Date: June 10, 2014

To: Gila County Board of Supervisors

From: Deborah Hughes, Gila County Assessor

Re: **Fee Schedule Increase Proposal**

The Assessor's Office has been researching the fee schedules of other County Assessor's Offices throughout Arizona. The research indicates that the Gila County Assessor's fees fall well below typical fee schedules for similar services.

- Assessor fees have not increased in over 10 years.
- Assessor fees benefit the Gila County General Fund.

The Assessor's Office fee schedule is divided into two sections based by the type of request. These two sections are General Services and Commercial Services.

General Services are those services that are minimal in nature and are primarily generated by parcel owners. General Services are not commercial in nature. General Services fees are established pursuant to A.R.S. 11-251.08. which allows for the recovery of total actual costs incurred. The Assessor has not provided labor costs for Public Inquiry as the staff time spent in processing Public Inquiries is considered an integral aspect of daily operations. The proposed fees, taken from an average of similar fees charged by other County Assessor's Offices, are intended to be minimal in nature, and are sufficient only to recover the cost of replace office resources such as paper, ink, and toner.

1) **General Services**

a) **Public Inquiry**: takes less than 15 minutes of staff time and uses minor office resources. Public Inquiry fees are reasonably low because they directly benefit Gila County parcel owners and are considered an integral part of daily operations and customer service. Notary services, set at a maximum of $2 per signature by State law, have always been free of charge. Notary services are not listed in the fee schedule and will remain a courtesy in the Assessor's Office.

b) **Mapping Inquiry**: may take a large majority of staff time and resources where requests can and generally do exceed 1 hour to complete. Printed or electronic maps are covered under Public Inquiry. Labor intensive aspects of mapping, namely, Parcel Splits and Parcel Combinations, require extensive research and labor use. Gila County has never charged for this service but due to the large volume of Parcel Splits and Parcel Combinations that occurs monthly (and has stayed steady for the last three years) instituting a fee appears necessary. The Gila County Assessor would like to propose parcel combinations remain free of charge. The Gila County Assessor would like to propose a $50 fee for Parcel Splits. Combinations generally benefit residential owners who can combine up to 10 acres of land in order to receive a 10% assessment ratio. Contiguous vacant land parcels of less than 10 acres that do not combine are assessed at 16%. An additional benefit resulting from instituting a fee is that the number of unnecessary back and forth of combining, splitting, and recombining will be reduced and thus free up staff time for field appraisal work.

c) **Interdepartmental or Governmental Inquiry**: can vary from minimal to labor intensive, are random, and are seldom reoccurring. It has been customary to waive fees for this category although some Counties do charge for this service.

2) Commercial Services: Commercial Services are data requests by parties who intend to use Assessor data for profit. Commercial Services can involve detailed preliminary research and the prolonged use of software. Fees can be static or may also include additional charges for hours to complete and/or the size of electronic data transmitted. As Commercial Services are large, and can vary in scope, they constitute a significant drain on staff time and impede the flow of daily operations. Fees for Commercial Services are established pursuant to A.R.S. 39-121.03 which allows for the recovery of the commercial market value as best determined by the/a 'department.'

Commercial Services examples are large data wholesalers who purchase Gila County Assessor's Office data at a low rate and then resell that data to local data servicers-namely Tax Agents or Realtors. A Commercial Services fee schedule that falls below the identified range for typical services results in a benefit to profit minded requestors. Low fees effectively result in a disservice where parcel owners 'subsidize' commercial interests by diverting departmental resources to uses that do not directly benefit parcel owners.

Because variable data requests cannot be relied upon to adequately assess an average impact of staff or other resources used, the proposed Commercial Services fees are established using a range of similar fees charged by other County Assessor's Offices.

This work session serves the dual purpose of; identifying that the Assessor has never formally established a fee schedule before the Board as well as to establish the need to increasing fees that have been charged historically. The current 'unofficial' fee schedule, in use for over 10 years, has never been formally presented to the Board for approval.

Adoption of an official Assessor's Office Fee Schedule is important because Commercial Services requests are received each year prior to appeal season. The ability to capture expected and reoccurring income is a benefit to the community.

