

## Attachment F. Information Technology Fee Study (Monterey County)

### Proposed Fees

| Task                                                      | Estimated<br>Average # of<br>Min | Fee Per<br>Task | Proposed Fee<br>(As of 1/1/2024) |                | % Cost<br>Recovery | Current Fee<br>(As of 1/1/2018) |                |
|-----------------------------------------------------------|----------------------------------|-----------------|----------------------------------|----------------|--------------------|---------------------------------|----------------|
| Community Reports                                         |                                  |                 |                                  |                |                    |                                 |                |
| Ownership + Assessed Valuations List                      | 185                              | \$498.45        | \$300.00                         | Per<br>Request | 60%                | \$100.00                        | Per<br>Request |
| Ownership + Assessed Valuations &<br>Characteristics List | 190                              | \$575.85        | \$400.00                         | Per<br>Request | 69%                | \$200.00                        | Per<br>Request |
| Ownership/Mailing List                                    | 170                              | \$465.00        | \$265.00                         | Per<br>Request | 57%                | \$65.00                         | Per<br>Request |
| Countywide Reports                                        |                                  |                 |                                  |                |                    |                                 |                |
| Ownership + Assessed Valuations List                      | 155                              | \$529.05        | \$400.00                         | Per<br>Request | 76%                | \$200.00                        | Per<br>Request |
| Ownership + Assessed Valuations &<br>Characteristics List | 165                              | \$716.85        | \$700.00                         | Per<br>Request | 98%                | \$500.00                        | Per<br>Request |
| Ownership/Mailing List                                    | 155                              | \$562.80        | \$300.00                         | Per<br>Request | 53%                | \$100.00                        | Per<br>Request |
| Custom Reports                                            |                                  |                 |                                  |                |                    |                                 |                |
| Ownership + Assessed Valuations List                      | 225                              | \$715.80        | \$425.00                         | Per<br>Request | 59%                | \$225.00                        | Per<br>Request |
| Ownership + Assessed Valuations &<br>Characteristics List | 230                              | \$727.20        | \$600.00                         | Per<br>Request | 83%                | \$400.00                        | Per<br>Request |
| Ownership/Mailing List                                    | 220                              | \$547.32        | \$350.00                         | Per<br>Request | 64%                | \$150.00                        | Per<br>Request |

  Plus additional research fee per 1/2 hour for more complex cases (1/2 hour minimum)

| Research Fee Calculation |         |          |          |          |
|--------------------------|---------|----------|----------|----------|
|                          | Per Min | 1/4 hour | 1/2 hour | Per hour |
| Assessor*                | \$1.88  | \$28.15  | \$56.30  | \$112.60 |
| Proposed                 |         | \$27.50  | \$55.00  | \$110.00 |
|                          |         |          |          |          |
| IT                       | \$2.38  | \$35.73  | \$71.45  | \$142.91 |
| Proposed                 |         | \$35.00  | \$70.00  | \$140.00 |
|                          |         |          |          |          |
| *Not including IT        |         |          |          |          |

COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

|                                                                           |
|---------------------------------------------------------------------------|
| Proposed Fee: Ownership plus Assessed Valuations List – Community Reports |
|---------------------------------------------------------------------------|

| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)     |
|----------|--------------------------------------------------------------------------------------|------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                   |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                              |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                             |
|          | <b>IT Analyst</b>                                                                    | <b>180 min</b>                     |
| 2.       | Review request                                                                       | 30 min                             |
| 3.       | Correspondence to validate request requirements                                      | 30 min                             |
| 4.       | Check SQL View(s)                                                                    | 15 min                             |
| 5.       | Write SQL Code                                                                       | 40 min                             |
| 6.       | Preparation of report/file                                                           | 15 min                             |
| 7.       | Data Validation                                                                      | 15 min                             |
| 8.       | Export report/file                                                                   | 10 min                             |
| 9.       | Submission/email/FTP                                                                 | 5 min                              |
| 10.      | Invoice Precessing/Report/File Approval                                              | 20 min                             |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                    |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                        |
|          | <b>Computer Processing .00132/record</b>                                             |                                    |
| 12.      | Replication and record processing                                                    |                                    |
| 13.      | Resource maintenance                                                                 |                                    |
|          |                                                                                      |                                    |
|          |                                                                                      |                                    |
|          | Total time                                                                           | 185-205 min<br>(3 hours, 5-25 min) |

