

Attachment E. Assessor Fee Study (Monterey County)

**Fee Study for Assessor / Budget Unit 118
March 2025**

General Employees

Position	Annual Salary at Step 7	Benefit Package Average 50%	Total Cost
Appraiser I-II*	\$94,596.00	\$47,298.00	\$141,894.00
Appraiser III	\$105,564.00	\$52,782.00	\$158,346.00
Auditor Appraiser I-II*	\$99,504.00	\$49,752.00	\$149,256.00
BTA I	\$102,732.00	\$51,366.00	\$154,098.00
Office Assistant II	\$58,560.00	\$29,280.00	\$87,840.00
Office Assistant III	\$64,068.00	\$32,034.00	\$96,102.00
Property Transfer Clerk	\$70,224.00	\$35,112.00	\$105,336.00
Senior Map Drafting Tech	\$79,368.00	\$39,684.00	\$119,052.00
Senior Property Transfer Clerk	\$77,604.00	\$38,802.00	\$116,406.00

* Calculated at II level

Management

Position	Annual Salary at Step 7	Benefit Package Average 50%	Total Cost
Administrative Services Asst.	\$100,524.00	\$50,262.00	\$150,786.00
Assessor-County Clerk-Recorder	\$254,832.00	\$127,416.00	\$382,248.00
Assistant Assessor - Valuation	\$172,764.00	\$86,382.00	\$259,146.00
Auditor-Appraiser Manager	\$147,252.00	\$73,626.00	\$220,878.00
DISM II	\$165,480.00	\$82,740.00	\$248,220.00
Supervising Appraiser	\$131,748.00	\$65,874.00	\$197,622.00
Supervising Office Assistant I	\$79,608.00	\$39,804.00	\$119,412.00

Assessor - Additional Costs (FY 2024-2025)

Dept Overhead	\$949,748.00	49 budgeted positions	Per Employee	\$19,382.61
Total Services and Supplies	\$416,331.13	49 budgeted positions	Per Employee	\$8,496.55

EE Cost + Overhead and Services/Supplies

Administrative Services Asst.	\$178,665.17
Appraiser I-II	\$169,773.17
Appraiser III	\$186,225.17
Assessor-County Clerk-Recorder	\$410,127.17
Assistant Assessor - Valuation	\$287,025.17
Auditor Appraiser I-II	\$177,135.17
Auditor Appraiser Manager	\$248,757.17
BTA I	\$181,977.17
DISM II	\$276,099.17
Office Assistant II	\$115,719.17
Office Assistant III	\$123,981.17
Property Transfer Clerk	\$133,215.17
Senior Map Drafting Tech	\$146,931.17
Senior Property Transfer Clerk	\$144,285.17
Supervising Appraiser	\$225,501.17
Supervising Office Assistant I	\$147,291.17

Employee Cost in Minute Increments (by Position)

Total Employee cost / productive minutes		Per 1/4 hour	Per 1/2 hour	Per hour
Administrative Services Asst.	\$1.86	\$27.85	\$55.71	\$111.41
Appraiser I-II	\$1.75	\$26.20	\$52.41	\$104.82
Appraiser III	\$1.93	\$28.97	\$57.94	\$115.89
Assessor-County Clerk-Recorder	\$4.71	\$70.61	\$141.23	\$282.46
Asst. Assessor - Valuation	\$3.12	\$46.73	\$93.45	\$186.90
Auditor Appraiser I-II	\$2.79	\$41.89	\$83.78	\$167.57
Auditor Appraiser Manager	\$2.66	\$39.91	\$79.82	\$159.63
BTA I	\$1.87	\$28.09	\$56.18	\$112.36
DISM II	\$2.88	\$43.22	\$86.45	\$172.89
Office Assistant II	\$1.18	\$17.76	\$35.52	\$71.05
Office Assistant III	\$1.30	\$19.52	\$39.04	\$78.09
Property Transfer Clerk	\$1.40	\$20.95	\$41.90	\$83.81
Senior Map Drafting Tech	\$1.57	\$23.61	\$47.22	\$94.43
Senior Property Transfer Clerk	\$1.55	\$23.31	\$46.63	\$93.26
Supervising Appraiser	\$2.36	\$35.46	\$70.93	\$141.86
Supervising Office Assistant I	\$1.59	\$23.83	\$47.66	\$95.32

