

## LABOR COSTS PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08

Annual hours per FTE: 1,800			Staffing Information		Labor Totals		1	2	3	4	5	6	7	8	9	10
Position Title / # of FTE	Annual Salary Hourly Salary	Prod Hours	Service Areas	General Admin	Planning Commission Hearing--Parcel Map Subdivisions	Planning Commission Hearing--Use Permit, Lot Line Adjustment, Variances	Planning Commission & Council Hearings; permit types Include major subdivisions	Information Requests	Ministerial Review - Business License processing	Ministerial Review - services include Zoning Clearance	Ministerial Review - Certificates of Compliance	Administrative Hearing", and includes emergency permits, special permits	Conditions of Approval Compliance (Subdivisions)	Planning Commission Hearing: Modifications, Extensions of Approval		
1 Deputy Director of CD	\$ 45,026 \$ 35.74	1,260	Total Hrs: 677.58 Total Sal \$: 24,213 % of Total: 53.78%	582.42 20,813 46.22%	77.50 2,769	54.58 1,951	102.50 3,663	-	-	-	-	3.00 107	40.00 1,429	30.00 1,072		
2 City Engineer	\$ 44,144 \$ 40.87	1,080	Total Hrs: 998.33 Total Sal \$: 40,806 % of Total: 92.44%	81.67 3,338 7.56%	35.00 1,431	22.50 920	42.50 1,737	-	-	-	1.50 61	0.83 34	815.00 33,312	7.50 307		
3 City Manager (Acting CDD)	\$ 15,300 \$ 56.67	270	Total Hrs: 24.75 Total Sal \$: 1,403 % of Total: 9.17%	245.25 13,898 90.83%	7.50 425	5.00 283	8.75 496	-	-	-	-	-	-	-		
4 Finance Director	\$ 2,220 \$ 41.12	54	Total Hrs: - Total Sal \$: - % of Total: 100.00%	54.00 2,220 100.00%	-	-	-	-	-	-	-	-	-	-		
5 Assistant Planner	\$ 42,638 \$ 26.32	1,620	Total Hrs: 1,620.00 Total Sal \$: 42,638 % of Total: 100.00%	-	5.00 132	2.50 66	5.00 132	125.00 3,290	27.00 711	1.50 39	2.75 72	-	-	-		
6 Engineering Technician II	\$ 23,395 \$ 21.66	1,080	Total Hrs: 1,080.00 Total Sal \$: 23,395 % of Total: 100.00%	-	10.00 217	2.50 54	10.00 217	-	-	-	-	-	850.00 18,413	2.50 54		
7 Building Official	\$ 12,454 \$ 34.59	360	Total Hrs: 193.00 Total Sal \$: 6,677 % of Total: 53.61%	167.00 5,777 46.39%	-	2.50 86	-	125.00 4,324	27.00 934	0.75 26	-	0.50 17	10.00 346	2.50 86		
8 Deputy City Clerk	\$ 8,891 \$ 19.76	450	Total Hrs: 12.50 Total Sal \$: 247 % of Total: 2.78%	437.50 8,644 97.22%	-	-	-	-	-	-	-	-	-	-		
9 Account Clerk III	\$ 1,757 \$ 19.52	90	Total Hrs: 31.25 Total Sal \$: 610 % of Total: 34.72%	58.75 1,147 65.28%	1.25 24	1.25 24	1.25 24	-	27.00 527	0.25 5	0.25 5	-	-	-		
10 Deputy PW Director - General S	\$ 2,990 \$ 33.22	90	Total Hrs: 65.00 Total Sal \$: 2,160 % of Total: 72.22%	25.00 831 27.78%	2.50 83	2.50 83	5.00 166	-	-	-	-	-	30.00 997	-		
11 Office/Clerical Assistant (1 PT)	\$ 14,040 \$ 10.40	1,350	Total Hrs: 144.42 Total Sal \$: 1,502 % of Total: 10.70%	1,205.58 12,538 89.30%	21.25 221	17.92 186	33.75 351	-	-	1.25 13	1.00 10	3.50 36	-	27.50 286		
12 Vehicle & Equipment Mechanic	\$ 408 \$ 22.69	18	Total Hrs: 6.00 Total Sal \$: 136 % of Total: 33.33%	12.00 272 66.67%	2.50 57	-	-	-	-	-	-	-	-	-		
13 City Attorney	\$ 150 \$ 150.00	1	Total Hrs: 1.00 Total Sal \$: 150 % of Total: 100.00%	-	-	-	-	-	-	-	-	1.00 150	-	-		
16 Contract Surveyor	\$ 18,938 \$ 125.00	152	Total Hrs: 151.50 Total Sal \$: 18,938 % of Total: 100.00%	-	-	30.00 3,750	-	-	-	-	-	1.50 188	-	-		
17 Adjustment to match budget	\$ (6,418) \$ (3.57)	1,800	Total Hrs: - Total Sal \$: - % of Total: 100.00%	1,800.00 (6,418) 100.00%	-	-	-	-	-	-	-	-	-	-		
Total Salary Cost:			\$ 225,933	\$ 162,874	\$ 63,069	\$ 5,358	\$ 7,404	\$ 6,786	\$ 7,614	\$ 2,172	\$ 83	\$ 486	\$ 195	\$ 54,497	\$ 2,013	
Percentage of Total:			100.00%	72.09%	27.91%	2.37%	3.28%	3.00%	3.37%	0.96%	0.04%	0.22%	0.09%	24.12%	0.89%	
Annual Volume:						5	5	5	500	108	1	1	1	10	10	
Salary Cost Per Unit:						\$ 1,071.69	\$ 1,480.75	\$ 1,357.11	\$ 15.23	\$ 20.11	\$ 83.31	\$ 486.47	\$ 194.96	\$ 5,449.72	\$ 201.27	

