



COUNTY OF EL DORADO

Final Report for:

Fee Study – Surveyor’s Office

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Prepared by:



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1. EXECUTIVE SUMMARY

NBS performed a Fee Study (Study) for the County of El Dorado Surveyor’s Office. This report presents the findings and recommendations of the Study, which provides the County with the information needed to update and establish user and regulatory fees for service. Throughout the process, the Study afforded much effort to ensure that not only are the fees and charges reasonable and equitable, but that they also meet industry standards and uphold the statutory requirements of the State of California.

California cities, counties, and special districts may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C § 1. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees a result of property ownership.

The County’s main reason for conducting this Study was twofold: (1) first, to ensure that existing fees do not exceed the costs of service, and (2) second, to provide an opportunity for the Board of to re-align fee amounts with the adopted cost recovery policies.

1.1 Findings

This Study examined user and regulatory fees managed by the County Surveyor’s Office. The Study identified an estimated \$500,000 in eligible costs for recovery from fees for service compared to approximately \$106,000 the County is currently collecting each year from fees. The following table provides a summary of the Study’s results:

Table 1. Report Summary

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%

As shown in Table 1 above, the County is recovering approximately 21% of the total costs associated with providing user and regulatory fee-related services. Should the Board adopt fees at 100% of the full cost recovery amounts determined by this Study, an additional \$394,000 in costs could be recovered.

However, Section 2.2.3 later explains, there may be other local policy considerations that support adopting fees at less than the calculated full cost recovery amount. Since this element of the Study is subjective, NBS provided the maximum potential of fee amounts at 100% full cost recovery for the County to consider. Once the Board of has reviewed and evaluated the results of the Study, the County can set appropriate cost recovery levels according to local policy goals and considerations.

1.2 Report Format

This report documents the analytical methods and data sources used in the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, and provides a comparative survey of fees to neighboring agencies for similar services. The report is organized into the following sections:

- Section 2 - Outlines the general framework, approach, and methodology of the Fee Study.
- Section 3 - Discusses the results of the cost of service analysis performed for the Surveyor's Office. The analysis applied considers: (1) the fully burdened hourly rate(s); (2) the calculation of the costs of providing service; and, (3) the cost recovery policies of each fee category
- Section 4 - Presents the conclusions of the analysis provided in the preceding section.
- Appendices to this report - Include additional details of the analysis performed and a comparison of the fees imposed by neighboring agencies for similar services.

2. INTRODUCTION AND FUNDAMENTALS

2.1 Scope of Study

The following is a summary of the fees evaluated during the Study:

- Map Checking Fees
- Review of Other Agency Maps, Exhibits and Documents
- Certificate of Compliance
- Road Name / Addressing
- Mapping Services
- Reporting Services
- Miscellaneous Fees
- Geographic Information Systems (GIS) Services

The fees examined in this report specifically exclude development impact fees, utility rates, and any special tax assessments which fall under a different set of statutory and procedural requirements from the body of user and regulatory fees analyzed in this Study. The Study also excludes facility and equipment rental rates, as well as most fines and penalties imposed by the County for violations of its requirements or codes.¹

2.2 Methods of Analysis

Three phases of analysis were completed for the Surveyor's Office:



2.2.1 COST OF SERVICE ANALYSIS

This cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

Direct Costs:

- **Direct personnel costs** – Salary, wages and benefits expenses for personnel specifically involved in the provision of services and activities to the public.

¹ According to the California Constitution Article XII C § 1 (e) (4) and (5), the County is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.

- **Direct non-personnel costs** – Discrete expenses attributable to a specific service or activity performed, such as contractor costs, third-party charges, and materials used in the service or activity.

Indirect Costs:

- **Indirect personnel costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical support activities related to the direct services provided to the public.
- **Indirect non-personnel costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to individual fee/rate categories.
- **Overhead costs** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as County Administrator, Finance, Human Resources, etc. The amount of costs attributable to the Surveyor’s Office were sourced from the County’s Cost Allocation Plan.

