

**MISSION**

The County Surveyor is responsible for providing information to the public on the complex issues of property ownership and for the timely review of all parcel maps, subdivision maps, records of survey, lot line adjustments, certificates of compliance, street names and addresses, Abandonment of Public Easements and Irrevocable Offers of Dedication to facilitate development and serve the public, County departments and outside agencies.

The County Surveyor is also responsible for the Geographic Information System (GIS) including operation, maintenance and enhancements. The system is used to manage a variety of project and permitting databases and to interpret data in conjunction with location to create maps providing responsive service to the public, County departments and outside agencies.

**DEPARTMENT BUDGET SUMMARY**

Description	FY 2020-21 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Service Charges	105,009	94,388	384,118	289,730
Miscellaneous Rev	705	0	0	0
<b>Total Revenue</b>	<b>105,714</b>	<b>94,388</b>	<b>384,118</b>	<b>289,730</b>
Salaries & Benefits	1,563,477	1,730,004	1,818,752	88,748
Services & Supplies	49,559	125,632	125,606	(26)
Other Charges	342	1,500	1,500	0
Other Fin Uses	0	0	42,000	42,000
Intrafund Transfers	32,308	27,366	49,570	22,204
Intrafund Abatement	0	(16,000)	(8,000)	8,000
<b>Total Appropriations</b>	<b>1,645,686</b>	<b>1,868,502</b>	<b>2,029,428</b>	<b>160,926</b>
<b>FUND 1000 GENERAL FUND TOTAL</b>	<b>1,539,972</b>	<b>1,774,114</b>	<b>1,645,310</b>	<b>(128,804)</b>

**MAJOR BUDGET CHANGES**

Revenues

*Service Charges*

- \$196,032      Increase to map review fees based on year-over-year actuals and anticipated increases resulting from the Surveyor’s fee study.
  
- \$98,698      Increase to charges for services based on year-over-year actuals and anticipated increases resulting from the Surveyor’s fee study.
  
- (\$5,000)      Decrease in Interfund Service charges due to decreased services provided to the Department of Transportation planned for FY 2022-23.

# Surveyor

## RECOMMENDED BUDGET • FY 2022-23

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### Appropriations

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#### *Salaries and Benefits*

\$44,385	Increase in salaries due to funding an additional Survey Technician Position (1 FTE), along with natural salary increases and Board-approved compensation adjustments, offset in part by salary cost reductions due to the retirement of a long-time employee.
\$6,000	Increase in Temporary Employees due to the addition of extra help funding for a retired annuitant to provide additional office support.
\$27,671	Increased Retirement and benefit costs due to higher benefit elections for some employees, as well as increases associated with higher salary costs.
\$10,692	Increase in Workers' Compensation premium charge following a rate holiday in FY 2021-22, as provided by the Risk Management Division.

#### *Other Financing Uses*

\$42,000	Increase in Operating Transfers Out to the Fleet Enterprise Fund for the purchase of a replacement vehicle for the Department.
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#### *Intra-fund Transfers*

(\$10,155)	Increase due to an increase in Central Fiscal administrative charges based on current-year staff time (\$21,778), as well as smaller increases in Mail (\$213) and Stores (\$213) support charges.
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#### *Intra-fund Abatement*

\$8,000	Increase in Intrafund Abatement funding from Parks (shown as a negative appropriation) due to a reduction in GIS work needed on grant-funded Rubicon program projects.
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## PROGRAM SUMMARIES

### *Addressing/Road Name Services*

The State-mandated functions applicable to the California Business and Professions, Resources, and Government Codes including structure and suite addressing for building permits, and collaboration with emergency services.

### *Administration*

Administration provides oversight, direction and support for the Department, including Services and Supplies and Fixed Asset line items, and is responsible for administrative and business support functions including budgeting, accounting, payroll, personnel, purchasing and contract coordination, computer services and support, and clerical operations.

*Geographic Information Services*

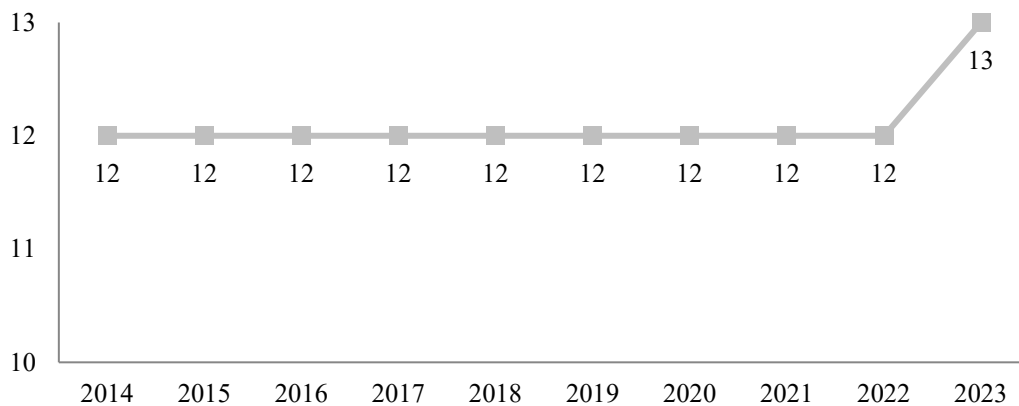
The GIS Program manages hundreds of GIS layers and datasets that support addressing, permitting, property tax, Economic Development, Planning activities, Public Health and Safety, Census and Elections planning, and Transportation operations and planning. The GIS team provides data, mapping, application support and development, data and system integration, and consulting services to County departments, external agencies and the public. The GIS team integrates data from and to various systems (TRAKiT, Megabyte and ESRI) to provide an effective and efficient information resource for all County departments, outside agencies and the public.

*Surveyor Services*

Licensed Surveyors in the Office perform state mandated functions applicable to the California Business and Professions, Resources, and Government Codes, including Map Checking and Certificate of Compliance issues.

**STAFFING TREND**

The Surveyor’s Office maintained 12 FTEs for the past 10-year period. With the 2021-22 Adopted Budget, the structure of the Department changed minimally with the addition of 1.0 FTE Associate Land Surveyor position and the deletion of 1.00 FTE GIS Analyst I/II position. For FY 2022-23, it is recommended that 1 FTE Surveyor Technician be added in order to better support succession planning and provide more capacity in Surveying Services. The total recommended allocation for FY 2022-23 is 13 FTEs.



**RECOMMENDED BUDGET**

The Budget is recommended at \$2,029,428, which is an increase of \$160,926 (8.6%) compared to the FY 2021-22 Adopted Budget. The General Fund provides 81% of the funding for the Department and is decreasing by \$128,804 as a result of the anticipated increase in fee revenue.

The Recommended Budget represents an overall increase of \$289,730 (307%) in revenue due to the anticipated adoption of increased fees resulting from the completion of the Fee Study.

# Surveyor

## RECOMMENDED BUDGET • FY 2022-23

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### CAO Adjustments

There were no CAO adjustments.

### Sources & Uses of Funds

The budget for the Surveyor is funded in part by fees for services, primarily funded with discretionary General Fund revenue.