

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

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

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