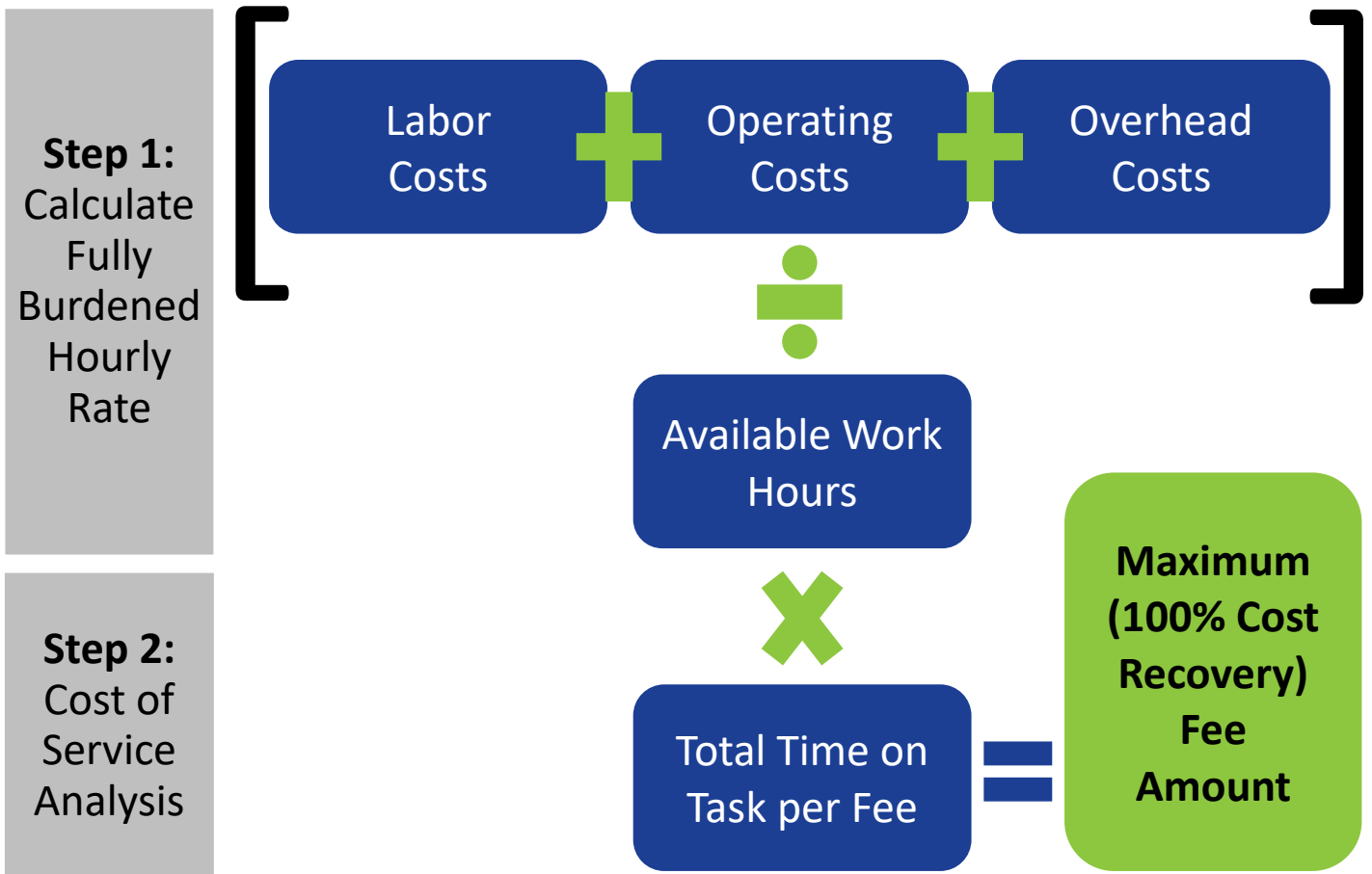
All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the Surveyor’s Office in the provision of all services and activities County-wide.

Nearly all the fees reviewed in this Study require specific actions on the part of County staff to provide the service or conduct the activity. Since labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculates a composite, fully burdened, hourly rate for each department, division, program, or activity applicable to the specific organization and needs of each area studied. This rate serves as the basis for further quantifying the average full cost of providing individual services and activities. Determining the fully burdened labor rate requires two data sets: (1) the full costs of service, and (2) the number of staff hours available to perform those services. NBS derived the hours available based on the complete list of all County employees and/or available service hours of its contracted professionals (where applicable).

The County supplied NBS with the total number of paid labor hours for each employee involved in the delivery of services included in this Study. These available hours represent the amount of productive time available to provide both fee-recoverable and non-fee recoverable services and activities. Available labor hours divided into the annual full costs of service equal the composite, fully burdened, labor rate. Some agencies may also use the resulting rates for purposes other than setting fees, such as calculating the full cost of general services or structuring a cost recovery agreement with another agency or third party.

NBS also assisted the County in estimating the staff time for the services and activities listed in the County’s fee schedule. Time tracking records for the fee programs studied as part of this analysis, when available, proved useful in identifying time spent providing general categories of service (e.g., division administration, plan review, inspection, public information assistance, etc.). However, the County does not systematically track the service time of activities for all departments or all individual fee-level services provided. Therefore, NBS also relied on interviews and questionnaires to develop the necessary data sets of estimated labor time. In many cases, the County provided estimates of the average amount of time (in minutes and hours) it took to complete a typical service or activity considered on a per-occurrence basis.

It should be noted that the development of these time estimates was not a one-step process but required careful review by both NBS and department managers to assess the reasonableness of such estimates. Based on the results of this review, the County reconsidered its time estimates until all parties were comfortable that the fee models reasonably reflected the average service level provided by the County. Finally, the fully burdened labor rate(s) calculated in earlier steps were applied at the individual fee level time estimates, yielding an average total cost of providing each fee for service or activity. The graphic below provides a visual representation of the steps discussed in this section.



