Surveyors Office and uses average costs for similar projects over the past two-year period. The largest increase will occur in the fees collected for Lot Line Adjustment checking (deposit up 191% from fixed fee). These fee changes have been discussed on several occasions in public forums and is not opposed by the private surveyors within the County.

Mandates and Service Levels: No change in mandates. Service levels will remain unchanged.

Fiscal and Facilities Impacts: The necessity of using County General Fund will decrease with the adoption of this resolution.

Special Instructions: The Clerk of the Board ensures that noticing for the proposed fee adjustment is completed as described in Government Code Section 66016.

Concurrence: County Counsel, Auditor-Controller

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

IN THE MATTER OF ADOPTING)
THE FOLLOWING SUBDIVISION)
MAP AND DOCUMENT REVIEW)
FEES FOR PUBLIC WORKS)
_____)

RESOLUTION NO. _____

IT IS HEREBY RESOLVED THAT:

1. The Subdivision Map and Document Review Fee Schedule shall be set forth in Exhibit A, which is attached and incorporated by reference. These Subdivision Map and Document Review Fees shall become effective sixty (60) days after adoption of this resolution.
2. All other fees of Public Works, not referenced in Exhibit A, shall remain in full force and effect.
3. Upon a showing of good cause, the Board of Supervisors may, by minute order or resolution, adjust or waive the fees set forth in Exhibit A.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this ____ day of _____, 2004 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
SHANE STARK
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:
ROBERT GEIS
AUDITOR-CONTROLLER

By _____
Deputy County Counsel

By: _____

PUBLIC WORKS/COUNTY SURVEYOR
Subdivision Map and Document Review Fee Schedule

The County of Santa Barbara requires payment for all processing costs associated with the review of maps and documents for subdivisions, mergers, lot-line adjustments, certificates of compliance, and other legal surveying documents reviewed by the County Surveyor Division of Public Works. The County Surveyor reviews each document for compliance with State Law and local Ordinances before submitting final documents to the County Recorder. The Public Works Department uses the criteria outlined below to determine whether a FIXED FEE or DEPOSIT shall be required. The Public Works Subdivision Map and Document Review Fees are listed on Exhibit A attached.

1. FIXED FEE

The County Surveyor collects a FIXED FEE when a project requires only a ministerial or minor discretionary review with a consistently predictable level of staff review for that document type. These fees are computed using the following formula: ***average number of hours multiplied by the Standard Salary Cost plus Non-Salary Costs.*** If a FIXED FEE is collected for the project, applicants will not be billed for any additional costs, nor will fees be refunded, unless the applicant is informed that the case is being converted to a DEPOSIT as described below:

CONVERSION OF FIXED FEES: The County Surveyor assesses a case during the review of the application and may reconsider the appropriateness of submitted fixed fees if the case has unique characteristics which would make the case much more expensive to process than the typical case upon which the FIXED FEE was established, or if the applicant submits substantial revisions later in the review process, or if unforeseen circumstances arise. For such cases, the Public Works Director, the County Surveyor, or their designee may require the case to be converted to a DEPOSIT (full cost recovery). Any unused portion of the FIXED FEE will be credited to the project account. The applicant will be required to submit an AGREEMENT for Payment of Processing Fees and may be required to submit an additional deposit before case processing is resumed. Staff will inform applicants in writing when this situation arises.

2. DEPOSIT FOR COST REIMBURSEMENT

A DEPOSIT is collected when a project requires a higher level of review or has a significant chance that it will deviate substantially from the average project of its type (e.g. Certificates of Compliance may require 10, or as many as 100 hours to process due to the complexity of the chain of title). A DEPOSIT is required to ensure cost reimbursement. Initial fees will take the form of a PREDETERMINED DEPOSIT due upon application submittal which is generally the average cost of reviewing that particular type document. Additional fees will be requested when the project balance has been determined to be less than the remaining estimate of work to be performed before closure of the project. The DEPOSIT amount will be applied to direct costs of staff review at established STANDARD SALARY COST and NON-SALARY COSTS. After the documents are reviewed and approved for recording and all project related costs have been charged, the applicant will receive a refund of any remaining balance. In no case will the project be finalized without sufficient funds on deposit with the Public Works Department without approval from the Board of Supervisors.