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| Comprised by: DISM II, BTA I , Supervising OA I, MAI |
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| Date: 11/14/2023 |
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COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

Proposed Fee: Ownership plus Assessed Valuations & Characteristics List – Community Reports

| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)      |
|----------|--------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                    |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                               |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                              |
|          | <b>IT Analyst</b>                                                                    | <b>185 min</b>                      |
| 2.       | Review request                                                                       | 30 min                              |
| 3.       | Correspondence to validate request requirements                                      | 30 min                              |
| 4.       | Check SQL View(s)                                                                    | 15 min                              |
| 5.       | Write SQL Code                                                                       | 40 min                              |
| 6.       | Preparation of report/file                                                           | 15 min                              |
| 7.       | Data Validation                                                                      | 20 min                              |
| 8.       | Export report/file                                                                   | 10 min                              |
| 9.       | Submission/email/FTP                                                                 | 5 min                               |
| 10.      | Invoice Precessing/Report/File Approval                                              | 20 min                              |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                     |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                         |
|          | <b>Computer Processing .00132/record</b>                                             |                                     |
| 12.      | Replication and record processing                                                    |                                     |
| 13.      | Resource maintenance                                                                 |                                     |
|          |                                                                                      |                                     |
|          |                                                                                      |                                     |
|          | Total time                                                                           | 190-210 min<br>(3 hours, 10-30 min) |

Comprised by: DISM II, BTA I , Supervising OA I, MAI

Date: 11/14/2023

COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

Proposed Fee: Ownership/Mailing List – Community Reports

| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)      |
|----------|--------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                    |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                               |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                              |
|          | <b>IT Analyst</b>                                                                    | <b>165 min</b>                      |
| 2.       | Review request                                                                       | 30 min                              |
| 3.       | Correspondence to validate request requirements                                      | 30 min                              |
| 4.       | Check SQL View(s)                                                                    | 10 min                              |
| 5.       | Write SQL Code                                                                       | 35 min                              |
| 6.       | Preparation of report/file                                                           | 15 min                              |
| 7.       | Data Validation                                                                      | 10 min                              |
| 8.       | Export report/file                                                                   | 10 min                              |
| 9.       | Submission/email/FTP                                                                 | 5 min                               |
| 10.      | Invoice Precessing/Report/File Approval                                              | 20 min                              |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                     |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                         |
|          | <b>Computer Processing .00132/record</b>                                             |                                     |
| 12.      | Replication and record processing                                                    |                                     |
| 13.      | Resource maintenance                                                                 |                                     |
|          |                                                                                      |                                     |
|          | Total time                                                                           | 170-190 min<br>(2 hours, 50-70 min) |

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COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

|                                                                            |
|----------------------------------------------------------------------------|
| Proposed Fee: Ownership plus Assessed Valuations List – Countywide Reports |
|----------------------------------------------------------------------------|

| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)      |
|----------|--------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                    |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                               |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                              |
|          | <b>IT Analyst</b>                                                                    | <b>150 min</b>                      |
| 2.       | Review request                                                                       | 5 min                               |
| 3.       | Correspondence to validate request requirements                                      | 30 min                              |
| 4.       | Check SQL View(s)                                                                    | 10 min                              |
| 5.       | Write SQL Code                                                                       | 40 min                              |
| 6.       | Preparation of report/file                                                           | 10 min                              |
| 7.       | Data Validation                                                                      | 10 min                              |
| 8.       | Export report/file                                                                   | 10 min                              |
| 9.       | Submission/email/FTP                                                                 | 5 min                               |
| 10.      | Invoice Precessing/Report/File Approval                                              | 30 min                              |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                     |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                         |
|          | <b>Computer Processing .00132/record</b>                                             | <b>125,000 to 250,000</b>           |
| 12.      | Replication and record processing                                                    |                                     |
| 13.      | Resource maintenance                                                                 |                                     |
|          |                                                                                      |                                     |
|          | Total time                                                                           | 155-175 min<br>(2 hours, 35-55 min) |

