



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: Public Works
Department No.: 054
For Agenda Of: March 2, 2021
Placement: Set hearing
Estimated Time: 30 Minutes on
3/16/2021
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Scott D. McGolpin, P.E., Public Works Director, (805) 568-3010
Director(s)
Contact Info: Aleksandar Jevremovic, County Surveyor, Public Works
(805)568-3012
Julie Hagen, Deputy Director, Public Works
SUBJECT: Proposed Fee Ordinance for the Public Works Department – Surveyor Division

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors consider the following recommended actions:

On March 2, 2021:

Set a hearing on the Departmental Agenda of March 16, 2021, to consider recommendations regarding a proposed Fee Ordinance for the County Surveyor as follows:

On March 16, 2021:

- a) Approve the introduction (first reading) of the proposed Ordinance amending fees for County Surveyor services;
- 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 April 6, 2021 to consider recommendations, as follows:

On April 6, 2021:

- 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).

Summary Text:

The County Surveyor Division is required to provide services related to subdivision map and document review by County Ordinance and State Law. These activities are authorized and governed by various County and State codes which prescribe the responsibilities of these sections of the Public Works Department (the Department). The cost of these services is supported through fees and general fund contribution (GFC).

Background:

Public Works, in accordance with State law and County policy, collects fees to pay the cost of providing required subdivision map and document review. The current County Surveyor fee schedule, approved by the County Board of Supervisors, has approximately 29 fees for services. The fees have not been comprehensively reviewed for a number of years and were last updated in 2010. The Surveyor has adjusted fees through the application of a Consumer Price Index (CPI) adjustment, with periodic recalculation of hourly rates based on salaries and benefits. The fee adjustments have partially offset increased projected costs.

The Board has previously been supportive of subsidizing certain fee categories in order to encourage the filing of records that benefit the public. As a result, in addition to subsidizing Records of Survey conducted for projects in the unincorporated area of the County, County General Fund Contribution (GFC) has been subsidizing surveys conducted for projects in incorporated areas as well, where filing of these records mainly benefits the local jurisdiction where the survey was conducted. In order to meet the Board’s direction for full cost recovery, the department proposes eliminating the County GFC subsidy for Records of Survey within incorporated areas of the county as part of your Board’s adoption of the proposed fee schedule.

Performance Measure: N/A

Contract Renewals and Performance Outcomes: N/A

Fiscal and Facilities Impacts:

The proposed changes to the existing fee schedule will be provided in detail in the subsequent Board Letter to be filed with the Clerk of the Board on March 4, 2021, for the Agenda of March 16, 2021. If the proposed fees are not adopted the Department will be required to make service level reductions in FY 2021-22 to meet the authorized budget allocation.

There are no facilities impacts.

Subject: Proposed Fee Ordinance for the Public Works Department – Surveyor Division
Agenda Date: March 2, 2021
Page 3 of 3

Key Contract Risks: N/A

Special Instructions: N/A

Attachments: N/A

Authored by: Aleksandar Jevremovic, Public Works

CC: Julie Hagen, C.P.A., Public Works Deputy Director, Finance and Administration
Aleksandar Jevremovic, PLS, Public Works Deputy Director, County Surveyor