

Draft Staffing Plan for Opt-In/Stay-In-Business

| | Staff Resources | Staff Costs based on FTEs | Timeframe |
|---|---|---|------------------|
| Community Outreach | <ul style="list-style-type: none"> • Housing Project Manager • Housing Support Staff • Translation Services | <ul style="list-style-type: none"> • 1.0 FTE • 3 FTE • 0.25 FTE | 3 months |
| Policy Analysis and Research | <ul style="list-style-type: none"> • Housing Project Manager • Housing Program Manager | <ul style="list-style-type: none"> • 0.5 FTE • 0.25 FTE | 2 months |
| Drafting of Ordinance | <ul style="list-style-type: none"> • Housing Project Manager • Housing Program Manager (Rental Rights and Referrals) • City Attorney | <ul style="list-style-type: none"> • 0.5 FTE • 0.25 FTE • 0.25 FTE | 2 months |
| Housing and Community Development Commission Memo Preparation | <ul style="list-style-type: none"> • Housing Project Manager • Housing Program Manager (Rental Rights and Referrals) | <ul style="list-style-type: none"> • 0.25 FTE • 0.25 FTE | 2 months |
| City Council Memo Preparation | <ul style="list-style-type: none"> • Housing Project Manager • Housing Program Manager (Rental Rights and Referrals) | <ul style="list-style-type: none"> • 0.25 FTE • 0.25 FTE | 2 months |
| Development of Program Guidelines | <ul style="list-style-type: none"> • Housing Project Manager • Housing Program Manager (Rental Rights and Referrals) • City Attorney | <ul style="list-style-type: none"> • 0.5 FTE • 0.25 FTE • 0.25 FTE | 2 months |
| Community Outreach on Program Guidelines | <ul style="list-style-type: none"> • Housing Project Manager • Housing Support Staff • Translation Services | <ul style="list-style-type: none"> • 1.0 FTE • 3 FTE • 0.25 FTE | 2 months |

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| Housing and Community Development Commission Memo Preparation on Program Guidelines | <ul style="list-style-type: none">• Housing Project Manager• Housing Program Manager (Rental Rights and Referrals) | <ul style="list-style-type: none">• 0.25 FTE• 0.25 FTE | 2 months |
| City Council Memo Preparation on Program Guidelines | <ul style="list-style-type: none">• Housing Project Manager• Housing Program Manager (Rental Rights and Referrals)• City Attorney | <ul style="list-style-type: none">• 0.25 FTE• 0.25 FTE• 0.25 FTE | 2 months |