

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