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

	Staff Resources	Staff Costs based on FTEs	Timeframe
Community Outreach	<ul> <li>Housing Project         Manager     </li> <li>Housing Support Staff</li> <li>Translation Services</li> </ul>	<ul><li>1.0 FTE</li><li>3 FTE</li><li>0.25 FTE</li></ul>	3 months
Policy Analysis and Research	<ul><li>Housing Project     Manager</li><li>Housing Program     Manager</li></ul>	<ul><li>0.5 FTE</li><li>0.25 FTE</li></ul>	2 months
Drafting of Ordinance	<ul> <li>Housing Project         Manager</li> <li>Housing Program         Manager (Rental Rights         and Referrals)</li> <li>City Attorney</li> </ul>	<ul><li>0.5 FTE</li><li>0.25 FTE</li><li>0.25 FTE</li></ul>	2 months
Housing and Community Development Commission Memo Preparation	<ul> <li>Housing Project         Manager</li> <li>Housing Program         Manager (Rental Rights         and Referrals)</li> </ul>	<ul><li>0.25 FTE</li><li>0.25 FTE</li></ul>	2 months
City Council Memo Preparation	<ul> <li>Housing Project         Manager     </li> <li>Housing Program         Manager (Rental Rights and Referrals)     </li> </ul>	<ul><li>0.25 FTE</li><li>0.25 FTE</li></ul>	2 months
Development of Program Guidelines	<ul> <li>Housing Project         Manager</li> <li>Housing Program         Manager (Rental Rights         and Referrals)</li> <li>City Attorney</li> </ul>	<ul><li>0.5 FTE</li><li>0.25 FTE</li><li>0.25 FTE</li></ul>	2 months
Community Outreach on Program Guidelines	<ul> <li>Housing Project         Manager</li> <li>Housing Support Staff</li> <li>Translation Services</li> </ul>	<ul><li>1.0 FTE</li><li>3 FTE</li><li>0.25 FTE</li></ul>	2 months

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Housing and	Housing Project	• 0.25 FTE	2 months
Community	Manager		
Development	<ul> <li>Housing Program</li> </ul>	• 0.25 FTE	
Commission Memo	Manager (Rental Rights		
Preparation on	and Referrals)		
Program Guidelines			
City Council Memo	Housing Project	• 0.25 FTE	2 months
Preparation on	Manager		
Program Guidelines	Housing Program	• 0.25 FTE	
	Manager (Rental Rights		
	and Referrals)		
	City Attorney	• 0.25 FTE	