STANDARD SALARY COST: The Public Works standard salary cost (the hourly rate at which staff's time is billed) is approved by the Auditor-Controller's office. It is calculated using the average hourly cost including salary and benefits for staff and indirect salary costs attributable to the function though not to a specific project, e.g. supervision, clerical and support services, public information, and training.

NON-SALARY COSTS: The Public Works Department has developed standard charges to recover non-salary costs associated with the processing of projects. The charges recover costs ranging from office supplies and equipment to compensation for indexing of records. A charge will be made against the DEPOSIT for each non-salary cost category that applies to that project.

3. APPEALS

If an applicant wishes to appeal a decision made by the County Surveyor in accordance with Chapter 21 of the County Code, then the appellant must submit a DEPOSIT of \$2,000, which consists of FIXED FEES for County Counsel of \$250 and the Clerk of the Board of \$250 and a DEPOSIT amount of \$1,500 to Public Works. Upon completion of processing the appeal, any remaining balance will be refunded to the applicant. No costs will be charged beyond the initial DEPOSIT amount.

4. NON-PAYMENT OF FEES OR DEPOSITS

The County Surveyor will not finalize or record any subdivision map or document review project until all project processing costs have been paid. For DEPOSIT applications, work will be held in abeyance until the DEPOSIT amount estimated by staff has been paid. Failure to pay initial deposit within ten (10) calendar days and/or additional deposits within thirty (30) calendar days of billing date shall be grounds for suspension of processing of the project. If the owner or applicant owes an amount due on any other subdivision map or document review project with the County Surveyor, any past due amount must be paid by the applicant before the County Surveyor will accept a subsequent application from the applicant. Further, the applicant will be required to submit full estimated costs of processing plus 50% at the time the deposit for the subsequent application is due.

Exhibit A

PUBLIC WORKS/COUNTY SURVEYOR Subdivision Map and Document Review Fee Schedule Effective April 3, 2004

Project Type	Fee Type	Fee
Agricultural Preserve (Cancellation) *	FIXED	\$730.00
Agricultural Preserve (New) *	FIXED	\$940.00
Agricultural Preserve (Replacement) *	FIXED	\$270.00
Certificate of Compliance	DEPOSIT	\$1,000.00
Certificate of Correction **	FIXED	\$10.00
Conditional Certificate of Compliance	DEPOSIT	\$1,000.00
Corner Record	FIXED	\$10.00
Final Map (Base)	DEPOSIT	\$3,100.00
Final Map (Add'tl per lot)	FIXED	\$50.00
Lot Line Adjustment (Base)	DEPOSIT	\$1,250.00
Lot Line Adjustment (Add'tl per lot)	FIXED	\$50.00
Monument inspection (Final maps) **	DEPOSIT	\$750.00
Parcel Map (Base)	DEPOSIT	\$1,850.00
Parcel Map (Add'tl per lot)	FIXED	\$50.00
Record of Survey	FIXED	\$344.00
Recorded Map Modification *	FIXED	\$130.00
Reversion to Acreage Map (Final Map)	FIXED	\$988.00
Reversion to Acreage Map (Parcel Map)	FIXED	\$843.00
Road Name *	FIXED	\$50.00
Tentative Final Map *	FIXED	\$425.00
Tentative Lot Line Adjustment (PC) *	FIXED	\$200.00
Tentative Lot Line Adjustment (ZA) *	FIXED	\$200.00
Tentative Parcel Map	FIXED	\$160.00
Voluntary Merger	DEPOSIT	\$600.00

* Fixed fees collected through P&D

** New fee

f = Fixed fee

d = Deposit