

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

**September 2017**

**General Employees**

<b>Position</b>	<b>Annual Salary at Step 7</b>	<b>Benefit Package Average 50%</b>	<b>Total Cost</b>
Admin Secretary-Confidential	\$67,008.00	\$33,504.00	\$100,512.00
Appraiser I-II*	\$71,172.00	\$35,586.00	\$106,758.00
Appraiser III	\$79,440.00	\$39,720.00	\$119,160.00
Assessment Clerk	\$46,104.00	\$23,052.00	\$69,156.00
Auditor Appraiser I-II*	\$73,344.00	\$36,672.00	\$110,016.00
Auditor Appraiser III	\$88,944.00	\$44,472.00	\$133,416.00
Office Assistant II	\$42,984.00	\$21,492.00	\$64,476.00
Office Assistant III	\$47,028.00	\$23,514.00	\$70,542.00
Property Transfer Clerk	\$48,948.00	\$24,474.00	\$73,422.00
Senior Map Drafting Tech	\$65,808.00	\$32,904.00	\$98,712.00
Senior Property Transfer Clerk	\$54,096.00	\$27,048.00	\$81,144.00
* Calculated at II level			
<b>Total Employee Cost</b>	<b>\$684,876.00</b>	<b>\$342,438.00</b>	<b>\$1,027,314.00</b>

**Management**

<b>Position</b>	<b>Annual Salary at Step 7</b>	<b>Benefit Package Average 50%</b>	<b>Total Cost</b>
Administrative Services Officer	\$93,048.00	\$46,524.00	\$139,572.00
Assistant Assessor - Valuation	\$141,828.00	\$70,914.00	\$212,742.00
Auditor-Appraiser Manager	\$105,384.00	\$52,692.00	\$158,076.00
DISM II	\$121,260.00	\$60,630.00	\$181,890.00
Supervising Appraiser	\$99,144.00	\$49,572.00	\$148,716.00
Supervising Office Assistant I	\$58,440.00	\$29,220.00	\$87,660.00
<b>Total Management Cost</b>	<b>\$619,104.00</b>	<b>\$309,552.00</b>	<b>\$928,656.00</b>

**Departmental - Additional Costs (FY 2016-2017)**

Dept Overhead	\$307,505.40	50 budgeted positions	Per Employee	\$6,150.11
<b>Total Services and Supplies</b>	<b>\$644,309.42</b>	<b>50 budgeted positions</b>	<b>Per Employee</b>	<b>\$12,886.19</b>

<b>EE Cost + Overhead and Services/Supplies</b>	
Admin Secretary-Confidential	<b>119,548.2964</b>
Administrative Services Officer	<b>\$158,608.30</b>
Appraiser I-II	<b>\$125,794.30</b>
Appraiser III	<b>\$138,196.30</b>
Assessment Clerk	<b>\$88,192.30</b>
Assistant Assessor - Valuation	<b>\$231,778.30</b>
Auditor Appraiser I-II	<b>\$129,052.30</b>
Auditor Appraiser III	<b>\$152,452.30</b>
Auditor Appraiser Manager	<b>\$177,112.30</b>
DISM II	<b>\$200,926.30</b>
Office Assistant II	<b>\$83,512.30</b>
Office Assistant III	<b>\$89,578.30</b>
Property Transfer Clerk	<b>\$92,458.30</b>
Senior Map Drafting Tech	<b>\$117,748.30</b>
Senior Property Transfer Clerk	<b>\$100,180.30</b>
Supervising Appraiser	<b>\$167,752.30</b>
Supervising Office Assistant I	<b>\$106,696.30</b>

