



Fee Study – Surveyor’s Office Presentation to Board

May 24, 2022

Presentation Agenda

1. Project Goals

2. Project Approach

3. Summary of Results

4. Questions

Project Goals

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Authority for Fees

- **CA Constitution**

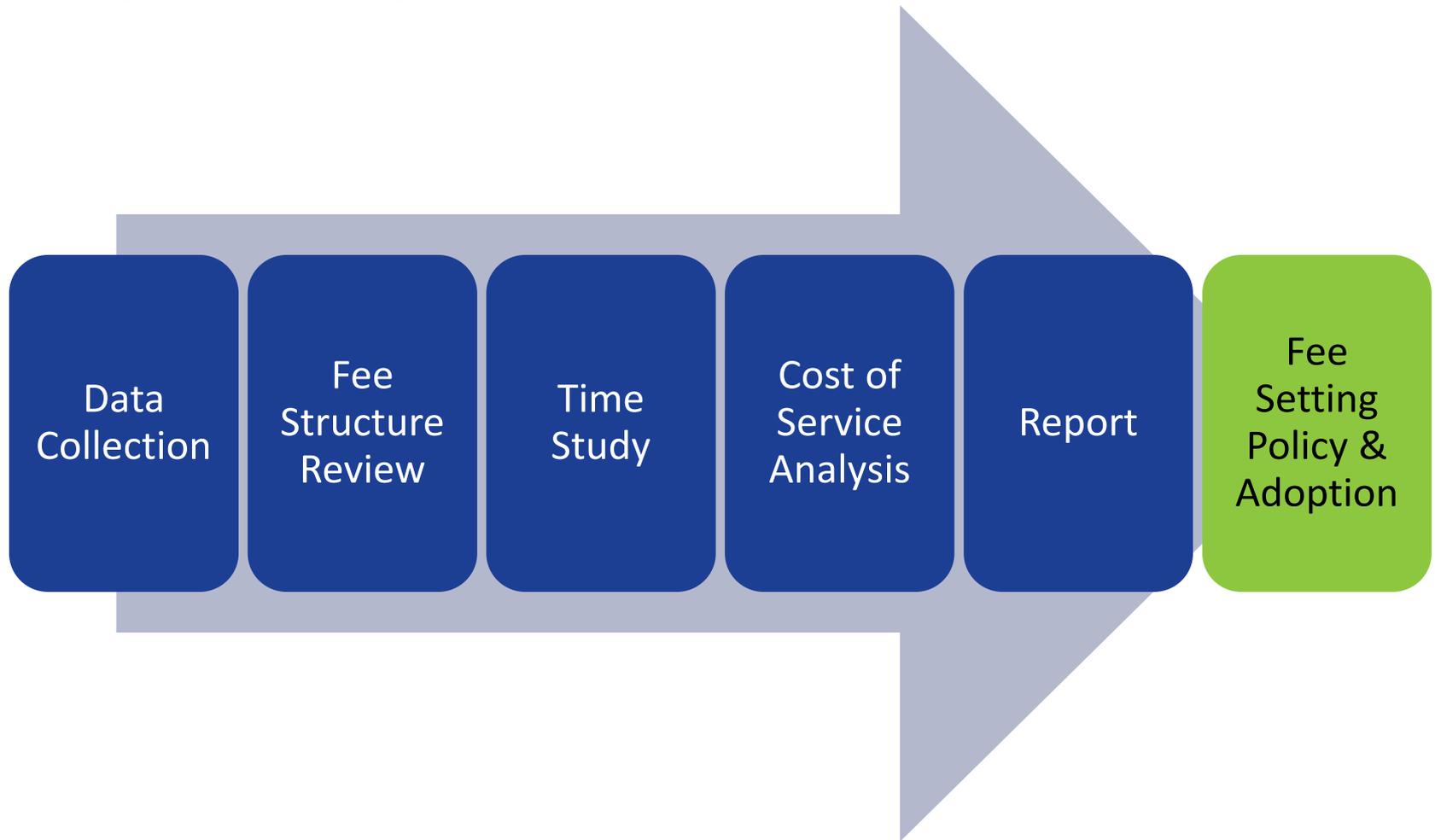
Article XIII C § 1(e)(3) Inspections and Regulatory Permits are exempt...however are still limited to the local government's reasonable costs.