## LABOR COSTS PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08

Annual hours per FTE: 1,800			Staffing Information												
Position Title / # of FTE	Annual Salary Hourly Salary	Prod Hours		11 Administrative Hearing-- Modifications & Extensions	12 Conditions of Approval Compliance (other than subdivisions)	13 Design Review Permit	14 Miscellaneous Fees--Appeals	15 Special Services-- Environmental Impact Report	16 Surveyor Map Check Fees: Map Check Fees	17 Surveyor Map Check Fees: Map Delivery, Return, and Recording	19 Record of Drawing Deposit (as built)	20 Special Engineering Studies	22 Rebate and Payback Agreements	44 Code Enforcement	45 Long Range/ Advanced Planning
1 Deputy Director of CD	\$ 45,026 0.70 \$ 35.74	1,260	Total Hrs: Total Sal \$: % of Total:	5.50 197 \$	12.50 447 \$	3.75 134 \$	6.00 214 \$	114.00 4,074 \$	-	-	-	0.50 18 \$	0.75 27 \$	12.00 429 \$	90.00 3,216 \$
2 City Engineer	\$ 44,144 0.60 \$ 40.87	1,080	Total Hrs: Total Sal \$: % of Total:	1.00 41 \$	7.50 307 \$	11.25 460 \$	1.50 61 \$	34.00 1,390 \$	-	-	12.50 511 \$	2.00 82 \$	3.75 153 \$	-	-
3 City Manager (Acting CDD)	\$ 15,300 0.15 \$ 56.67	270	Total Hrs: Total Sal \$: % of Total:	-	-	-	0.25 14 \$	-	-	-	-	-	0.75 43 \$	-	-
4 Finance Director	\$ 2,220 0.03 \$ 41.12	54	Total Hrs: Total Sal \$: % of Total:	-	-	-	-	-	-	-	-	-	-	-	-
5 Assistant Planner	\$ 42,638 0.90 \$ 26.32	1,620	Total Hrs: Total Sal \$: % of Total:	-	15.00 395 \$	150.00 3,948 \$	0.25 7 \$	48.00 1,263 \$	-	-	-	-	-	500.00 13,160 \$	699.50 18,411 \$
6 Engineering Technician II	\$ 23,395 0.60 \$ 21.66	1,080	Total Hrs: Total Sal \$: % of Total:	-	11.25 244 \$	-	0.25 5 \$	24.00 520 \$	-	25.00 542 \$	20.00 433 \$	0.50 11 \$	1.00 22 \$	-	-
7 Building Official	\$ 12,454 0.20 \$ 34.59	360	Total Hrs: Total Sal \$: % of Total:	0.50 17 \$	-	-	0.25 9 \$	24.00 830 \$	-	-	-	-	-	-	-
8 Deputy City Clerk	\$ 8,891 0.25 \$ 19.76	450	Total Hrs: Total Sal \$: % of Total:	-	-	-	-	-	-	-	12.50 247 \$	-	-	-	-
9 Account Clerk III	\$ 1,757 0.05 \$ 19.52	90	Total Hrs: Total Sal \$: % of Total:	-	-	-	-	-	-	-	-	-	-	-	-
10 Deputy PW Director - General S	\$ 2,990 0.05 \$ 33.22	90	Total Hrs: Total Sal \$: % of Total:	-	-	-	-	24.00 797 \$	-	-	-	-	1.00 33 \$	-	-
11 Office/Clerical Assistant (1 PT)	\$ 14,040 0.75 \$ 10.40	1,350	Total Hrs: Total Sal \$: % of Total:	5.50 57 \$	-	-	2.50 26 \$	20.00 208 \$	-	10.00 104 \$	-	-	0.25 3 \$	-	-
12 Vehicle & Equipment Mechanic	\$ 408 0.01 \$ 22.69	18	Total Hrs: Total Sal \$: % of Total:	-	2.50 57 \$	-	-	-	-	-	-	-	1.00 23 \$	-	-
13 City Attorney	\$ 150 0.00 \$ 150.00	1	Total Hrs: Total Sal \$: % of Total:	-	-	-	-	-	-	-	-	-	-	-	-
16 Contract Surveyor	\$ 18,938 0.08 \$ 125.00	152	Total Hrs: Total Sal \$: % of Total:	-	-	-	-	-	120.00 15,000 \$	-	-	-	-	-	-
17 Adjustment to match budget	\$ (6,418) 1.00 \$ (3.57)	1,800	Total Hrs: Total Sal \$: % of Total:	-	-	-	-	-	-	-	-	-	-	-	-
Total Salary Cost:				\$ 312	\$ 1,448	\$ 4,542	\$ 337	\$ 9,082	\$ 15,000	\$ 646	\$ 1,191	\$ 110	\$ 303	\$ 13,589	\$ 21,627
Percentage of Total:				0.14%	0.64%	2.01%	0.15%	4.02%	6.64%	0.29%	0.53%	0.05%	0.13%	6.01%	9.57%
Annual Volume:				2	5	15	1	1	10	10	10	1	1	1	1
Salary Cost Per Unit:				\$ 155.96	\$ 289.69	\$ 302.79	\$ 336.53	\$ 9,082.38	\$ 1,500.00	\$ 64.56	\$ 119.11	\$ 110.45	\$ 302.75	\$ 13,588.82	\$ 21,626.99

## LABOR COSTS PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08

Annual hours per FTE:		1,800				
Staffing Information				46	48	49
Position Title / # of FTE	Annual Salary Hourly Salary	Prod Hours		Counter/Customer Information	Downtown Merchants Assoc & FBID	All other activity
1 Deputy Director of CD	\$ 45,026 0.70 \$ 35.74	1,260	Total Hrs: Total Sal \$: % of Total:	125.00 \$ 4,467	\$ -	\$ -
2 City Engineer	\$ 44,144 0.60 \$ 40.87	1,080	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
3 City Manager (Acting CDD)	\$ 15,300 0.15 \$ 56.67	270	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
4 Finance Director	\$ 2,220 0.03 \$ 41.12	54	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
5 Assistant Planner	\$ 42,638 0.90 \$ 26.32	1,620	Total Hrs: Total Sal \$: % of Total:	\$ -	36.00 \$ 948	\$ -
6 Engineering Technician II	\$ 23,395 0.60 \$ 21.66	1,080	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	123.00 \$ 2,664
7 Building Official	\$ 12,454 0.20 \$ 34.59	360	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
8 Deputy City Clerk	\$ 8,891 0.25 \$ 19.76	450	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
9 Account Clerk III	\$ 1,757 0.05 \$ 19.52	90	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
10 Deputy PW Director - General S	\$ 2,990 0.05 \$ 33.22	90	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
11 Office/Clerical Assistant (1 PT)	\$ 14,040 0.75 \$ 10.40	1,350	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
12 Vehicle & Equipment Mechanic	\$ 408 0.01 \$ 22.69	18	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
13 City Attorney	\$ 150 0.00 \$ 150.00	1	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
16 Contract Surveyor	\$ 18,938 0.08 \$ 125.00	152	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
17 Adjustment to match budget	\$ (6,418) 1.00 \$ (3.57)	1,800	Total Hrs: Total Sal \$: % of Total:	\$ -	\$ -	\$ -
Total Salary Cost: \$ 225,933				\$ 4,467	\$ 948	\$ 2,664
Percentage of Total: 100.00%				1.98%	0.42%	1.18%
				Annual Volume: 1	1	1
				Salary Cost Per Unit: \$ 4,466.88	\$ 947.52	\$ 2,664.45