2.2.2 FEE ESTABLISHMENT

The fee establishment process includes a range of considerations, including the following:

- **Addition to and deletion of fees** – The Study provided the Surveyor’s Office with the opportunity to propose additions and deletions to their current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allow for better adherence to current practices.
- **Revision to the structure of fees** – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged.
- **Documentation of the tools used to calculate special cost recovery** – The County’s fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the Board of to approve rates for cost recovery under a “time and materials” approach. It also provides clear publication of those rates so that all fee payers can readily reference the basis of any fee amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not included in the adopted master fee schedule. In these rare instances, published rates are used to estimate a flat fee or bill on an hourly basis, which is at the department director’s discretion.

2.2.3 COST RECOVERY EVALUATION

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. Here are the possible outcomes of the fee analysis:

- Cost recovery rate of 0% - This signifies that there is currently no current recovery of costs from fee revenues (or insufficient information available for evaluation).
- Cost recovery rate of 100% - This means that the fee currently recovers the full cost of service.
- Cost recovery rate between 0% and 100% - This indicates partial recovery of the full cost of service through fees.
- Cost recovery rate greater than 100% - This means that the fee exceeds the full cost of service. User fees and regulatory fees should not exceed the full cost of service.

In all cases, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could change the definition of the charge from a cost of service based fee to a tax which has other procedural requirements, such as ballot protest or voter approval.

The next step in the process is for the Board to adopt a “target” level of cost recovery for each fee, established at either 100% or any amount less than the calculated full cost of service. Targets and recommendations reflect discretion on the part of the agency based on a variety of factors, such as existing County policies and agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general method of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question, such as:

- To what degree does the public at large benefit from the service?

- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reinforcing the fact that a service which truly benefits the public is best funded by general resources of the County, such as revenues from the General Fund (e.g., taxes). Conversely, when a service or activity wholly benefits an individual or entity, the cost recovery is generally closer to or equal to 100% of cost recovery from fees collected from the individual or entity.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following factors and considerations may influence or supplement the public-versus-private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the community served or current revenue levels? In other words, would fee increases have the unintended consequence of driving away the population served?
- Is there a good policy basis for differentiating between the type of user (e.g., residents vs. non-residents, residential vs. commercial, non-profit entities, and business entities)?
- Are there broader County objectives that merit a less than full cost recovery target from fees, such as economic development goals and local social values?

NBS provided the cost of service calculation based on 100% full cost recovery and the framework for the County's use to adjust the amount of cost recovery in accordance with its broader goals as they pertain to code compliance, cost recovery, economic development, and social values.

2.2.4 COMPARATIVE FEE SURVEY

Appendix B presents the results of the Comparative Fee Survey for the County. Policy makers often request a comparison of their jurisdictional fees to those of surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

In this effort, NBS worked with the County to choose five comparative agencies – counties of Napa, Nevada, Placer, Sacramento and Yolo. It is important to keep the following in mind when interpreting the general approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about cost recovery policies or procedures inherent in each comparison agency.
- A “market-based” decision to price services below the full cost of service calculation is the same as deciding to subsidize that service.

- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. NBS did not perform the same level of analysis of the comparative agencies' fees.
- The results of comparative fee surveys are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for the provision of similar services.

NBS made every reasonable attempt to source each comparison agency's fee schedule from their respective websites and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the County's existing fee structure.

2.2.5 DATA SOURCES

The following data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- The County's Adopted Budget for Fiscal Year 2021-22
- A complete list of all County personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts provided by the Finance Department
- Prevailing fee schedules
- Annual workload data provided by the Surveyor's Office

The County's adopted budget serves as an important source of information that affects the cost of service results. NBS did not audit or validate the County's financial documents and budget practices, nor was the cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study accepts the County's budget as a legislatively adopted directive describing the most appropriate and reasonable level of County spending. NBS consultants accept the Board of Supervisor's deliberative process and the County's budget plan and further assert that through this legislative process, the County has yielded a reasonable and valid expenditure plan to use in setting cost-based fees.

3. SURVEYOR’S OFFICE

The El Dorado County Surveyor’s Office is comprised of 4 main functions:

- Land Survey Program – checks and processes maps, documents and applications that professional Land Surveyor’s prepare. These may include items such as: Subdivision and Parcel Maps, Record of Surveys, Corner Records, Lot Line Adjustments, Property Merges, Summary Abandonment of Easements, boundary exhibit maps and documents for local jurisdictions including school fire, utility and community service districts.
- Geographic Information Systems Program (GIS) – responsible for developing, managing and delivering a wide variety of maps and data to the general public. This Program also supports other County departments by maintaining base layers of GIS data, and developing and maintaining GIS enabled applications.
- Addressing and Road Naming Program – responsible for assigning addresses to provide a uniform numbering system in order to protect the health, safety and welfare of those who live and work in the County.
- Certificate of Compliance Program – determine, process, issue and record documents known as Certificates of Compliance which states that a parcel of land is in compliance with the Subdivision Map Act and local ordinance and an owner may sell, lease, or finance the land.

3.1 Cost of Service Analysis

Table 2 below shows the total estimated annual cost of services provided by the Surveyor’s Office. The costs recoverable through fees have been translated into fully burdened hourly rates for purposes of individual fee calculations.