Public disclosure for the proposed fees will occur for the required sixty (60) days, excepting newspaper articles, prior to formal presentation to the Board as required under A.R.S. 11-251.13, at the following locations:

1) Glass display case at the main floor entrance to the Gila County Courthouse
2) Assessor's Office front counter
3) Assessor's Office Internet Webpage
4) Newspaper article prior to presentation before the Board
    a. Payson Roundup- Payson, Arizona
    b. Arizona Silver Belt Newspaper- Globe, Arizona

Proposed Fee Schedule Changes

Gila County Assessor Fee Schedule: General Services	Current	Proposed
Copy/Printout (per page) 8.5 x 11 or 8.5 x 14 Incl Property Records & Sketches, per page	$0.25	$1
Faxes (must be paid in advance)	$2	$3.00 plus $1.00 per page after 2 pages
Map 8.5 x 11 (B & W)	$0.25	$1
Map 11 x 17 (B & W)	$0.25	$1
Map 18 x 24 (B & W)	$3	$5
Map 18 x24 Mylar	$5	$10
Map 24 x 36	$10	$10
Map 24x36 Mylar	$10	$25
Map 36 x 48	$10	$10
Map CD (tif File or CAD File) Entire County	$50	$200
Notary Service	Free	Free
Gila County Fee Schedule: Commercial Services	Current	Proposed
Affidavit Of Property Value/Sales File--.txt format	$200	$350
Minimum Charge is $25 per half hour (or $50 hourly) with a half hour minimum for any commercial data request not specifically identified elsewhere.	50 hr	50 hr
Data Report (Basic Report)--excel .xlsx format	$75	$200
Data Report (Advanced Report)--excel .xlsx format	$150	$350
Market/Cost/Parcel DOR .txt format	$250	$350
Ownership -excel .xlsx format	$50	$100
Black and White Prices. Gila County Assessor does not offer color option.		
Format: Scanned tiff images (.tifG4 Format)		
All Map CD's are tested before sending, the Assessor's Office is not responsible if purchaser's system is not able to view or print the items in the CD. Some maps may be omitted from the CD due to work in progress. There is no guarantee that a CD will contain every map. Ownership data is not available on CD.		

County Fee Schedule Comparison: General Services	Apache	Cochise	Coconino	Gila Current	Gila Proposed	Graham	Greenlee	La Paz	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma
Copy/Printout (per page) 8.5 x 11 or 8.5 x 14 Incl Property Records &	$0.50		$1	$0.25	$1	0.25	$1.00	$1.00			$1.00					$2
Faxes (must be paid in advance)			$3	$2	$3.00 plus $1.00 per page after 2 pages											$1
Map 8.5 x 11 (B & W)			$5	$0.25	$1			$1	$2						$5	$1
Map 11 x 17 (B & W)			$5	$0.25	$1			$5					$2		$10	$2
Map 18 x 24 (B & W)			$5	$3	$3		$1									$4
Map 18x24 Mylar			$5	$5	$10						$5					N/A
Map 24 x 36			$5	$10	$10											N/A
Map 24x36 Mylar			$13	$10	$25		$5				$6	$24	$24			N/A
Map 36 x 48			$20	$10	$10				$10				$3		$20	N/A
Map CD (tif File or CAD File) Entire			$1,000	$50	$200			$100	N/A		$500		$995			$300
Notary Service	None	None	None	Free	Free	None	None	None	$2	None	$1	None	None	None	None	None
County Fee Schedule Comparison: Commercial Services	Apache	Cochise	Coconino	Gila Current	Gila Proposed	Graham	Greenlee	La Paz	Maricopa	Mohave	Navajo	Pima	Pinal	Santa Cruz	Yavapai	Yuma
Affidavit Of Property Value/Sales File--.txt format	$300	$356	$79	$200	$350	$200	$250	$300	$400	$350	$99hr		$2,495		$300	$300
Data Report (Small # of Rec)--excel .xlsx format. Minimum Charge	$300	$356	$114	$50	$100	$200	$250	$300	$400	$350	$99hr				$300	$300
Data Report (Basic Report)--excel	$300	$356	$227	$75	$200	$200	$250	$300	$400	$350	$99hr				$300	$300
Data Report (Advanced Report)--excel .xlsx format	$300	$356	$454	$150	$350	$200	$250	$300	$400	$350	$99hr				$300	$300
Market/Cost/Parcel DOR .txt format	$300	$356	$454	$250	$350	$200	$250	$300	$1,250	$10,000	$350		$2,500		$5,000	$300
Ownership -excel .xlsx format	$300	$356	$454	$50	$100	$200	$250	$300	$400	$350	$99hr				$300	$300

Assessor's Proposed Introductory Fee for Parcel Combinations and Parcel Splits

Parcel Combinations occur more often than splits and are easier to process. Parcel combinations are free and will remain free of charge because, in many cases, combining parcels benefits owners. The proposed fee for splits does not cover all of the costs incurred. No fee has been charged for splits but ever increasing labor and fuel costs can be offset by implementing a small fee for parcel splits.