## TOTAL COSTS PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08

Materials & Supplies Interactive Factor: **100%**

<i>Excluded</i>	10 Planning Commission Hearing: Modifications, Extensions of	11 Administrative Hearing-- Modifications & Extensions	12 Conditions of Approval Compliance (other than subdivisions)	13 Design Review Permit	14 Miscellaneous Fees--Appeals	15 Special Services-- Environmental Impact Report	16 Surveyor Map Check Fees: Map Check Fees	17 Surveyor Map Check Fees: Map Delivery, Return, and Recording	19 Record of Drawing Deposit (as built)	20 Special Engineering Studies
<b>Labor Costs:</b>										
Salary Cost \$ 225,933 100.00%	\$ 2,013 0.89%	\$ 312 0.14%	\$ 1,448 0.64%	\$ 4,542 2.01%	\$ 337 0.15%	\$ 9,082 4.02%	\$ 15,000 6.64%	\$ 646 0.29%	\$ 1,191 0.53%	\$ 110 0.05%
Redistribution of General Admin Salary:	\$ 779	\$ 121	\$ 561	\$ 1,758	\$ 130	\$ 3,516	\$ 5,807	\$ 250	\$ 461	\$ 43
Total Salary: \$ 225,933 100.00%	\$ 2,792 1.24%	\$ 433 0.19%	\$ 2,009 0.89%	\$ 6,300 2.79%	\$ 467 0.21%	\$ 12,599 5.58%	\$ 20,807 9.21%	\$ 895 0.40%	\$ 1,652 0.73%	\$ 153 0.07%
Benefits: \$ 111,718	\$ 1,381	\$ 214	\$ 994	\$ 3,115	\$ 231	\$ 6,230	\$ 10,289	\$ 443	\$ 817	\$ 76
<b>Subtotal: \$ 337,651</b>	<b>\$ 4,173</b>	<b>\$ 647</b>	<b>\$ 3,003</b>	<b>\$ 9,416</b>	<b>\$ 698</b>	<b>\$ 18,828</b>	<b>\$ 31,096</b>	<b>\$ 1,338</b>	<b>\$ 2,469</b>	<b>\$ 229</b>
<b>Materials &amp; Supplies:</b>										
Planning Prof Svcs \$ 10,000										
Planning Matl & Supplies \$ 14,650	\$ 181	\$ 28	\$ 130	\$ 409	\$ 30	\$ 817	\$ 1,349	\$ 58	\$ 107	\$ 10
Engineering Matl & Supplies \$ 7,300	\$ 90	\$ 14	\$ 65	\$ 204	\$ 15	\$ 407	\$ 672	\$ 29	\$ 53	\$ 5
Advertising \$ 5,000	\$ 1,000	\$ 500								
Dev Svcs Map Checking \$ 15,000							\$ 14,381	\$ 619		
Dev Svcs General Plan \$ 100,000										
Dev Svcs Matl & Supplies \$ 5,149	\$ 64	\$ 10	\$ 46	\$ 144	\$ 11	\$ 287	\$ 474	\$ 20	\$ 38	\$ 3
Capital Outlay \$ 59,300 \$ 53,370	\$ 73	\$ 11	\$ 53	\$ 165	\$ 12	\$ 331	\$ 546	\$ 24	\$ 43	\$ 4
<b>Subtotal: \$ 216,399 \$ 53,370</b>	<b>\$ 1,408</b>	<b>\$ 563</b>	<b>\$ 294</b>	<b>\$ 921</b>	<b>\$ 68</b>	<b>\$ 1,842</b>	<b>\$ 17,423</b>	<b>\$ 750</b>	<b>\$ 242</b>	<b>\$ 22</b>
<b>Indirect Allocations:</b>										
<u>Citywide Overhead:</u>										
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<u>Departmental Overhead:</u>										
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<b>Subtotal: \$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Full Cost: \$ 554,050 \$ 53,370</b>	<b>\$ 5,581</b>	<b>\$ 1,210</b>	<b>\$ 3,296</b>	<b>\$ 10,337</b>	<b>\$ 766</b>	<b>\$ 20,670</b>	<b>\$ 48,519</b>	<b>\$ 2,088</b>	<b>\$ 2,711</b>	<b>\$ 251</b>

