

COSTS ALL

Category	Annual	Monthly	Hourly
Personnel Costs (Planning)	\$ 219,949	\$ 18,329	\$ 110
Software Costs	\$ 44,760	\$ 3,730	\$ 23
Fuel Costs	\$ 1,397	\$ 116	\$ 1
Fleet Costs	\$ 1,030	\$ 86	\$ 1
Supplies/Postage	\$ 1,066	\$ 89	\$ 1
Totals	\$ 268,202	\$ 22,350	\$ 136

VR TIME

Step	Hours	Description
Permit Review	0.50	Confirming attachments, processing payments, printing documents, error notification and correction, checking for code violations
Fee Calculation	0.75	Researching how many rentals owned, determine how many bedrooms, enter fees
Inspect	1.25	Travel to dwelling, walk-thru, uploading inspection results
Training/Assisting	1.25	Helping applicants, answering inquiries, explaining policies, updating system records
Reports/Research	0.50	Monthly numbers, additional inquiries
Notifications	1.00	Letters and emails to non-compliant property owners
Process Complaints	0.50	Fielding calls, contacting owners, updating system
Totals	5.75	VR Cost = \$ 782.00

IDP TIME

Step	Hours	Description
App Checklist	1.00	Notifying owner of application submission requirements
Review Application	0.75	Review completeness of submitted application
Deed Research	1.50	Researching history of property, checking for other code violations
Legal Lot Cert Prep	0.50	Preparing Legal Lot Certificate for property
PC Agenda Prep	1.00	Prepare agenda item and submissions for Planning Commission Review
PC Meeting Conduct	0.75	Conducting the Planning Commission meeting, Legal Lot portion
Approval Letter Prep	0.75	Preparing approval letter and distributing with Legal Lot certificate to property owner
Totals	6.25	IDP Cost = \$ 850.00