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| Comprised by: DISM II, BTA I , Supervising OA I, MAI |
| Date: 11/14/2023                                     |

COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

|                                                                                              |
|----------------------------------------------------------------------------------------------|
| Proposed Fee: Ownership plus Assessed Valuations & Characteristics List – Countywide Reports |
|----------------------------------------------------------------------------------------------|

| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)      |
|----------|--------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                    |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                               |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                              |
|          | <b>IT Analyst</b>                                                                    | <b>160 min</b>                      |
| 2.       | Review request                                                                       | 5 min                               |
| 3.       | Correspondence to validate request requirements                                      | 30 min                              |
| 4.       | Check SQL View(s)                                                                    | 10 min                              |
| 5.       | Write SQL Code                                                                       | 40 min                              |
| 6.       | Preparation of report/file                                                           | 10 min                              |
| 7.       | Data Validation                                                                      | 20 min                              |
| 8.       | Export report/file                                                                   | 10 min                              |
| 9.       | Submission/email/FTP                                                                 | 5 min                               |
| 10.      | Invoice Precessing/Report/File Approval                                              | 30 min                              |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                     |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                         |
|          | <b>Computer Processing .00132/record</b>                                             | <b>250,000 to 500,000</b>           |
| 12.      | Replication and record processing                                                    |                                     |
| 13.      | Resource maintenance                                                                 |                                     |
|          |                                                                                      |                                     |
|          | Total time                                                                           | 165-185 min<br>(2 hours, 35-65 min) |

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COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

Proposed Fee: Ownership/Mailing List – Countywide Reports

| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)      |
|----------|--------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                    |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                               |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                              |
|          | <b>IT Analyst</b>                                                                    | <b>150 min</b>                      |
| 2.       | Review request                                                                       | 5 min                               |
| 3.       | Correspondence to validate request requirements                                      | 30 min                              |
| 4.       | Check SQL View(s)                                                                    | 10 min                              |
| 5.       | Write SQL Code                                                                       | 40 min                              |
| 6.       | Preparation of report/file                                                           | 10 min                              |
| 7.       | Data Validation                                                                      | 10 min                              |
| 8.       | Export report/file                                                                   | 10 min                              |
| 9.       | Submission/email/FTP                                                                 | 5 min                               |
| 10.      | Invoice Precessing/Report/File Approval                                              | 30 min                              |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                     |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                         |
|          | <b>Computer Processing .00132/record</b>                                             |                                     |
| 12.      | Replication and record processing                                                    |                                     |
| 13.      | Resource maintenance                                                                 |                                     |
|          |                                                                                      |                                     |
|          | Total time                                                                           | 155-175 min<br>(2 hours, 35-55 min) |