Table 2. Fully Burdened Hourly Rates

Cost Element	Public Counter Services	GIS	Surveyor - Other Department Assistance	Direct Surveyor Fee for Service Activities	Total
Labor	\$ -	\$ 833,329	\$ 53,418	\$ 459,878	\$ 1,346,624
Recurring Non-Labor	-	106,688	2,211	19,038	127,938
Overhead Costs	-	243,902	15,634	134,599	394,135
Division Administration	47,309	197,358	11,880	212,661	469,207
Total	\$ 47,309	\$ 1,381,277	\$ 83,143	\$ 826,175	\$ 2,337,904
Fully Burdened Hourly Rate	n/a	\$ 131	n/a	\$ 147	
<i>Reference: Direct Hours Only</i>		10,530		5,612	

The total annual cost of the Surveyor’s Office is approximately \$2.3 million. However, as Section 2.2 *Methods of Analysis* describes, not all costs are targeted for recovery from fees.

Based on interviews with the Surveyor’s Office, the analysis segregated the total cost of services into 4 primary service categories: (1) Public Counter Services; (2) GIS; (3) Surveyor – Other Department Assistance; and, (4) Direct Surveyor Fee for Service Activities. Here is a summary of the descriptions for each cost category:

- **Public Counter Services** – Activities associated with responding to phone calls and general information requests. Typically, some portion of costs for the provision of general public information and assistance do not apply toward recovery from fees and are considered a basic function of governmental services. Surveyor staff estimated that approximately 70% of these costs support Surveyor Fee for Service Activities, while the remaining costs should not be considered in the calculation of fees for services. Eligible costs for recovery have been included in the Direct Surveyor Fee for Service Activities cost calculation, and the remaining costs shown require a funding source other than fees.
- **Geographic Information Systems Program (GIS)** – For the GIS services billed on a time and materials basis, the County can use the fully burdened hourly rate shown in Table 2 above. For support to the Development Services department, a separate surcharge or GIS fee will be established and discussed in a subsequent report upon completion of the Planning and Building portion of the Fee Study. Additional information regarding the further breakdown of GIS costs can be found in Section 3.2 below.
- **Surveyor – Other Department Assistance** – Activities associated with providing Surveyor support to other County departments. Services include research requests, eligibility reviews, map interpretation, etc. These costs are not recoverable from fees for services charged to the public and require another funding source.
- **Direct Surveyor Fee for Service Activities** – Routine activities that are recoverable from fees for service. 100% of these costs are eligible for recovery from Surveyor fees for service.

3.2 Fee Establishment

Overall, no significant changes to the Surveyor’s Office fee schedule are proposed. The most significant change was the deletion of fees that are no longer used or needed, such as the Land Management Information System services that are no longer provided by the County.

Currently, the Surveyor’s Office charges minimum deposit fees for most of the services provided. Additional time is billed on an hourly basis at \$100 per hour. The GIS program also primarily bills on a time and materials basis, utilizing the same \$100 per hour rate as the Surveyor. As shown in Table 2 above, a separate hourly rate has been calculated for Surveyor and GIS services and is reflected in the Cost Recovery Outcomes in Appendix A of this report. Subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$147** for Surveyor services, and **\$131** for GIS services.

To recover the costs of providing GIS services to other County departments, an annual charge or a surcharge on top of permits could be calculated. To establish the amount of costs associated with providing these services, the Surveyor’s Office estimated the amount of time spent providing services to both internal and external clients, as well as any time spent on individual fee for service requests. The following table shows the breakdown of GIS costs accordingly:

Table 3. GIS Cost Breakdown

Item	County Costs
Countywide GIS Services (non-development)	\$ 1,134,620
County Development Services Support	\$ 220,540
External Government Agency Clients	\$ 17,411
Direct Fee For Service Activities	\$ 8,706
Total	\$ 1,381,277

As shown, \$1.1 million in costs are associated with provision of GIS support services Countywide. To recover these costs, an internal service allocation or charge could be developed and evaluation or establishment of such charge is not within the scope of this Study. \$221,000 of the total annual costs of GIS are associated with support to Planning and Building development applications, and these costs are eligible for recovery in fees. Either a surcharge on top of relevant permits could be established, or an annual charge for services between Surveyor and Planning and Building department. \$17,000 in costs associated with external agencies to the County could be recovered through billings when appropriate. Finally, Direct Fee for Service Activities represent an additional \$8,800 in eligible costs for recovery from individual requests for services such as map generation, or services that can be charged for hourly.

3.3 Cost Recovery Evaluation

Appendix A presents the results of the detailed cost recovery analysis of fees for the County’s Surveyor’s Office. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, the Surveyor’s Office is recovering approximately 21% of the total cost of providing services from fees. As Table 4 shows, the County collects approximately \$106,000 per year in revenue at the current fee amounts. At full cost recovery and relatively the same demand level for these services, the County would recover approximately \$500,000 based on the County’s current billing practices. However, the Surveyor’s Office has historically not charged for all hours associated with fee for service projects. Should the County improve its billing practices the County could recover up to the \$826,000 shown in Table 2 for Direct Surveyor Services.