<b>Employee Cost in Minute Increments (by Position)</b>				
<b>Total Employee cost / productive minutes</b>		<b>Per 1/4 hour</b>	<b>Per 1/2 hour</b>	<b>Per hour</b>
Admin Secretary-Confidential	<b>\$1.19</b>	\$17.90	\$35.80	\$71.59
Administrative Services Officer	<b>\$1.75</b>	\$26.30	\$52.60	\$105.20
Appraiser I-II	<b>\$1.28</b>	\$19.19	\$38.39	\$76.77
Appraiser III	<b>\$1.44</b>	\$21.54	\$43.09	\$86.18
Assessment Clerk	<b>\$0.89</b>	\$13.37	\$26.74	\$53.48
Assistant Assessor - Valuation	<b>\$2.60</b>	\$39.02	\$78.04	\$156.08
Auditor Appraiser I-II	<b>\$1.31</b>	\$19.66	\$39.31	\$78.62
Auditor Appraiser III	<b>\$1.58</b>	\$23.70	\$47.40	\$94.80
Auditor Appraiser Manager	<b>\$1.96</b>	\$29.37	\$58.74	\$117.47
DISM II	<b>\$2.15</b>	\$32.25	\$64.50	\$129.01
Office Assistant II	<b>\$0.77</b>	\$11.55	\$23.11	\$46.21
Office Assistant III	<b>\$0.93</b>	\$13.93	\$27.85	\$55.70
Property Transfer Clerk	<b>\$0.95</b>	\$14.21	\$28.43	\$56.85
Senior Map Drafting Tech	<b>\$1.22</b>	\$18.30	\$36.61	\$73.22
Senior Property Transfer Clerk	<b>\$1.03</b>	\$15.49	\$30.97	\$61.95
Supervising Appraiser	<b>\$1.78</b>	\$26.66	\$53.31	\$106.63
Supervising Office Assistant I	<b>\$1.14</b>	\$17.05	\$34.11	\$68.21



MONTEREY COUNTY ASSESSOR'S OFFICE  
FEE STUDY  
October-November 2017

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

Proposed Fee: Lot Line Adjustments
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Item No.	Task/Actions	Estimated Time (in minutes)
	<b>Mapping</b>	<b>180 min (Basic) 300 min (Advanced)</b>
1.	Preliminary Check (Agp, Ownership, Tra)	30 min
2.	Preform LLA (Basic)	60 min to 120 min
	Preform LLA (Advanced)	120 min to 720 min approx..
3.	Calculate Acreages (Basic)	60 min to 120 min
	Calculate Acreages (Advanced)	120 min to 720 min
4.	Check Paperwork for Accuracy	15 min to 30 min
5.	Prepare for Distribution.	15 min to 30 min
	<b>Property Transfer</b>	<b>16 min</b>
6.	Reviewed the split that was received	2 min
7.	Made sure the ownership matched the document	1 min
8.	Create the new parcel number and key in the owner's name, key in legal description and add notes	7 min
9.	Verify that the information was keyed in correctly	2 min
10.	E-mail the appraiser with the new parcel number	1 min
11.	Scan the info sheet into the megabyte system	2 min
12.	File map with write-up in file cabinet	1 min
	<b>Real Property</b>	<b>47- 57 min</b>
13.	Receive and review documentation from Transfer	10 min
14.	Open Megabyte program to "mother parcel" file	2 min
15.	Develop calculations to split value to new parcels (more time needed if improvements are present)	10-15 min
16.	Open files for "daughter parcels" and input values	10 min
17.	Verify values and update "trending" if necessary (window period events require more time)	5-10 min
18.	Place notes in all "mother" & "daughter" files	5 min
19.	Enroll and verify all values for each parcel	5 min
	<b>Total time</b>	<b>Basic 243 min (4 hours, 3 min)</b>

		<b>Advanced</b> 363 min (6 hours, 3 min)
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Comprised by: Supv. Appraiser, MAI, Sr. Map Drafting Tech, Sr. Prop Transfer Clerk
Date: 11/1/17