Mapping Parcel Combinations and Parcel Splits Data	
Parcel Combinations: Generally benefit the owner, less complex than splits	
Mapping Department- average 1 hour to complete (Legal Description Research/ Survey Proofreading/ Processing)	$20
Land Department- average 30 minutes to complete (Sales Comparable Research/ Data Entry)	$9
Appraisal Department- average 1 to 3 hours to complete (Field Inspection/ Drive Time/ Data Entry)	$30
CAMA Department- average 15 minutes to complete	$6
Labor Cost	**$65**
Proposed Fee	**Free**
Parcel Splits: More difficult than combinations	
Mapping Department- average 1.5 hours to complete (Legal Description Research/ Survey Proofreading/ Processing)	$20
Land Department- average 45 minutes to complete (Sales Comparables Research/ Data Entry)	$13
Appraisal Department- average 1 to 4 hours to complete (Field Inspection/ Drive Time/ Data Entry)	$40
CAMA Department- average 15 minutes to complete	$6
Labor Cost	**$79**
Proposed Fee	**$50**

Using blend of average staff and Supervisor Salaries **Using Average Number of Improvements to Appraise * Using average distance*

The Average number of Combinations and Splits processed monthly in the last 36 months is 19.

19 Average Combos/Splits Processed Monthly in the last 36 months.

Combinations

$ 926 14.25 Combinations occur more often than Splits (75% of 19=14.25)

$ 415 5.25 Splits occur less frequently than Combinations (25% of 19= 5.25)

$ 1,341 Combinations and Splits Average monthly cost to Assessor

Combinations are to remain free of charge.

Splits

$ 262.50 5.25 Splits @ $50 each= Average Monthly Offset to Assessor budget by implementing a fee

$ 3,150 Average Annual Offset Using Proposed Fees for Combinations and Splits

Implementing a $50 fee will recoup approximately $3,150 back into the Assessor budget

Arizona Assessor's Offices Fees for Parcel Combinations and Splits

County	Combo/Split Fee	Source of Data
Apache	No Charge	http://www.co.apache.az.us/Departments/Assessor/Assessor.htm
Cochise	No Charge	http://cochise.az.gov/cochise_assessor.aspx?id=186
Coconino	$300	http://coconino.az.gov/DocumentCenter/View/188
Gila	Proposed Parcel Combinations: $0	Current: No Charge.
	Proposed Parcel Splits: $50	Current: No Charge.
Greenlee	No Charge	http://www.co.greenlee.az.us/assessor/
La Paz	No Charge	http://www.co.la-paz.az.us/Assessor.html
Maricopa	Varies Paid @ Application to Planning & Zoning	http://mcassessor.maricopa.gov/category/frequently-asked-questions/splits/
Mohave	$60	http://legacy.co.mohave.az.us/depts/assessor/combine_app.pdf
Navajo	No Charge	http://www.navajocountyaz.gov/assessor/
Pima	No Charge	http://www.asr.pima.gov/links/dsm.aspx
Pinal	$100	http://pinalcountyaz.gov/Assessor/Documents/Downloads/COMBOA.pdf
Yavapai	No Charge	http://www.yavapai.us/assessor/files/2012/03/AuthorizationToSplitParcels.pdf
Yuma	No Charge	http://www.yumacountyaz.gov/index.aspx?page=97

GILA COUNTY ASSESSOR DATA RECORDS REQUEST

I would like to request the following information from the Gila County Assessor's Office:

_____

_____

*Provide detailed information such as dates, sizes, etc.

Gila County complies with the provisions of Title 39 of the Arizona Revised Statutes, also known as the Public Records Act (A.R.S. 39-121.01). Individuals requesting information must sign and complete the Public Records Request.

Records will be used for:

☐ Non-Commercial Use ☐ Commercial Use. *Must State specific Commercial purpose:

_____

Verified Statement of Commercial Purpose: I have indicated above that the data requested of the public records are to be used for commercial purposes; I declare that the data will be used solely for the purpose described above and that the data will not be used directly or indirectly for a different purpose than described above. I declare that the forgoing is correct and true.

Requestor's Printed Name: _____

Phone and Email: _____

Address: _____

_____ _____

Requestor Signature Date

Scan and Email to: cmata@co.gila.az.us

Or Mail to: Gila County Assessor, Attn: Data Records, 1400 E. Ash St., Globe, AZ 85501

- Questions? **Call (928) 402-8713** or 8710, or 8719

For Assessor Use Only

Action: _____ Method: _____ By: _____ Date: _____

Comments: _____

11-251.08. County fee for service authority; alternate fee schedule; fee limits; adoption procedures

A. In addition to any other county power or authority the board of supervisors may adopt fee schedules for any specific products and services the county provides to the public. Notwithstanding fee schedules or individual charges in statute, a board of supervisors may adopt an additional charge or separate individual charge.

B. Any fee or charge established pursuant to this section must be attributable to and defray or cover the expense of the product or service for which the fee or charge is assessed. A fee or charge shall not exceed the actual cost of the product or service.

C. Before adoption of a fee for service or an additional or separate charge pursuant to this section, the board of supervisors shall hold a public hearing on the issue with at least fifteen days' published notice.

D. Nothing in this section shall apply to products and services provided to cities and towns.