- **CA Government Code § 66014(a)**

“Those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged”

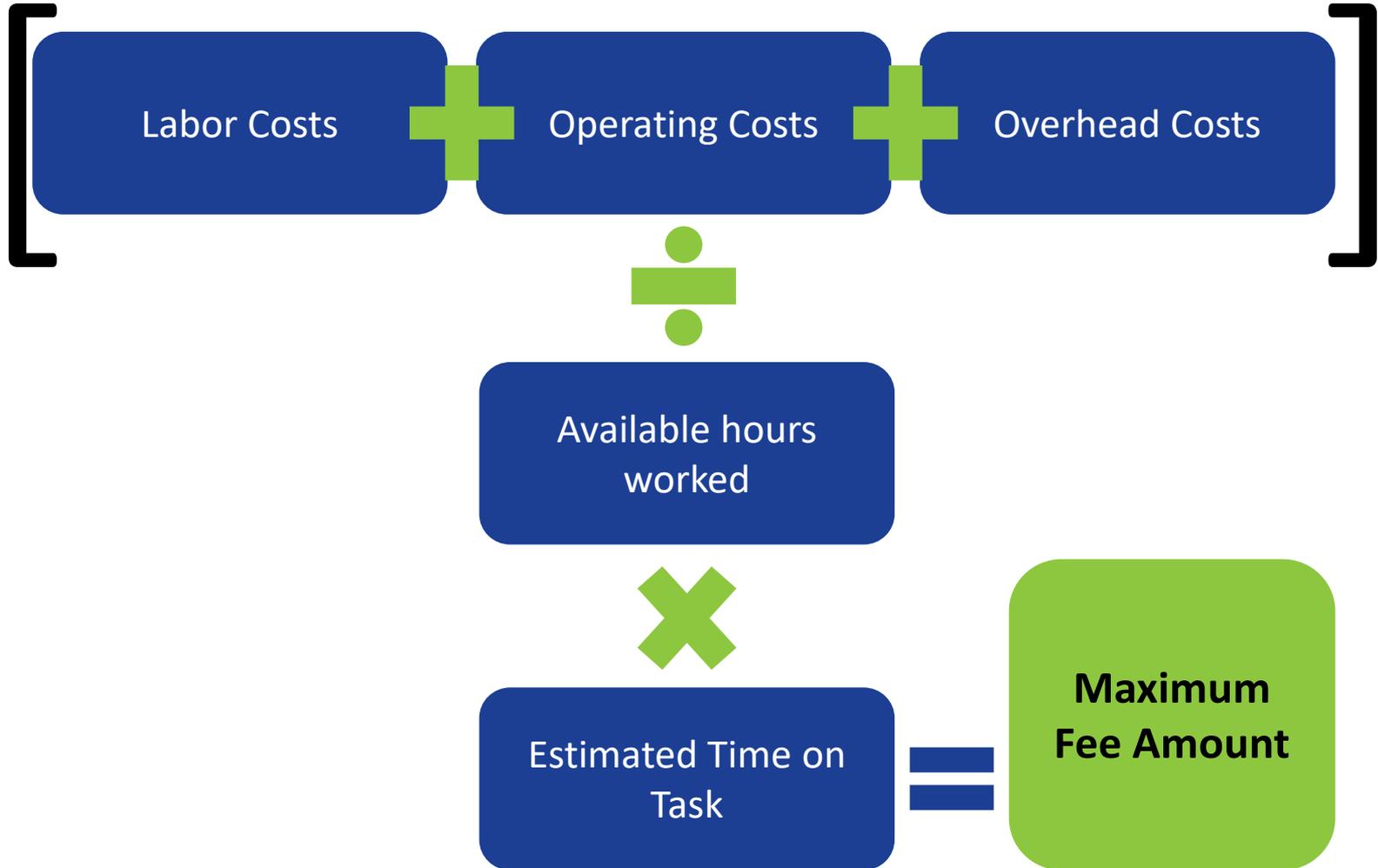


Project Approach

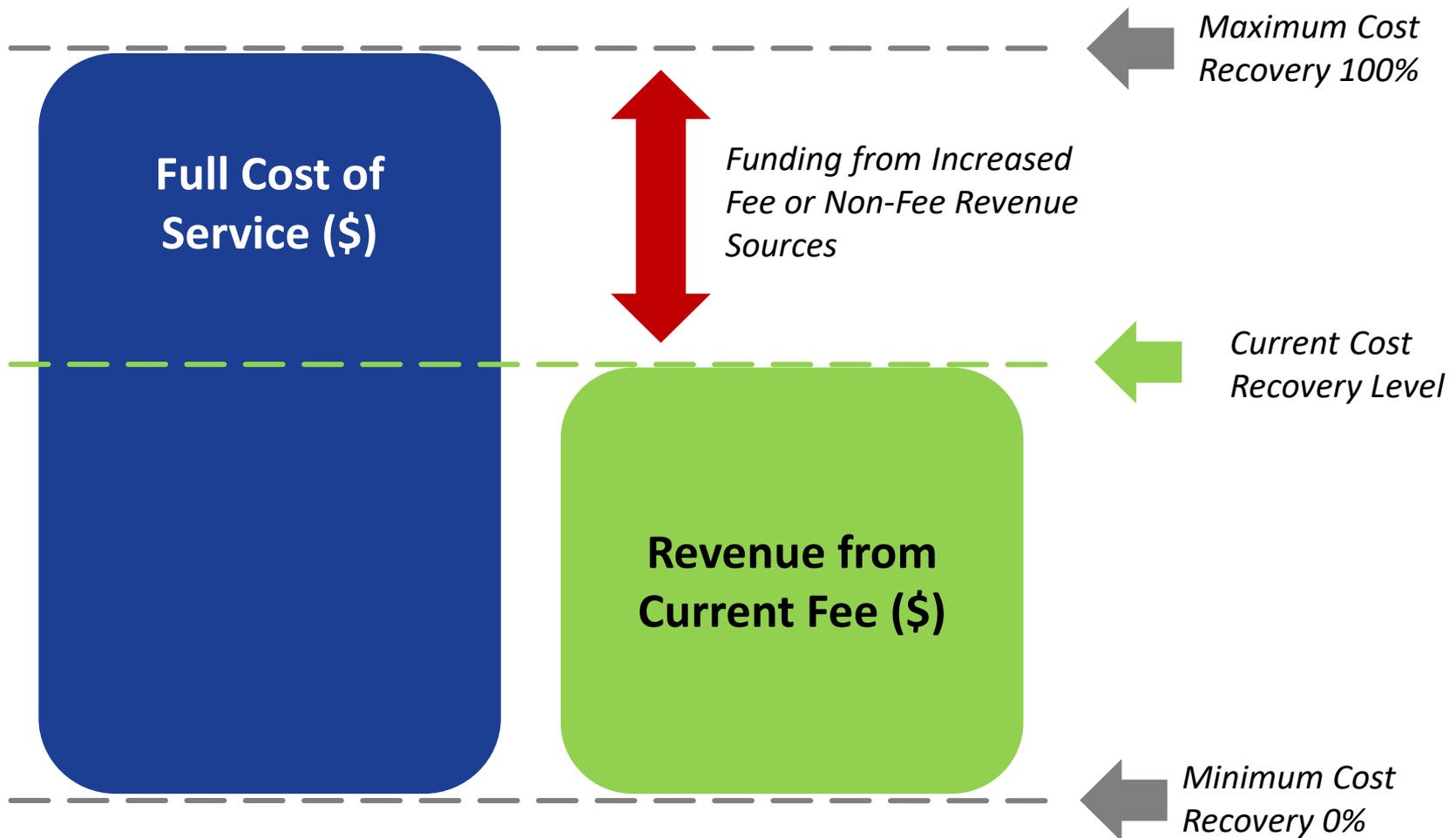


Cost of Service Analysis

Step 1:
Calculate
Fully
Burdened
Hourly
Rate



Cost Recovery/Fee Setting



Summary of Project Approach

- Cost recovery-based user fees cannot exceed the full cost of providing services
- The degree of cost recovery is a policy decision
- Example Considerations:
 - Degree of private benefit
 - Market competitiveness
 - Percentage of change from existing fee levels to full cost recovery