Table 4. Cost Recovery Outcomes

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%

NBS provided a full cost of service evaluation and the framework for considering fees, while the Board will adopt the appropriate cost recovery levels at or below full cost amounts.

3.4 Comparison Survey

As discussed in Section 2.2.4, Comparative Fee Survey, NBS compared the County's current list of fees to those of 5 comparative agencies. While the results of comparative fee surveys are often non-conclusive for many categories, NBS made every reasonable attempt to source each comparison agency's fee schedule.

As noted earlier in this report, the County currently charges minimum deposits plus an hourly fee for additional work required for most fee categories on the current fee schedule. When reviewing the fee schedules from the comparison agencies, it should be noted that there is a mix in charging methodologies. Napa and Nevada County are most comparable to El Dorado County and charge a minimum deposit plus hourly rate for total service hours exceeding minimum hours charged. The counties of Placer, Sacramento and Yolo mainly charge flat fees for Surveyor services, unless otherwise noted.

Based on this analysis, the County's current deposits are lower than other agencies surveyed in all areas except Final and Parcel Map fees. If the County were to set the minimum deposits closer to the anticipated full cost recovery amounts, the County's minimum deposits will be higher than the other agencies surveyed in the areas of: Boundary Line Adjustment, Final and Parcel Maps, and Road Name Change. Fees will be in line for Abandonment of Easements, and Record of Survey's. All other fees with comparable data will be lower than the agencies surveyed, including the County's fully-burdened hourly rate.

4. CONCLUSION

As discussed throughout this report, the intent of the proposed fee schedule is to improve the County's recovery of costs incurred to provide individual services, as well as adjust fees where the fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect County revenues is difficult to quantify. For the near-term, the County should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the County, proposed fee amendments should enhance the County's cost recovery performance over time, providing it the ability to stretch other resources further for the benefit of the public at-large.

The County's Master Fee Schedule should become a living document, but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the County. Once adopted by the Board of, the fee schedule is the final word on the amount and method in which fees should be charged and supersedes all previous fee schedules. If it is discovered that the master document is missing certain fees, those fees will eventually need to be added to the master fee schedule and should not exist outside the consolidated, master framework.
- The County should consider adjusting these user fees and regulatory fees on an annual basis to keep pace with cost inflation. For all fees and charges, for example, the County could use a Consumer Price Index adjustment that is applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement, and only becomes worthwhile over time as shifts in organization, local practices, legislative values, or legal requirements result in significant change.

As a final note, it is worth mentioning the path that fees, in general, have taken in the State of California. In recent years, there is more public demand for the precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is likely that into the future, user and regulatory fees will require an even greater level of analysis and supporting data to meet the public's growing expectations. An agency's ability to meet these new pressures will depend on the level of technology they invest in their current systems. Continuous improvement and refinement of time tracking abilities will greatly enhance the County's ability to set fees for service and identify unfunded activities in years to come.

Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the County's budgets, time estimate data, and workload information from County staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A

Cost of Service Analysis – Surveyor's Office

El Dorado County
 Fee & Nexus Study FY 2022 - Surveyor
 Cost of Service Estimate for Fee Related Services and Activities

APPENDIX A

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Surveyor	GIS	Estimated Average Labor Time per Activity (hours)	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
				\$ 147	\$ 131						Current Fee	Full Cost
SURVEYOR				[2]								
I. Map Checking Fees												
1	Abandonment of Easement	deposit	[3]	7.00	0.00	7.00	\$ 1,030	\$ 500	49%	6	\$ 3,000	\$ 6,183
2	Boundary Line Adjustment	deposit		11.00	0.00	11.00	\$ 1,619	\$ 500	31%	29	\$ 14,500	\$ 46,959
3	Boundary Line Adjustment - Merger	deposit		4.00	0.00	4.00	\$ 589	\$ 200	34%	10	\$ 2,000	\$ 5,888
4	Certificate of Correction - Changes in Conditions to Original Map	deposit		2.00	0.00	2.00	\$ 294	\$ 70	24%	70	\$ 4,900	\$ 20,609
5	Certificate of Correction - Error											
	First Hour	per hour		1.00	0.00	1.00	\$ 147	no charge	%	10	\$ -	\$ 1,472
	Each Additional Hour	per hour		1.00	0.00	1.00	\$ 147	\$ 100	68%	-	\$ -	\$ -
6	Corner Record	each	[7]					\$ 15				
7	Final Map	deposit		40.00	0.00	40.00	\$ 5,888	\$ 1,600	27%	5	\$ 8,000	\$ 29,441
	Amended	deposit		12.00	0.00	12.00	\$ 1,766	\$ 800	45%	1	\$ 800	\$ 1,766
8	Irrevocable Offer of Dedication	deposit		7.00	0.00	7.00	\$ 1,030	\$ 500	49%	7	\$ 3,500	\$ 7,213
9	Monument Inspection	deposit		4.00	0.00	4.00	\$ 589	\$ 200	34%	-	\$ -	\$ -
10	Parcel Map	deposit		15.00	0.00	15.00	\$ 2,208	\$ 750	34%	10	\$ 7,500	\$ 22,081
	Amended	deposit		7.00	0.00	7.00	\$ 1,030	\$ 500	49%	1	\$ 500	\$ 1,030