## TOTAL COSTS PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08

Materials & Supplies Interactive Factor: 100%

<i>Excluded</i>	22 Rebate and Payback Agreements	44 Code Enforcement	45 Long Range/ Advanced Planning	46 Counter/Custo mer Information	48 Downtown Merchants Assoc & FBID	49 All other activity
<b>Labor Costs:</b>						
<b>Salary Cost:</b>	\$ 225,933	\$ 303	\$ 13,589	\$ 21,627	\$ 4,467	\$ 2,664
	100.00%	0.13%	6.01%	9.57%	1.98%	0.42%
<b>Redistribution of General Admin Salary:</b>		\$ 117	\$ 5,261	\$ 8,373	\$ 1,729	\$ 1,032
<b>Total Salary:</b>	\$ 225,933	\$ 420	\$ 18,850	\$ 30,000	\$ 6,196	\$ 3,696
	100.00%	0.19%	8.34%	13.28%	2.74%	0.58%
<b>Benefits:</b>	\$ 111,718	\$ 208	\$ 9,321	\$ 14,834	\$ 3,064	\$ 1,828
<b>Subtotal:</b>	\$ 337,651	\$ 628	\$ 28,171	\$ 44,834	\$ 9,260	\$ 5,524
<b>Materials &amp; Supplies:</b>						
Planning Prof Svcs	\$ 10,000					\$ 10,000
Planning Matl & Supplies	\$ 14,650	\$ 27	\$ 1,222	\$ 1,945	\$ 402	\$ 240
Engineering Matl & Supplies	\$ 7,300	\$ 14	\$ 609	\$ 969	\$ 200	\$ 119
Advertising	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Dev Svcs Map Checking	\$ 15,000					
Dev Svcs General Plan	\$ 100,000			\$ 100,000		
Dev Svcs Matl & Supplies	\$ 5,149	\$ 10	\$ 430	\$ 684	\$ 141	\$ 84
Capital Outlay	\$ 59,300	\$ 53,370	\$ 495	\$ 787	\$ 163	\$ 97
<b>Subtotal:</b>	\$ 216,399	\$ 53,370	\$ 2,756	\$ 104,386	\$ 906	\$ 10,540
<b>Indirect Allocations:</b>						
<b>Citywide Overhead:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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<b>Departmental Overhead:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Full Cost:</b>	\$ 554,050	\$ 53,370	\$ 689	\$ 149,220	\$ 10,166	\$ 16,064

# USER FEE STUDY SUMMARY SHEET

- PER UNIT INFORMATION -

City of Fortuna  
Community Development  
2007-08

Service Name	Service Type	Annual Volume	Current Fee	Recovery %	100% of Full Cost	Current Subsidy	Recommendations					
							Year 1			Year 2		
							Cost Recovery Policy Level (%)	Fee @ Policy Level	Subsidy @ Policy Level	Cost Recovery Policy Level (%)	Fee @ Policy Level	Subsidy @ Policy Level
1 Planning Commission Hearing--Parcel Map Subdivisions	Flat fee	5	\$500	20%	\$2,539	\$2,039	75%	\$1,904	\$635	100%	\$2,539	\$0
2 Planning Commission Hearing--Use Permit, Lot Line Adjustment, Variance	Flat fee	5	\$350	10%	\$3,470	\$3,120	75%	\$2,602	\$867	100%	\$3,470	\$0
3 Planning Commission & Council Hearings"; permit types include major subdivisions, zone reclassifications, & general plan amendments	Actual	5	\$600	17%	\$3,589	\$2,989	75%	\$2,691	\$897	100%	\$3,589	\$0
4 Information Requests	New actual fee	500	\$0	0%	\$35	\$35	75%	\$26	\$9	100%	\$35	\$0
5 Ministerial Review - Business License processing	New flat fee	108	\$0	0%	\$46	\$46	75%	\$34	\$11	100%	\$46	\$0
6 Ministerial Review - services include Zoning Clearance	New flat fee	1	\$0	0%	\$190	\$190	75%	\$142	\$47	100%	\$190	\$0
7 Ministerial Review - Certificates of Compliance	New flat fee	1	\$0	0%	\$1,107	\$1,107	75%	\$830	\$277	100%	\$1,107	\$0
8 Administrative Hearing", and includes emergency permits, special permits, & Admin. use permits.	Flat fee	1	\$330	74%	\$444	\$114	100%	\$444	\$0	100%	\$444	\$0
9 Conditions of Approval Compliance (Subdivisions)	New actual fee	10	\$3,180	25%	\$12,403	\$9,243	75%	\$9,302	\$3,101	100%	\$12,403	\$0
10 Planning Commission Hearing: Modifications, Extensions of Approval	Flat fee	10	\$350	63%	\$558	\$208	100%	\$558	\$0	100%	\$558	\$0
11 Administrative Hearing--Modifications & Extensions	Flat fee	2	\$125	21%	\$605	\$480	75%	\$454	\$151	100%	\$605	\$0
12 Conditions of Approval Compliance (other than subdivisions)	New actual fee	5	\$0	0%	\$659	\$659	75%	\$494	\$165	100%	\$659	\$0
13 Design Review Permit	Flat fee	15	\$200	29%	\$689	\$489	75%	\$517	\$172	100%	\$689	\$0
14 Miscellaneous Fees--Appeals	Flat fee	1	\$400	52%	\$766	\$366	100%	\$766	\$0	100%	\$766	\$0
15 Special Services--Environmental Impact Report	New actual fee	1	\$0	0%	\$20,670	\$20,670	75%	\$15,503	\$5,168	100%	\$20,670	\$0
16 Surveyor Map Check Fees: Map Check Fees	Actual	10	\$1,317	27%	\$4,852	\$3,535	75%	\$3,639	\$1,213	100%	\$4,852	\$0
17 Surveyor Map Check Fees: Map Delivery, Return, and Recording	New flat fee	10	\$0	0%	\$209	\$209	75%	\$157	\$52	100%	\$209	\$0
19 Record of Drawing Deposit (as built)	Deposit	10	\$3,000	1107%	\$271	-\$2,729	100%	\$271	\$0	100%	\$271	\$0
20 Special Engineering Studies	Actual	1	\$0	0%	\$251	\$251	75%	\$189	\$63	100%	\$251	\$0
22 Rebate and Payback Agreements	Flat fee	1	\$300	44%	\$689	\$389	75%	\$517	\$172	100%	\$689	\$0
44 Code Enforcement	Non fee	1	\$0	0%	\$30,926	\$30,926	0%	\$0	\$30,926	0%	\$0	\$30,926
45 Long Range/ Advanced Planning	Non fee	1	\$0	0%	\$149,220	\$149,220	0%	\$0	\$149,220	0%	\$0	\$149,220
46 Counter/Customer Information	Non fee	1	\$0	0%	\$10,166	\$10,166	0%	\$0	\$10,166	0%	\$0	\$10,166
48 Downtown Merchants Assoc & FBID	Non fee	1	\$0	0%	\$2,156	\$2,156	0%	\$0	\$2,156	0%	\$0	\$2,156
49 All other activity	Non fee	1	\$0	0%	\$16,064	\$16,064	0%	\$0	\$16,064	0%	\$0	\$16,064

- a) The current fee and total cost calculations reflect averages. These services require a deposit and will be charged on an hourly basis.
- b) The hourly rate used for these fees will be at 75% of the fully burdened rate.
- c) A deposit of \$3,000 is required for this fee. Actual time will be charged against the deposit.
- d) If required, abatement costs will be charged on an hourly basis.
- e) These costs include city staff and consultant costs and have been transferred into the building analysis.  
General copy charges will be charged at the citywide rate. Specialized copies (blueprints, plans, etc.) will be charged on an actual basis.

# USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

City of Fortuna  
Community Development  
2007-08

						Recommendations					
						Year 1			Year 2		
Service Name	Service Type	Revenue @ Current Fee	Recovery %	Full Cost	Current Subsidy	Cost Recovery Policy Level (%)	Fee @ Policy Level	Increased Revenue	Cost Recovery Policy Level (%)	Fee @ Policy Level	Increased Revenue
1 Planning Commission Hearing--Parcel Map Subdivisions	Flat fee	\$2,500	20%	\$12,695	\$10,195	75%	\$9,521	\$7,021	100%	\$12,695	\$3,174
2 Planning Commission Hearing--Use Permit, Lot Line Adjustment, Variance	Flat fee	\$1,750	10%	\$17,350	\$15,600	75%	\$13,012	\$11,262	100%	\$17,350	\$4,337
3 Planning Commission & Council Hearings"; permit types include major subdivisions, zone reclassifications, & general plan amendments	Actual	\$3,000	17%	\$17,943	\$14,943	75%	\$13,457	\$10,457	100%	\$17,943	\$4,486
4 Information Requests	New actual fee	\$0	0%	\$17,329	\$17,329	75%	\$12,997	\$12,997	100%	\$17,329	\$4,332
5 Ministerial Review - Business License processing	New flat fee	\$0	0%	\$4,943	\$4,943	75%	\$3,707	\$3,707	100%	\$4,943	\$1,236
6 Ministerial Review - services include Zoning Clearance	New flat fee	\$0	0%	\$190	\$190	75%	\$142	\$142	100%	\$190	\$47
7 Ministerial Review - Certificates of Compliance	New flat fee	\$0	0%	\$1,107	\$1,107	75%	\$830	\$830	100%	\$1,107	\$277
8 Administrative Hearing", and includes emergency permits, special permits, & Admin. use permits.	Flat fee	\$330	74%	\$444	\$114	100%	\$444	\$114	100%	\$444	\$0
9 Conditions of Approval Compliance (Subdivisions)	New actual fee	\$31,600	25%	\$124,028	\$92,428	75%	\$93,021	\$61,421	100%	\$124,028	\$31,007
10 Planning Commission Hearing: Modifications, Extensions of Approval	Flat fee	\$3,500	63%	\$5,581	\$2,081	100%	\$5,581	\$2,081	100%	\$5,581	\$0
11 Administrative Hearing--Modifications & Extensions	Flat fee	\$250	21%	\$1,210	\$960	75%	\$907	\$657	100%	\$1,210	\$302
12 Conditions of Approval Compliance (other than subdivisions)	New actual fee	\$0	0%	\$3,296	\$3,296	75%	\$2,472	\$2,472	100%	\$3,296	\$824
13 Design Review Permit	Flat fee	\$3,000	29%	\$10,337	\$7,337	75%	\$7,752	\$4,752	100%	\$10,337	\$2,584
14 Miscellaneous Fees--Appeals	Flat fee	\$400	52%	\$766	\$366	100%	\$766	\$366	100%	\$766	\$0
15 Special Services--Environmental Impact Report	New actual fee	\$0	0%	\$20,670	\$20,670	75%	\$15,503	\$15,503	100%	\$20,670	\$5,168
16 Surveyor Map Check Fees: Map Check Fees	Actual	\$13,170	27%	\$48,519	\$35,349	75%	\$36,389	\$23,219	100%	\$48,519	\$12,130
17 Surveyor Map Check Fees: Map Delivery, Return, and Recording	New flat fee	\$0	0%	\$2,088	\$2,088	75%	\$1,566	\$1,566	100%	\$2,088	\$522
19 Record of Drawing Deposit (as built)	Deposit	\$30,000	1107%	\$2,711	-\$27,289	100%	\$2,711	-\$27,289	100%	\$2,711	\$0
20 Special Engineering Studies	Actual	\$0	0%	\$251	\$251	75%	\$189	\$189	100%	\$251	\$63
22 Rebate and Payback Agreements	Flat fee	\$300	44%	\$689	\$389	75%	\$517	\$217	100%	\$689	\$172
44 Code Enforcement	Non fee	\$0	0%	\$30,926	\$30,926	0%	\$0	\$0	0%	\$0	\$0
45 Long Range/ Advanced Planning	Non fee	\$0	0%	\$149,220	\$149,220	0%	\$0	\$0	0%	\$0	\$0

# USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

City of Fortuna  
 Community Development  
 2007-08

Service Name	Service Type	Revenue @ Current Fee	Recovery %	Full Cost	Current Subsidy	Recommendations					
						Year 1			Year 2		
						Cost Recovery Policy Level (%)	Fee @ Policy Level	Increased Revenue	Cost Recovery Policy Level (%)	Fee @ Policy Level	Increased Revenue
46 Counter/Customer information	Non fee	\$0	0%	\$10,166	\$10,166	0%	\$0	\$0	0%	\$0	\$0
48 Downtown Merchants Assoc & FBID	Non fee	\$0	0%	\$2,156	\$2,156	0%	\$0	\$0	0%	\$0	\$0
49 All other activity	Non fee	\$0	0%	\$16,064	\$16,064	0%	\$0	\$0	0%	\$0	\$0
Total User Fees		\$89,800		\$292,147	\$202,347		\$221,485	\$131,685		\$292,147	\$70,661
% of Full Cost		31%		100%	69%		76%	147%		100%	35%
Total Other Services		\$0		\$208,533	\$208,533		\$0	\$0		\$0	\$0
% of Full Cost		0%		100%	100%		0%	0%		0%	0%
Department Totals		\$89,800		\$500,680	\$410,880		\$221,485	\$131,685		\$292,147	\$70,661
% of Full Cost		18%		100%	82%		44%	147%		58%	17%