Summary of Results

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Surveyor Services	\$ 100,780	\$ 271,009	\$ (170,229)	37%
GIS Services	5,159	229,246	(224,087)	2%
Total	\$ 105,939	\$ 500,254	\$ (394,315)	21%

Map Checking Fees

Fee Name	Full Cost of Service	Current Fee / Deposit	Existing Cost Recovery
Abandonment of Easement	\$1,030	\$500	49%
Boundary Line Adjustment	\$1,619	\$500	31%
Boundary Line Adjustment - Merger	\$589	\$200	34%
Certificate of Correction – Changes	\$294	\$70	24%
Certificate of Correction - Error	\$147	No charge 1 st hour \$100/hr after	68%
Corner Record	Fee set by State	\$15	n/a
Final Map	\$5,888	\$1,600	27%
Final Map – Amended	\$1,766	\$800	45%
Irrevocable Offer of Dedication	\$1,030	\$500	49%
Monument Inspection	\$589	\$200	34%
Parcel Map	\$2,208	\$750	34%
Parcel Map – Amended	\$1,030	\$500	49%
Record of Survey	\$589	\$135	23%
Record of Survey – additional over 2 pages	\$74	\$25	34%

Road Name/Addressing

Fee Name	Full Cost of Service	Current Fee / Deposit	Existing Cost Recovery
Address – New Single – For Permit	\$74	\$40	54%
Address – New Single – By Request	\$147	\$60	41%
Address – New Multiple – Per Parcel	\$147	\$60	41%
Address Verification Letter	\$74	\$15	20%
Road Name – New – Private Road	\$294	\$200	68%
Road Name – New – Due to Land Division	\$294	\$300	102%
Road Name	\$294	\$150	51%
Road Name – Change – Private Road	\$294	\$300	102%
Road Name – Change – County Road	\$2,355	\$1,200	51%

Staff Recommendations: Surveyor Fees

- Board to provide direction on implementation of fees
 - Leave fees as they are for approximately 37% cost recovery, or
 - Increase fees to achieve full cost recovery as determined in the Report, or
 - Select an amount in between the current fees and the 100% cost recovery fee amounts.
- Should the Board wish to implement fee increases but avoid a drastic increase to the fees, fees could be increased over a period of several years.

Staff Recommendations: Fee Options

		Portion of 100% Cost Recovery Rate Increase			
	Current Fee	25%	50%	75%	100%
Cost Recovery Rate	37%	76%	84%	92%	100%
Increase from Current	0%	12%	24%	35%	47%
Surveyor Hourly Rate	\$100	\$112	\$124	\$135	\$147
Total Annual Revenue	\$102,780	\$208,152	\$230,454	\$250,913	\$273,215
Revenue Increase	None	103%	124%	144%	166%

Note: these figures do not include potential GIS Fees

Staff Recommendations: Deposit Amount

- The Report has determined the initial deposit amount for each project type based on the average number of hours worked.
- This average figure consists of projects that required a smaller number of hours, as well as a greater number of hours to complete.
- Due to this variance, and in order to avoid over-charging and the subsequent refund process that may be necessary, it is recommended that the deposit amount be set at 50% of the average hours for each project or fee type.

Staff Recommendations: Cost Index

- The Board has previously directed that fee resolutions shall include an automatic annual increase based on the consumer price index.
- Based on this direction, staff recommends including language in the final fee resolution to allow for an Automatic Annual Cost Index Increase

Staff Recommendations: GIS Fees

- The Fee Study identified \$1.38M in costs associated with the GIS programs services.
 - \$1.13M is for GIS support services Countywide
 - \$221,000 is for support to the Planning and Building department
 - \$17,000 in services for external agencies costs
 - \$8,800 in direct fee service activities.
- Staff is recommending the provide direction to include a surcharge per building permit to recover a portion of costs

Questions or Comments?

Nicole Kissam

Project Director



Lauren Guido

Consultant



nkissam@nbsgov.com

lguido@nbsgov.com



800-676-7516