El Dorado County
 Fee & Nexus Study FY 2022 - Surveyor
 Cost of Service Estimate for Fee Related Services and Activities

APPENDIX A

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Surveyor	GIS	Estimated Average Labor Time per Activity (hours)	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
				\$ 147	\$ 131						Current Fee	Full Cost
11	Record of Survey	each		4.00	0.00	4.00	\$ 589	\$ 135	23%	51	\$ 6,885	\$ 30,030
	Additional Over 2 Pages	per page		0.50	0.00	0.50	\$ 74	\$ 25	34%	-	\$ -	\$ -
II. Review Other Agency Maps, Exhibits and Documents												
12	City of Placerville - Billed to Applicant (first 30 min)	deposit		0.50	0.00	0.50	\$ 74	\$ 50	68%	-	\$ -	\$ -
13	Consulting											
	First 30 Minutes	flat		0.50	0.00	0.50	\$ 74	no charge	%	10	\$ -	\$ 736
	Over 30 Minutes	per hour		1.00	0.00	1.00	\$ 147	\$ 100	68%	5	\$ 500	\$ 736
14	LAFCO - Billed to Applicant	deposit		4.00	0.00	4.00	\$ 589	\$ 100	17%	-	\$ -	\$ -
15	Land Records Research											
	First 30 Minutes	flat		0.50	0.00	0.50	\$ 74	no charge	%	15	\$ -	\$ 1,104
	Over 30 Minutes	per hour		1.00	0.00	1.00	\$ 147	\$ 100	68%	5	\$ 500	\$ 736
16	Prepare Survey Docs and Exhibits	per hour		1.00	0.00	1.00	\$ 147	\$ 100	68%	30	\$ 3,000	\$ 4,416
17	Special Districts, Zones of Benefit, Community Services Districts, Home Owner Associations, School and Fire Districts, Special Fund Projects, Other City and Public Agencies	deposit		29.00	0.00	29.00	\$ 4,269	\$ 100	2%	-	\$ -	\$ -
III. Certificate of Compliance												

El Dorado County
 Fee & Nexus Study FY 2022 - Surveyor
 Cost of Service Estimate for Fee Related Services and Activities

APPENDIX A

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Surveyor	GIS	Estimated Average Labor Time per Activity (hours)	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
				\$ 147	\$ 131						Current Fee	Full Cost
18	Certificate of Compliance with Existing APN	per hour		1.00	0.00	1.00	\$ 147	\$ 100	68%	-	\$ -	\$ -
19	Certificate of Compliance, MULTIPLE, with One Existing APN	deposit		3.00	0.00	3.00	\$ 442	\$ 100	23%	-	\$ -	\$ -
20	Chain of Title Research											
	First 15 Minutes	flat		0.50	0.00	0.50	\$ 74	no charge	%	10	\$ -	\$ 736
	Over 15 Minutes	per hour		1.00	0.00	1.00	\$ 147	\$ 100	68%	5	\$ 500	\$ 736
IV. Road Name / Addressing												
21	Address											
	New Single											
	For Permit	each		0.50	0.00	0.50	\$ 74	\$ 40	54%	700	\$ 28,000	\$ 51,523
	By Request (Utilizing Applicant Information)	each		1.00	0.00	1.00	\$ 147	\$ 60	41%	131	\$ 7,860	\$ 19,284
	New Multiple											
	Per Parcel	deposit		1.00	0.00	1.00	\$ 147	\$ 60	41%	-	\$ -	\$ -
22	Address Change											
	Single (Utilizing Applicant Information)	each		1.00	0.00	1.00	\$ 147	\$ 60	41%	-	\$ -	\$ -
	Multiple											
	Per Parcel	deposit		1.00	0.00	1.00	\$ 147	\$ 60	41%	-	\$ -	\$ -
23	Address Research	deposit		0.50	0.00	0.50	\$ 74	\$ 50	68%	-	\$ -	\$ -
24	Address Verification Letter	deposit		0.50	0.00	0.50	\$ 74	\$ 15	20%	89	\$ 1,335	\$ 6,551