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 1  
 Service Name: Noticing Commission Hearing--Parcel Map Subdivis  
 Annual Volume: 5

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	5	5	5	5	5	5	5	5
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal	60							
2 Open file								
3 Referrals	30							
4 Review Project	180	180			60	120		
5 30 Day/Complete Application Letter	60	60						
6 Review Resubmittal	60	60						
7 CEQA	240							
8 Staff Report	120	60	30					
9 Noticing	30							
10 Staff Report Copy/Mail								
11 Respond to Inquiries	30							
12 Public Hearing	60	60	60					
13 Record of Action	30							
14 Close File	30							
15								
Total Minutes:	930	420	90		60	120		
Total Hours per Unit:	15.50	7.00	1.50		1.00	2.00		
Total Annual Hours:	77.50	35.00	7.50		5.00	10.00		

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 1  
 Service Name: Planning Commission Hearing--Parcel Map Subdivis  
 Annual Volume: 5

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	16 Contract Surveyor	17 Adjustment to match
Volume per Position Title:	5	5	5	5	5	5	5
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal	15						
2 Open file			45				
3 Referrals			30				
4 Review Project		30		30			
5 30 Day/Complete Application Letter							
6 Review Resubmittal							
7 CEQA							
8 Staff Report			30				
9 Noticing			60				
10 Staff Report Copy/Mail			30				
11 Respond to Inquiries							
12 Public Hearing			60				
13 Record of Action							
14 Close File							
15							
Total Minutes:	15	30	255	30			
Total Hours per Unit:	0.25	0.50	4.25	0.50			
Total Annual Hours:	1.25	2.50	21.25	2.50			

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 2  
 Service Name: Planning Commission Hearing--Use Permit, Lot Line Adjustment, Variance  
 Annual Volume: 5

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	5	5	5	5	5	5	5	5
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal	40							
2 Open File								
3 Referrals	20							
4 Review Project	120	60			30	30	30	
5 30 day complete application letter	40	30						
6 Review Resubmittals	40	40						
7 CEQA	160							
8 Staff report & prepare COAs	80	80	15					
9 Noticing	20							
10 Staff report--copy/mail	20							
11 Respond to inquiries	30	15						
12 Public hearing	45	45	45					
13 Record of Action	20							
14 Close file	20							
15 Surveyor, Review #1 (LLAs)								
16 Surveyor Review #2 (LLAs)								
Total Minutes:	655	270	60		30	30	30	
Total Hours per Unit:	10.92	4.50	1.00		0.50	0.50	0.50	
Total Annual Hours:	54.58	22.50	5.00		2.50	2.50	2.50	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 2  
 Service Name: Planning Commission Hearing--Use Permit, Lot  
 Annual Volume: 5

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 CONTRACT SURVEYOR	16 Contract Surveyor	17 Adjustment to match
Volume per Position Title:	5	5	5	5	5	5	5
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal	15						
2 Open File			45				
3 Referrals			30				
4 Review Project		30					
5 30 day complete application letter							
6 Review Resubmittals							
7 CEQA							
8 Staff report & prepare COAs			30				
9 Noticing			60				
10 Staff report--copy/mail			30				
11 Respond to inquiries							
12 Public hearing			20				
13 Record of Action							
14 Close file							
15 Surveyor, Review #1 (LLAs)						240	
16 Surveyor Review #2 (LLAs)						120	
<b>Total Minutes:</b>	15	30	215			360	
<b>Total Hours per Unit:</b>	0.25	0.50	3.58			6.00	
<b>Total Annual Hours:</b>	1.25	2.50	17.92			30.00	

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 3

Service Name: Planning Commission & Council Hearings"; permit types include major subdivisions, zone reclassifications, & general plan amendments

Annual Volume: 5

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	5	5	5	5	5	5	5	5
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal	60							
2 Open file								
3 Referrals	30							
4 Review Project	180	180			60	120		
5 30 Day/Complete Application Letter	60	60						
6 Review Resubmittal	60	60						
7 CEQA	300							
8 Staff Report	120	60	30					
9 Noticing	30							
10 Staff Report Copy/Mail								
11 Respond to Inquiries	30							
12 Planning Commission Public Hearing	120	60						
13 City Council Staff Report	60	30	15					
14 City Council Hearing Notice	30							
15 Staff Report Copy/Mail								
16 Respond to Inquiries	30							
17 City Council Hearing	60	60	60					
18 Record of Action	30							
19 Close File	30							
20								
<b>Total Minutes:</b>	1,230	510	105		60	120		
<b>Total Hours per Unit:</b>	20.50	8.50	1.75		1.00	2.00		
<b>Total Annual Hours:</b>	102.50	42.50	8.75		5.00	10.00		

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 3

Service Name: Planning Commission & Council Hearings"; permit types include major subdivisions, zone reclassifications, & general plan amendments

Annual Volume: 5

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 3  
 Service Name: Planning Commission & Council Hearings"; per  
 Annual Volume: 5

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	16 Contract Surveyor	17 Adjustment to match
Volume per Position Title:	5	5	5	5	5	5	5
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal	15						
2 Open file			45				
3 Referrals			30				
4 Review Project		60					
5 30 Day/Complete Application Letter							
6 Review Resubmittal							
7 CEQA							
8 Staff Report			30				
9 Noticing			60				
10 Staff Report Copy/Mail			30				
11 Respond to Inquiries							
12 Planning Commission Public Hearing			60				
13 City Council Staff Report			30				
14 City Council Hearing Notice			30				
15 Staff Report Copy/Mail			30				
16 Respond to Inquiries							
17 City Council Hearing			60				
18 Record of Action							
19 Close File							
20							
Total Minutes:	15	60	405				
Total Hours per Unit:	0.25	1.00	6.75				
Total Annual Hours:	1.25	5.00	33.75				

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
Department: Community Development  
Fiscal Year: 2007-08  
Service #: 3  
Service Name: Planning Commission & Council Hearings"; per  
Annual Volume: 5

