



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: 5/2/2023
Placement: Set Hearing
Estimated Time: 15 Minutes on 6/6/2023
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Scott D. McGolpin, Public Works Director, (805) 568-3010
Director(s) Julie Hagen, Deputy Director, Public Works (805)568-3999
Contact Aleksandar Jevremovic, County Surveyor, (805)568-3012
Info:
SUBJECT: Ordinance Amending the Public Works Department Subdivision Map and Document Review Fee Schedule – Surveyor Division

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider the following recommended actions:

On May 2, 2023:

Set a hearing on the Departmental Agenda of June 6, 2023, to consider recommendations regarding a proposed Fee Ordinance for the County Surveyor as follows:

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:

On June 27, 2023:

- a) Consider and approve the adoption (second reading) of the Ordinance 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:

This item is on the agenda to recommend a reduction of the initial Deposit for Record of Survey reviews within incorporated cities based on a more recent analysis of the actual cost of those reviews since County Ordinance No. 5132 that adopted the initial Deposit went into effect on July 1, 2021.

We also recommend that the Board of Supervisors extend for an additional three years the pilot program that subsidized a portion of the fee for review of Records of Survey in the unincorporated area of the County. This would allow for collecting more information and data on reviews of Records of Survey and implementing the changes to the review process as recommended 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.

Background:

The Board has previously been supportive of subsidizing fees for Records of Survey in order to encourage their filing since they benefit the public by providing reliable evidence of property boundaries, and, as a consequence, preventing boundary disputes between property owners.

The current Surveyor Fee Ordinance No. 5132 was adopted by the Board on April 20, 2021. It continued the Record of Survey review subsidy for projects located in the unincorporated County, while introducing a full cost recovery fee for Records of Survey for projects located in the incorporated cities as part of a two-year pilot program. This program has been very successful in improving the quality of records submitted as staff anticipated and reducing the amount of time it takes to review them.

In September of 2022, the Public Works Department hired Carol Knox to analyze the Record of Survey review process. Ms. Knox is a Professional Land Surveyor who is specialized in performing map compliance reviews for various local agencies throughout the State of California. She reviewed the last three years of data for review of these Records, and on December 22, 2022, she prepared a report titled, “Record of Survey Map Checking Process Review for Santa Barbara County Public Works,” in which she made a few recommendations to help increase the efficiency and quality of the review process.

The County Surveyor has been working on implementation of these recommendations where it was permissible by the budget and staff availability. The following map review process changes are being implemented:

- “Not to exceed time” assigned for each map check based on the number of map sheets; before reaching “Not to exceed time” Survey Specialist will stop the review and reevaluate with the County Surveyor/Deputy County Surveyor.
- Each map, initially and subsequently, examined by the same Survey Specialist when possible.
- All incomplete map submittals will be returned to the submitting surveyor with the request to prepare a more complete submittal.
- Surveyor’s Office will utilize all electronic map submittal, review and credit card payment through web application in order to reduce project administrative costs.
- Survey Specialist will forward completed map review to the County Surveyor/Deputy County Surveyor for review, approval and return to the submitting surveyor. The map review will be discussed only if there are outstanding questions.

The report also provides a separate analysis and discussion of the unsubsidized Records of Survey review process based on the data available since the Ordinance No. 5132 went into effect on July 1, 2021. The report finds that the average cost of review for the unsubsidized Record of Survey maps is lower than the overall average.

Performance Measure: N/A

Contract Renewals and Performance Outcomes: N/A

Fiscal and Facilities Impacts: There will be no fiscal impacts.

Special Instructions:

Before the June 6, 2023 hearing, direct the Clerk of the Board to:

1. Publish notice of this hearing, as set forth in the attached notice. The recommended dates for publication are May 26 and June 1, 2023.

After the June 27, 2023 hearing, direct the Clerk of the Board to:

2. Send copies of the adopted Ordinances and copies of the minute order to the Public Works Department, Surveyors Division and County Counsel.
3. Publish a copy of each ordinance or summary of with names of the members of the Board of Supervisors voting for or against the Ordinances in the Santa Barbara News Press 15 days of adoption of the Ordinances.

Subject: Ordinance Amending the Public Works Department Subdivision Map and Document Review Fee Schedule –
Surveyor Division
Date: May 2, 2023
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Attachments:

Attachment A – Public Works Surveyor Fee Ordinance
Attachment B – Record of Survey Map Checking Process Review for Santa Barbara Public Works
Attachment C – Record of Survey Deposit Based Projects 07.01.2021 thru 02.05.2023
Attachment D – Surveyor Fee Ordinance No. 5132
Attachment E – Surveyor Fee Ordinance Notice of Public Hearing

Authored by: Aleksandar Jevremovic, Public Works Department, 805-568-3012

cc: Julie Hagen, C.P.A., Public Works Deputy Director, Finance and Administration