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Surveyor	GIS	Estimated Average Labor Time per Activity (hours)	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
				\$ 147	\$ 131						Current Fee	Full Cost
25	Road Name											
	New		[4]									
	Private Road	deposit		2.00	0.00	2.00	\$ 294	\$ 200	68%	5	\$ 1,000	\$ 1,472
	Due to Land Division	deposit		2.00	0.00	2.00	\$ 294	\$ 300	102%	3	\$ 900	\$ 883
	Road Name	each		2.00	0.00	2.00	\$ 294	\$ 150	51%	-	\$ -	\$ -
	Change		[4]									
	Private Road	deposit		2.00	0.00	2.00	\$ 294	\$ 300	102%	-	\$ -	\$ -
	County Road	deposit		16.00	0.00	16.00	\$ 2,355	\$ 1,200	51%	2	\$ 2,400	\$ 4,711
26	Road Name Extension	deposit	[4]	2.00	0.00	2.00	\$ 294	\$ 200	68%	-	\$ -	\$ -
	Road Name	each		2.00	0.00	2.00	\$ 294	\$ 150	51%	-	\$ -	\$ -
27	Road Name Removal	each	[4]	1.00	0.00	1.00	\$ 147	\$ 200	136%	-	\$ -	\$ -
28	Road Name Research	deposit		0.50	0.00	0.50	\$ 74	\$ 50	68%	-	\$ -	\$ -
V. Mapping Services												
29	Mapping Project Development	per hour	[5]	1.00	0.00	1.00	\$ 147	\$ 100	68%	12	\$ 1,200	\$ 1,766
30	Existing Mapping Project Plot Set Up	each	[5]	0.25	0.00	0.25	\$ 37	\$ 25	68%	-	\$ -	\$ -
31	Parcel Exhibit (basic)	each		0.25	0.00	0.25	\$ 37	\$ 15	41%	-	\$ -	\$ -

El Dorado County
 Fee & Nexus Study FY 2022 - Surveyor
 Cost of Service Estimate for Fee Related Services and Activities

APPENDIX A

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Surveyor	GIS	Estimated Average Labor Time per Activity (hours)	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
				\$ 147	\$ 131						Current Fee	Full Cost
32	Special Districts, Zones of Benefit, Community Services Districts, Home Owner Associations, School and Fire Districts, Special Fund Projects, Other City and Public Agencies	per hour	[5]	1.00	0.00	1.00	\$ 147	\$ 100	68%	10	\$ 1,000	\$ 1,472
VI. Reporting Services												
33	Report Project Development	per hour	[5]	1.00	0.00	1.00	\$ 147	\$ 100	68%	20	\$ 2,000	\$ 2,944
34	Existing Report Project Printing Set Up	each	[5]	0.50	0.00	0.50	\$ 74	\$ 25	34%	-	\$ -	\$ -
VII. Miscellaneous Fees												
35	For services requested which have no fee listed in this fee schedule											
	Surveyor	per hour		1.00	0.00	1.00	\$ 147	\$ 100	68%	10	\$ 1,000	\$ 1,472
	GIS	per hour		0.00	1.00	1.00	\$ 131	\$ 100	76%	32	\$ 3,159	\$ 4,144
TOTAL											\$ 105,939	\$ 278,097

Notes

- [1] Sourced from: "El Dorado County Surveyor Fee Schedule for Services.pdf" provided by County
- [2] All deposits considered minimum deposits
- [3] Plus certificate of correction
- [4] Plus address change fees

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				Surveyor	GIS	Estimated Average Labor Time per Activity (hours)	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues	
				\$ 147	\$ 131						Current Fee	Full Cost

- [5] Plus media costs
- [6] Applies to 8.5 x 11 and 11x17 page sizes
- [7] Fee set by State. NBS did not evaluate.
- [8] NBS did not evaluate.

APPENDIX B

Comparative Survey – Surveyor’s Office

County of El Dorado						Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Notes	Current Fee / Deposit	Full Cost Recovery	County of Napa	County of Nevada	County of Placer	County of Sacramento	County of Yolo
			[1]			[2]	[3]	[4]	[5]	[6]
SURVEYOR										
I. Map Checking Fees										
1	Abandonment of Easement	deposit	[8]	\$ 500	\$ 1,030	\$ 1,085	\$ 1,105	no comparison available	\$ 1,867	no comparison available
2	Boundary Line Adjustment	deposit		\$ 500	\$ 1,619	\$ 543	\$ 553	no comparison available	\$2,644.90 + \$800/parcel	\$ 180
3	Boundary Line Adjustment - Merger	deposit		\$ 200	\$ 589	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
4	Certificate of Correction - Changes in Conditions to Original Map	deposit		\$ 70	\$ 294	\$ 362	\$ 368	\$ 44	no comparison available	no comparison available
5	Certificate of Correction - Error									
	First Hour	per hour		no charge	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Each Additional Hour	per hour		\$ 100	\$ 147					
6	Corner Record	each	[7]	\$ 15	Fee set by State	\$ 17	\$ 17	no comparison available	no comparison available	no comparison available
7	Final Map	deposit		\$ 1,600	\$ 5,888	Tentative: \$723.48 Final: \$1,446.97	Tentative: \$736.68 Final: \$1,473.36	Minimum Deposit: \$3,200 + \$20/lot	Minimum Deposit: \$1,000	Minimum Deposit: \$1,000
	Amended	deposit		\$ 800	\$ 1,766	Amendment: \$180.87	Amendment: \$184.17			
8	Irrevocable Offer of Dedication	deposit		\$ 500	\$ 1,030	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
9	Monument Inspection	deposit		\$ 200	\$ 589	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
10	Parcel Map	deposit		\$ 750	\$ 2,208	Tentative: \$723.48 Final: \$1,085.23	Tentative: \$736.68 Final: \$1,105.02	Minimum Deposit: \$1,783 + \$25/parcel	Minimum Deposit: \$750	Minimum Deposit: \$1,000
	Amended	deposit		\$ 500	\$ 1,030	Amendment: \$180.87	Amendment: \$184.17			
11	Record of Survey	each		\$ 135	\$ 589			\$ 393		1-3 sheets: \$730/sheet
	Additional Over 2 Pages	per page		\$ 25	\$ 74	\$ 543	\$ 553	\$ 124	Minimum Deposit: \$500	4+ sheets: \$2,000 min deposit
II. Review Other Agency Maps, Exhibits and Documents										
12	City of Placerville - Billed to Applicant (first 30 min)	deposit		\$ 50	\$ 74	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
13	Consulting									
	First 30 Minutes	flat		no charge	\$ 74	Pre-Application Review: \$180.87	Pre-Application Review: \$184.17	no comparison available	no comparison available	Actual Cost
	Over 30 Minutes	per hour		\$ 100	\$ 147					
14	LAFCO - Billed to Applicant	deposit		\$ 100	\$ 589	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
15	Land Records Research									
	First 30 Minutes	flat		no charge	\$ 74	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Over 30 Minutes	per hour		\$ 100	\$ 147					