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

# STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 4  
 Service Name: Information Requests  
 Annual Volume: 500

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	500	500	500	500	500	500	500	500
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Info Request Submittal								
2 Open file								
3 Staff Review					15		15	
4 Written Report								
5 Meet with applicant (pre-application meeting)								
6 File Report								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:					15		15	
Total Hours per Unit:					0.25		0.25	
Total Annual Hours:					125.00		125.00	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 4  
 Service Name: Information Requests  
 Annual Volume: 500

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	16 Contract Surveyor	17 Adjustment to match
Volume per Position Title:	500	500	500	500	500	500	500
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Info Request Submittal							
2 Open file							
3 Staff Review							
4 Written Report							
5 Meet with applicant (pre-application meeting)							
6 File Report							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total Minutes:							
Total Hours per Unit:							
Total Annual Hours:							

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 5

Service Name: Ministerial Review - Business License processing

Annual Volume: 108

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official/Inspe	8 Deputy City Clerk
Volume per Position Title:	108	108	108	108	108	108	108	108
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1					15		15	
2								
3								
4								
5								
6								
7								
8								
9								
30								
11								
12								
13								
14								
15								
Total Minutes:					15		15	
Total Hours per Unit:					0.25		0.25	
Total Annual Hours:					27.00		27.00	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

# STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 5

Service Name: Ministerial Review - Business License processir

Annual Volume: 108

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 Exec Asst to CM	14	15	16
Volume per Position Title:	108	108	108	108	108	108	108	108
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1	15							
2								
3								
4								
5								
6								
7								
8								
9								
30								
11								
12								
13								
14								
15								
Total Minutes:	15							
Total Hours per Unit:	0.25							
Total Annual Hours:	27.00							

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 5

Service Name: Ministerial Review - Business License processir

Annual Volume: 108

	17	18	19	20	21	22	23	24
Volume per Position Title:	108	108	108	108	108	108	108	108
Step Description:	Ave # of Minutes:							
1								
2								
3								
4								
5								
6								
7								
8								
9								
30								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 5  
 Service Name: Ministerial Review - Business License processing  
 Annual Volume: 108

	25	26	27	28	29	30
Volume per Position Title:	108	108	108	108	108	108
Step Description:	Ave # of Minutes:					
1						
2						
3						
4						
5						
6						
7						
8						
9						
30						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 6

Service Name: Ministerial Review - services include Zoning Clearance

Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal								
2 Open File								
3 Referral to Planning							30	
4 Zoning and Clearance Review					60			
5 Zoning Clearance Certificate					30			
6 File Certificate							15	
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:					90		45	
Total Hours per Unit:					1.50		0.75	
Total Annual Hours:					1.50		0.75	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 6  
 Service Name: Ministerial Review - services include Zoning Cle  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal	15		15					
2 Open File			30					
3 Referral to Planning			15					
4 Zoning and Clearance Review								
5 Zoning Clearance Certificate								
6 File Certificate			15					
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:	15		75					
Total Hours per Unit:	0.25		1.25					
Total Annual Hours:	0.25		1.25					

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 6  
 Service Name: Ministerial Review - services include Zoning Cle  
 Annual Volume: 1

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal								
2 Open File								
3 Referral to Planning								
4 Zoning and Clearance Review								
5 Zoning Clearance Certificate								
6 File Certificate								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 6  
 Service Name: Ministerial Review - services include Zoning Cle  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
1 Application Submittal						
2 Open File						
3 Referral to Planning						
4 Zoning and Clearance Review						
5 Zoning Clearance Certificate						
6 File Certificate						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 7  
 Service Name: Ministerial Review - Certificates of Compliance  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal								
2 Open File								
3 Subdivision Compliance Review		60			60			
4 Subdivision Compliance Report		30			60			
5 Record Certificate of Compliance					30			
6 File Certificate					15			
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:		90			165			
Total Hours per Unit:		1.50			2.75			
Total Annual Hours:		1.50			2.75			

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 7  
 Service Name: Ministerial Review - Certificates of Compliance  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal	15		15					
2 Open File			30					
3 Subdivision Compliance Review								60
4 Subdivision Compliance Report					60			30
5 Record Certificate of Compliance								
6 File Certificate			15					
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:	15		60		60			90
Total Hours per Unit:	0.25		1.00		1.00			1.50
Total Annual Hours:	0.25		1.00		1.00			1.50

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 7  
 Service Name: Ministerial Review - Certificates of Compliance  
 Annual Volume: 1

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal								
2 Open File								
3 Subdivision Compliance Review								
4 Subdivision Compliance Report								
5 Record Certificate of Compliance								
6 File Certificate								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 7  
 Service Name: Ministerial Review - Certificates of Compliance  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
1 Application Submittal						
2 Open File						
3 Subdivision Compliance Review						
4 Subdivision Compliance Report						
5 Record Certificate of Compliance						
6 File Certificate						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

# STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 8  
 Service Name: Administrative Hearing", and includes emergency permits, special permits, & Admin. use permits.  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal	15							
2 Open file								
3 Referrals								
4 Review Project	30	30					30	
5 Staff report	20	20						
6 Noticing	20							
7 Staff report copy/mail	20							
8 Public hearing	25							
9 Record of Action	20							
10 Close file	30							
11								
12								
13								
14								
15								
<b>Total Minutes:</b>	180	50					30	
<b>Total Hours per Unit:</b>	3.00	0.83					0.50	
<b>Total Annual Hours:</b>	3.00	0.83					0.50	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 8  
 Service Name: Administrative Hearing", and includes emergenc  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal			15					
2 Open file			30					
3 Referrals			30					
4 Review Project								
5 Staff report			30					
6 Noticing			60					
7 Staff report copy/mail			30					
8 Public hearing			15					
9 Record of Action								
10 Close file								
11								
12								
13								
14								
15								
Total Minutes:			210					
Total Hours per Unit:			3.50					
Total Annual Hours:			3.50					

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 8  
 Service Name: Administrative Hearing", and includes emergenc  
 Annual Volume: 1