Proposed Fees

Time Calculations and Proposed Fees

Task	Estimated Average # of Min	Fee Per Task	Proposed Fee (As of 7/1/2025)		% Cost Recovery	Current Fee (As of 1/1/2024)	
Request for Property Characteristics							
Residential/Commercial	20	\$24.86	\$24.00	Per Parcel	97%	\$20.00	Per Parcel
Tax Clearance Estimate Letters	90	\$167.12	\$165.00	Per Parcel	99%	\$150.00	Per Parcel

Proposed Fees

Task	Proposed Fee (As of 7/1/2025)		Current Fee (As of 1/1/2024)	
Beneficial Ownership Statement request	\$125.00	Per Request	\$100.00	Per Request
Beneficial Ownership request late filing (30 days)	\$175.00	Per Request	\$150.00	Per Request
Affidavit of Entity Transfer request	\$125.00	Per Request	\$100.00	Per Request
Affidavit of Entity Transfer late filing (30 days)	\$175.00	Per Request	\$150.00	Per 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*	\$2.11	\$31.65	\$63.29	\$126.59
Proposed		\$31.50	\$63.00	\$126.00
IT	\$2.47	\$37.06	\$74.12	\$148.25
Proposed		\$37.00	\$74.00	\$148.00

NEW AGP-FSZ APPLICATION FEE

ASSESSOR'S OFFICE ONLY

AS OF 4/1/2025

COST PER ONE APPLICATION

<u>DESCRIPTION</u>	<u>HOURS WORKED</u>	<u>DOLLARS/HOUR</u>	<u>TOTAL COST</u>
COMPILE NEW APPLICATION MATERIAL	1	\$ 110.00	\$ 110
FIELD QUESTIONS FROM APPLICANT (IF NECESSARY)	1	\$ 110.00	\$ 110
REVIEW APPLICATION FOR COMPLETENESS	2	\$ 110.00	\$ 220
CALL APPLICANT TO ANSWER MISSING INFORMATION	1	\$ 110.00	\$ 110
REVIEW APPLICATION WITH ASSESSOR STAFF	1	\$ 110.00	\$ 110
MEET WITH OTHER APRC MEMBERS TO SET-UP REVIEW & SITE VISIT MEETING	1.5	\$ 110.00	\$ 165
SITE VISITS	2	\$ 110.00	\$ 220
COMPILE ALL DATA FROM SITE VISIT WITH PHOTOS	2	\$ 110.00	\$ 220
REVIEW AND UPDATE FILE WITH ANY MISSING OR UNREPORTED DATA	2.5	\$ 110.00	\$ 275
VALUE: MISSING OR UNREPORTED DATA	2	\$ 110.00	\$ 220
CREATE FINANCIAL IMPACT REPORT	3	\$ 110.00	\$ 330
REVIEW FINANCIAL IMPACT REPORT WITH ASSESSOR STAFF	1	\$ 110.00	\$ 110
MEET WITH APRC TO DISCUSS RECOMMENDATIONS TO AAC & BOS	1.5	\$ 110.00	\$ 165
GO TO AAC MEETING-ANSWER QUESTIONS IF NEEDED	1	\$ 110.00	\$ 110
GO TO THE BOS MEETING - ANSWER QUESTIONS IF NEEDED	1	\$ 110.00	\$ 110
CREATE NEW PAPER FILES FOR EACH APPLICATION	1	\$ 110.00	\$ 110
FILE PAPERFILES INTO STORAGE AREA	0.25	\$ 110.00	\$ 28
CREATE THE NEW APPROVED APPLICATIONS IN MEGABYTE SYSTEM	1.5	\$ 110.00	\$ 165
RUN REPORTS FOR ACCURACY AND CALCULATIONS	1	\$ 110.00	\$ 110
CREATE W.A. & FSZ LOSS IN COUNTY REVENUE FOR CAO OFFICE	<u>1</u>	\$ 110.00	<u>\$ 110</u>
	28.25		\$ 3,108
<u>NON-HOURLY COSTS</u>			
STORAGE OF PAPER FILES	1	\$ 85.00	\$85
MATERIALS -PAPER/FOLDERS MISCELLANEOUS	1	\$ 15.00	<u>\$15</u>
			\$100

TOTAL COST/APPLICATION \$ 3,208

Proposed Fee \$3,200