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Date: 11/14/2023

COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

|                                                                        |
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| Proposed Fee: Ownership plus Assessed Valuations List – Custom Reports |
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| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)      |
|----------|--------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                    |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                               |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                              |
|          | <b>IT Analyst</b>                                                                    | <b>220 min</b>                      |
| 2.       | Review request                                                                       | 30 min                              |
| 3.       | Correspondence to validate request requirements                                      | 40 min                              |
| 4.       | Check SQL View(s)                                                                    | 30 min                              |
| 5.       | Write SQL Code                                                                       | 45 min                              |
| 6.       | Preparation of report/file                                                           | 15 min                              |
| 7.       | Data Validation                                                                      | 25 min                              |
| 8.       | Export report/file                                                                   | 10 min                              |
| 9.       | Submission/email/FTP                                                                 | 5 min                               |
| 10.      | Invoice Precessing/Report/File Approval                                              | 20 min                              |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                     |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                         |
|          | <b>Computer Processing .00132/record</b>                                             | <b>1,000 to 240,000</b>             |
| 12.      | Replication and record processing                                                    |                                     |
| 13.      | Resource maintenance                                                                 |                                     |
|          |                                                                                      |                                     |
|          |                                                                                      |                                     |
|          | Total time                                                                           | 225-245 min<br>(3 hours, 45-65 min) |

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COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

Proposed Fee: Ownership, Assessed Valuations & Characteristics List – Custom Reports

| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)      |
|----------|--------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                    |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                               |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                              |
|          | <b>IT Analyst</b>                                                                    | <b>225 min</b>                      |
| 2.       | Review request                                                                       | 30 min                              |
| 3.       | Correspondence to validate request requirements                                      | 40 min                              |
| 4.       | Check SQL View(s)                                                                    | 30 min                              |
| 5.       | Write SQL Code                                                                       | 45 min                              |
| 6.       | Preparation of report/file                                                           | 15 min                              |
| 7.       | Data Validation                                                                      | 30 min                              |
| 8.       | Export report/file                                                                   | 10 min                              |
| 9.       | Submission/email/FTP                                                                 | 5 min                               |
| 10.      | Invoice Precessing/Report/File Approval                                              | 20 min                              |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                     |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                         |
|          | <b>Computer Processing .00132/record</b>                                             | <b>1,000 to 240,000</b>             |
| 12.      | Replication and record processing                                                    |                                     |
| 13.      | Resource maintenance                                                                 |                                     |
|          |                                                                                      |                                     |
|          | Total time                                                                           | 230-245 min<br>(3 hours, 50-65 min) |

Comprised by: DISM II, BTA I , Supervising OA I, MAI

Date: 11/14/2023

COUNTY OF MONTEREY ASSESSOR'S OFFICE  
FEE STUDY  
November 2023

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

Proposed Fee: Ownership/Mailing List – Custom Reports

| Item No. | Task/Actions                                                                         | Estimated Time<br>(in minutes)      |
|----------|--------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>Admin Support</b>                                                                 | <b>5 -10 min</b>                    |
| 1.       | Request Rcvd' by Email with payment – Forward to IT Ananlyst                         | 5 min                               |
|          | Request Rcvd' by email no payment – Create a an Invoice – Email to Requestor         | 10 min                              |
|          | <b>IT Analyst</b>                                                                    | <b>215 min</b>                      |
| 2.       | Review request                                                                       | 30 min                              |
| 3.       | Correspondence to validate request requirements                                      | 40 min                              |
| 4.       | Check SQL View(s)                                                                    | 30 min                              |
| 5.       | Write SQL Code                                                                       | 45 min                              |
| 6.       | Preparation of report/file                                                           | 15 min                              |
| 7.       | Data Validation                                                                      | 20 min                              |
| 8.       | Export report/file                                                                   | 10 min                              |
| 9.       | Submission/email/FTP                                                                 | 5 min                               |
| 10.      | Invoice Precessing/Report/File Approval                                              | 20 min                              |
|          | <b>Appraisal Support</b>                                                             | <b>5-15 min</b>                     |
| 11.      | Consultation to confirm requested data is extracted for delivery. (New Request only) | 5 to 15 min                         |
|          | <b>Computer Processing .00132/record</b>                                             |                                     |
| 12.      | Replication and record processing                                                    |                                     |
| 13.      | Resource maintenance                                                                 |                                     |
|          |                                                                                      |                                     |
|          | Total time                                                                           | 220-240 min<br>(3 hours, 40-60 min) |

Comprised by: DISM II, BTA I , Supervising OA I, MAI

Date: 11/14/2023