MONTEREY COUNTY ASSESSOR'S OFFICE  
FEE STUDY  
October-November 2017

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

Proposed Fee: Splits and Combinations
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Item No.	Task/Actions	Estimated Time (in minutes)
	<b>Mapping</b>	<b>180 min (Basic) 300 min (Advanced)</b>
1.	Preliminary Check (Agp, Ownership, Tra)	30 min
2.	Preform LLA (Basic)	60 min to 120 min
	Preform LLA (Advanced)	120 min to 720 min approx.
3.	Calculate Acreages (Basic)	60 min to 120 min
	Calculate Acreages (Advanced)	120 min to 720 min
4.	Check Paperwork for Accuracy	15 min to 30 min
5.	Prepare for Distribution.	15 min to 30 min
	<b>Property Transfer</b>	<b>40 min</b>
6.	Reviewed the split that was received	3 min
7.	Verify if the taxes are current	1 min
8.	Notate notes on the old parcels	2 min
9.	Inactivate old parcel numbers in the ASO490 screen	2 min
10.	Create new parcel numbers and key in parcel number, status, event date, document code, taxability code, tra code, comments, acres, ownership names, address, legal description, notate the note field	11 min
11.	Verify the 100 megabyte to make sure everything went through the system correctly(ownership, address, legal description, APR screen)	3 min
12.	Key the old parcels & new parcels in the assessment tracking screen ASO970 . Key in document number, date parcels	5 min
13.	Notify appraiser of new parcel #	1 min
14.	Sent letter out to owners	5 min
15.	Scan letter on all parcels & save	2 min
16.	Scan write-up on all new parcels	5 min
	<b>Real Property</b>	<b>47-57 min</b>
17.	Receive and review documentation from Transfer	10 min
18.	Open Megabyte program to "mother parcel" file	2 min

19.	Develop calculations to split value to new parcels (more time needed if improvements are present)	10-15 min
20.	Open files for “daughter parcels” and input values	10 min
21.	Verify values and update “trending” if necessary (window period events require more time)	5-10 min
22.	Place notes in all “mother” & “daughter” files	5 min
23.	Enroll and verify all values for each parcel	5 min
	<b>Total time</b>	<b>Basic</b> 267 min (4 hours, 27 min)  <b>Advanced</b> 387 min (6 hours, 27 min)

Comprised by: Supv. Appraiser, MAI, Sr. Map Drafting Tech, Sr. Prop Transfer Clerk
Date: 11/1/17

MONTEREY COUNTY ASSESSOR'S OFFICE  
 FEE STUDY  
 October 2017

Tasks and Subtasks Worksheet  
 Estimate time to the closest minute.

Proposed Fee: Property Characteristic Request - Agricultural
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Item No.	Task/Actions	Estimated Time (in minutes)
	<b>Appraisal Support</b>	<b>1-2 min</b>
1.	Request Rcvd' by Email – Forward to Ag Appraiser	1 min
	Request Rcvd' over Counter – Walk to Appraiser	2 min
	<b>Agricultural Appraiser</b>	<b>80 min</b>
2.	Review request	10 min
3.	Pull hard copy/pull electronic copy	15 min
4.	Forensic analysis/record review and reconciliation	30 min
5.	Preparation of report	15 min
6.	Submission/email/mail	10 min
	<b>Appraisal Support</b>	<b>4 min</b>
7.	Characteristics Rcvd' from Appraiser email to requestor	1 min
8.	Characteristics Rcvd' from Appraiser to requestor at counter with payment rcvd'	3 min
	<b>Billing</b>	<b>5 min</b>
9.	When requested by email or fax: Generate and send invoice	5 min
	Total time	90-91 min (1 hour, 30-31 min)

Comprised by: Appraiser III, Supervising OA I, MAI, Admin Sec-Conf
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Date: 10/30/2017
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MONTEREY COUNTY ASSESSOR'S OFFICE  
FEE STUDY  
October 2017

Tasks and Subtasks Worksheet  
Estimate time to the closest minute.

Proposed Fee: Property Characteristic Request – Greenhouse/Nursery
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Item No.	Task/Actions	Estimated Time (in minutes)
	<b>Appraisal Support</b>	<b>1-2 min</b>
1.	Request Rcvd' by Email – Forward to Ag Appraiser	1 min
	Request Rcvd' over Counter – Walk to Appraiser	2 min
	<b>Agricultural Appraiser</b>	<b>140 min</b>
2.	Review request	10 min
3.	Pull hard copy/pull electronic copy	15 min
4.	Forensic analysis/record review and reconciliation	75 min
5.	Preparation of report	30 min
6.	Submission/email/mail	10 min
	<b>Appraisal Support</b>	<b>4 min</b>
7.	Characteristics Rcvd' from Appraiser email to requestor	1 min
8.	Characteristics Rcvd' from Appraiser to requestor at counter with payment rcvd'	3 min
	<b>Billing</b>	<b>5 min</b>
9.	When requested by email or fax: Generate and send invoice	5 min
	Total time	150-151 min (2 hours, 30-31 min)

Comprised by: Appraiser III, Supervising OA I, MAI, Admin Sec-Conf
Date: 10/30/2017