County of El Dorado						Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Notes	Current Fee / Deposit	Full Cost Recovery	County of Napa	County of Nevada	County of Placer	County of Sacramento	County of Yolo
16	Prepare Survey Docs and Exhibits	per hour		\$ 100	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
17	Special Districts, Zones of Benefit, Community Services Districts, Home Owner Associations, School and Fire Districts, Special Fund Projects, Other City and Public Agencies	deposit		\$ 100	\$ 4,269	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
III. Certificate of Compliance										
18	Certificate of Compliance with Existing APN	per hour		\$ 100	\$ 294	no comparison available	no comparison available	no comparison available	Consolidation/Parcel Map Waiver: \$960 Lawful Parcel: \$800/parcel	1-2 parcels: \$90 3-5 Parcels: \$180 6+ parcels: \$270
19	Certificate of Compliance, MULTIPLE, with One Existing APN	deposit		\$ 100	\$ 442	no comparison available	no comparison available	no comparison available		
20	Chain of Title Research	flat		no charge	\$ 74	no comparison available	no comparison available	no comparison available		
	First 15 Minutes	per hour		\$ 100	\$ 147	no comparison available	no comparison available	no comparison available		
	Over 15 Minutes									
IV. Road Name / Addressing										
21	Address									
	New Single									
	For Permit	each		\$ 40	\$ 74	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	By Request (Utilizing Applicant Information)	each		\$ 60	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	New Multiple									
	Per Parcel	deposit		\$ 60	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
22	Address Change									
	Single (Utilizing Applicant Information)	each		\$ 60	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Multiple									
	Per Parcel	deposit		\$ 60	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
23	Address Research	deposit		\$ 50	\$ 74	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
24	Address Verification Letter	deposit		\$ 15	\$ 74	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
25	Road Name									
	New									
	Private Road	deposit		\$ 200	\$ 294	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Due to Land Division	deposit		\$ 300	\$ 294	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Road Name	each		\$ 150	\$ 294	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Change									
	Private Road	deposit		\$ 300	\$ 294	no comparison available	no comparison available	\$ 190	no comparison available	no comparison available
	County Road	deposit		\$ 1,200	\$ 2,355	no comparison available	no comparison available		no comparison available	no comparison available
26	Road Name Extension	deposit		\$ 200	\$ 294	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Road Name	each		\$ 150	\$ 294	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available

County of El Dorado						Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Notes	Current Fee / Deposit	Full Cost Recovery	County of Napa	County of Nevada	County of Placer	County of Sacramento	County of Yolo
27	Road Name Removal	each		\$ 200	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
28	Road Name Research	deposit		\$ 50	\$ 74	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
V. Mapping Services										
29	Mapping Project Development	per hour		\$ 100	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
30	Existing Mapping Project Plot Set Up	each		\$ 25	\$ 37	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
31	Parcel Exhibit (basic)	each		\$ 15	\$ 37	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
32	Special Districts, Zones of Benefit, Community Services Districts, Home Owner Associations, School and Fire Districts, Special Fund Projects, Other City and Public Agencies	per hour		\$ 100	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
VI. Reporting Services										
33	Report Project Development	per hour		\$ 100	\$ 147	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
34	Existing Report Project Printing Set Up	each		\$ 25	\$ 74	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
VII. Miscellaneous Fees										
35	For services requested which have no fee listed in this fee schedule									
	Surveyor	per hour		\$ 100	\$ 147	\$ 181	\$ 184	no comparison available	no comparison available	no comparison available
	GIS	per hour		\$ 100	\$ 131	no comparison available	no comparison available			

Notes

- [1] All deposits are considered minimum deposits.
- [2] Minimum deposit + hourly rate for total service hours exceeding minimum hours charged.
- [3] Minimum deposit + hourly rate for total service hours exceeding minimum hours charged.
- [4] Flat fees unless otherwise specified.
- [5] Flat fees unless otherwise specified.
- [6] Flat fees unless otherwise specified.
- [7] Fee set by State. NBS did not evaluate.
- [8] Plus certificate of correction.