

# 1016000000—Surveyor

## General Government

Kris Balaji, Public Works Director

General Fund	2017-2018 Actual	2018-2019 Adjusted	2019-2020 Requested	2019-2020 Recommended	Increase/ (Decrease)
<b>Expenditures</b>					
Salaries & Benefits	\$204,918	\$317,935	\$286,660	\$286,660	(\$31,275)
Services & Supplies	137,611	187,598	195,929	195,929	8,331
Centrally-Budgeted Expenses	3,051	2,999	26,558	26,558	23,559
<b>Total Expenditures</b>	<b>\$345,580</b>	<b>\$508,532</b>	<b>\$509,147</b>	<b>\$509,147</b>	<b>\$615</b>
Expenditure Reimbursements	0	(6,000)	(6,000)	(6,000)	0
<b>Total Appropriations</b>	<b>\$345,580</b>	<b>\$502,532</b>	<b>\$503,147</b>	<b>\$503,147</b>	<b>\$615</b>
<b>Earned Revenues By Source</b>					
Charges For Services	\$323,297	\$334,758	\$363,975	\$363,975	\$29,217
<b>Total Revenues</b>	<b>\$323,297</b>	<b>\$334,758</b>	<b>\$363,975</b>	<b>\$363,975</b>	<b>\$29,217</b>
<b>Net County Cost</b>	<b>\$22,283</b>	<b>\$167,774</b>	<b>\$139,172</b>	<b>\$139,172</b>	<b>(\$28,602)</b>
<b>Staffing</b>					
Allocated Positions	2.0	2.0	2.0	2.0	0.0
Temporary (Full-Time Equivalent)	0.9	0.8	0.8	0.8	0.0
<b>Total Staffing</b>	<b>2.9</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>0.0</b>

### Purpose

The Public Works Surveyor Division processes maps and legal descriptions for subdivisions, annexations, and County acquisitions and abandonments. The Division also ensures that mandated functions, such as review of final maps, parcel maps, records of survey, corner records, certifications of correction, and legal descriptions are in conformance with State law and local ordinances. The review of final maps includes those prepared for the seven cities in San Joaquin County.

The Division also provides services to the public and various governmental agencies. This involves preparation, review, and maintenance of legal descriptions and records related to over 200 agencies, special districts, and the Local Agency Formation Commission (LAFCo).

### Major Budget Changes

#### Salaries & Employee Benefits

- (\$35,086) Salary and benefits adjustments.
- \$3,811 Increase in extra-help.

#### Services & Supplies

- \$5,000 Increase in field engineering costs.
- \$2,250 Increase in training costs.

#### Centrally-Budgeted Expenses

- \$23,428 Addition of Countywide Cost Allocation Plan charges.

#### Revenues

- \$29,217 Increase in survey services.

### Program Discussion

The 2019-2020 recommended budget for the Surveyor Division totals \$509,147, which is an increase of \$615 from the 2018-2019 adjusted budget. This increase is primarily due to an increase in extra-help, field engineering and training costs, and the addition of the Countywide Cost Allocation Plan charges, partially offset by salary and benefits adjustments. The Net County Cost, which covers costs

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associated with assisting the public and other agencies with land surveyor records research and responding to general inquiries, is \$28,602 less than the previous year. The Division provides mandated services, which are generally offset by fee-based revenue. Revenues are projected to increase in 2019-2020 due to growth in the economy and development activity. The anticipated workload increase is expected to be accommodated largely through an Engineering Assistant I position, which was filled in 2018-2019.

In 2019-2020, the Division will continue to scan archival documents and maps that are stored in the Public Works Department vault into the document management system.

Development activities and revenues have increased sufficiently to continue to support this activity.

### Survey Monument Preservation Trust

In April 2006, the Board of Supervisors established the Survey Monument Preservation Trust Fund (#10601). The purpose of the Fund is to set aside a portion of revenue collected from the recordation of certain deeds in order to repair and replace the survey monuments used by professional surveyors. As of March 31, 2019, the fund balance was \$136,597.

### Workload Data

	-----Actual-----			Est./Act. 2018-2019	Projected 2019-2020
	2015-2016	2016-2017	2017-2018		
<b>Mandated Time Frames</b>					
<i>Certificates of Correction</i>	4	3	5	3	4
<i>Corner Records</i>	425	400	314	300	300
<i>Final Maps</i>	21	18	30	30	32
<i>Parcel Maps</i>	21	15	21	20	20
<i>Records of Survey</i>	47	38	65	50	50
<b>Legal Descriptions</b>					
<i>Abandonments &amp; Acquisitions</i>	9	7	5	8	8
<i>County Applications</i>	32	33	44	55	55
<i>LAFCo</i>	4	5	2	4	4
<i>Strip Dedications &amp; Easement</i>	10	6		6	6
<b>Other</b>					
<i>Special Districts (Annex/Form)</i>	1	1	0	1	1