Attachment F.
Information Technology Fee Study (Monterey County)

Proposed Fees

Task	Estimated Average # of Min	Fee Per Task	Proposed Fee (As of 1/1/2024)		% Cost Recovery	Current Fee (As of 1/1/2018)	
Community Reports							
Ownership + Assessed Valuations List	185	$498.45	$300.00	Per Request	60%	$100.00	Per Request
Ownership + Assessed Valuations & Characteristics List	190	$575.85	$400.00	Per Request	69%	$200.00	Per Request
Ownership/Mailing List	170	$465.00	$265.00	Per Request	57%	$65.00	Per Request
Countywide Reports							
Ownership + Assessed Valuations List	155	$529.05	$400.00	Per Request	76%	$200.00	Per Request
Ownership + Assessed Valuations & Characteristics List	165	$716.85	$700.00	Per Request	98%	$500.00	Per Request
Ownership/Mailing List	155	$562.80	$300.00	Per Request	53%	$100.00	Per Request
Custom Reports							
Ownership + Assessed Valuations List	225	$715.80	$425.00	Per Request	59%	$225.00	Per Request
Ownership + Assessed Valuations & Characteristics List	230	$727.20	$600.00	Per Request	83%	$400.00	Per Request
Ownership/Mailing List	220	$547.32	$350.00	Per Request	64%	$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*	$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 (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**180 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	185-205 min (3 hours, 5-25 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 plus Assessed Valuations & Characteristics List – Community Reports

Item No.	Task/Actions	Estimated Time (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**185 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	190-210 min (3 hours, 10-30 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.

Proposed Fee: Ownership/Mailing List – Community Reports

Item No.	Task/Actions	Estimated Time (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**165 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	170-190 min (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 (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**150 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	**125,000 to 250,000**
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	155-175 min (2 hours, 35-55 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 & Characteristics List – Countywide Reports

Item No.	Task/Actions	Estimated Time (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**160 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	**250,000 to 500,000**
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	165-185 min (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 (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**150 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	155-175 min (2 hours, 35-55 min)

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COUNTY OF MONTEREY ASSESSOR'S OFFICE
FEE STUDY
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Tasks and Subtasks Worksheet
Estimate time to the closest minute.

Proposed Fee: Ownership plus Assessed Valuations List – Custom Reports

Item No.	Task/Actions	Estimated Time (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**220 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	**1,000 to 240,000**
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	225-245 min (3 hours, 45-65 min)

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FEE STUDY
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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 (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**225 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	**1,000 to 240,000**
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	230-245 min (3 hours, 50-65 min)

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FEE STUDY
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Tasks and Subtasks Worksheet
Estimate time to the closest minute.

Proposed Fee: Ownership/Mailing List – Custom Reports

Item No.	Task/Actions	Estimated Time (in minutes)
	Admin Support	**5 -10 min**
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
	IT Analyst	**215 min**
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
	Appraisal Support	**5-15 min**
11.	Consultation to confirm requested data is extracted for delivery. (New Request only)	5 to 15 min
	Computer Processing .00132/record	
12.	Replication and record processing	
13.	Resource maintenance	
	Total time	220-240 min (3 hours, 40-60 min)

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