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal								
2 Open file								
3 Referrals								
4 Review Project								
5 Staff report								
6 Noticing								
7 Staff report copy/mail								
8 Public hearing								
9 Record of Action								
10 Close file								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 8  
 Service Name: Administrative Hearing", and includes emergenc  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
1 Application submittal						
2 Open file						
3 Referrals						
4 Review Project						
5 Staff report						
6 Noticing						
7 Staff report copy/mail						
8 Public hearing						
9 Record of Action						
10 Close file						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 9  
 Service Name: Conditions of Approval Compliance (Subdivisions)  
 Annual Volume: 10

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Pre-improvement conditions	90	120				90	30	
2 Review of Improvement Plqns		3000				720		
3 Map Check	30							
4 Construction Agreements		240				240		
5 Inspections	60	960				3750	30	
6 DRE Will Serve Letters		60						
7 Final Map Review	30	480				240		
8 Operational Conditions	30	30				60		
9								
10								
11								
12								
13								
14								
15								
Total Minutes:	240	4,890				5,100	60	
Total Hours per Unit:	4.00	81.50				85.00	1.00	
Total Annual Hours:	40.00	815.00				850.00	10.00	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 9  
 Service Name: Conditions of Approval Compliance (Subdivisor  
 Annual Volume: 10

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Pre-improvement conditions		60						
2 Review of Improvement Plqns		60						
3 Map Check								
4 Construction Agreements								
5 Inspections		60						
6 DRE Will Serve Letters								
7 Final Map Review								
8 Operational Conditions								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:		180						
Total Hours per Unit:		3.00						
Total Annual Hours:		30.00						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 9  
 Service Name: Conditions of Approval Compliance (Subdivisor  
 Annual Volume: 10

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Pre-improvement conditions								
2 Review of Improvement Plqns								
3 Map Check								
4 Construction Agreements								
5 Inspections								
6 DRE Will Serve Letters								
7 Final Map Review								
8 Operational Conditions								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 9  
 Service Name: Conditions of Approval Compliance (Subdivisior  
 Annual Volume: 10

	25	26	27	28	29	30
Volume per Position Title:	10	10	10	10	10	10
Step Description:	Ave # of Minutes:					
1 Pre-improvement conditions						
2 Review of Improvement Plqns						
3 Map Check						
4 Construction Agreements						
5 Inspections						
6 DRE Will Serve Letters						
7 Final Map Review						
8 Operational Conditions						
9						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 10  
 Service Name: Planning Commission Hearing: Modifications, Extensions of Approval  
 Annual Volume: 10

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal	15							
2 Open File								
3 Referrals								
4 Review Project	45	30			15	15	15	
5 Staff report	30		15					
6 Noticing	20							
7 Staff report	20							
8 Noticing	30							
9 Staff report copy/mail	20							
10 Public hearing		15						
11 Record of Action								
12 Close File								
13								
14								
15								
Total Minutes:	180	45	15		15	15	15	
Total Hours per Unit:	3.00	0.75	0.25		0.25	0.25	0.25	
Total Annual Hours:	30.00	7.50	2.50		2.50	2.50	2.50	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 10  
 Service Name: Planning Commission Hearing: Modifications, E  
 Annual Volume: 10

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal								
2 Open File								
3 Referrals			30					
4 Review Project								
5 Staff report			30					
6 Noticing			60					
7 Staff report			30					
8 Noticing			15					
9 Staff report copy/mail								
10 Public hearing								
11 Record of Action								
12 Close File								
13								
14								
15								
Total Minutes:			165					
Total Hours per Unit:			2.75					
Total Annual Hours:			27.50					

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 10  
 Service Name: Planning Commission Hearing: Modifications, E  
 Annual Volume: 10

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal								
2 Open File								
3 Referrals								
4 Review Project								
5 Staff report								
6 Noticing								
7 Staff report								
8 Noticing								
9 Staff report copy/mail								
10 Public hearing								
11 Record of Action								
12 Close File								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 10  
 Service Name: Planning Commission Hearing: Modifications, E  
 Annual Volume: 10

	25	26	27	28	29	30
Volume per Position Title:	10	10	10	10	10	10
Step Description:	Ave # of Minutes:					
1 Application Submittal						
2 Open File						
3 Referrals						
4 Review Project						
5 Staff report						
6 Noticing						
7 Staff report						
8 Noticing						
9 Staff report copy/mail						
10 Public hearing						
11 Record of Action						
12 Close File						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 11  
 Service Name: Administrative Hearing--Modifications & Extensions  
 Annual Volume: 2

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	2	2	2	2	2	2	2	2
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal	15							
2 Open file								
3 Referrals	30							
4 Review Project	20	15					15	
5 Staff report	20							
6 Noticing	20							
7 Staff report--copy/mail	25							
8 Public hearing	20	15						
9 Record of Action								
10 Close file	15							
11								
12								
13								
14								
15								
Total Minutes:	165	30					15	
Total Hours per Unit:	2.75	0.50					0.25	
Total Annual Hours:	5.50	1.00					0.50	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

# STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 11  
 Service Name: Administrative Hearing--Modifications & Extensions  
 Annual Volume: 2

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	2	2	2	2	2	2	2	2
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal								
2 Open file								
3 Referrals			30					
4 Review Project								
5 Staff report			30					
6 Noticing			60					
7 Staff report--copy/mail			30					
8 Public hearing			15					
9 Record of Action								
10 Close file								
11								
12								
13								
14								
15								
Total Minutes:			165					
Total Hours per Unit:			2.75					
Total Annual Hours:			5.50					

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 11  
 Service Name: Administrative Hearing--Modifications & Extensi  
 Annual Volume: 2

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	2	2	2	2	2	2	2	2
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application submittal								
2 Open file								
3 Referrals								
4 Review Project								
5 Staff report								
6 Noticing								
7 Staff report--copy/mail								
8 Public hearing								
9 Record of Action								
10 Close file								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 11  
 Service Name: Administrative Hearing--Modifications & Extensions  
 Annual Volume: 2

	25	26	27	28	29	30
Volume per Position Title:	2	2	2	2	2	2
Step Description:	Ave # of Minutes:					
1 Application submittal						
2 Open file						
3 Referrals						
4 Review Project						
5 Staff report						
6 Noticing						
7 Staff report--copy/mail						
8 Public hearing						
9 Record of Action						
10 Close file						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 12

Service Name: Conditions of Approval Compliance (other than subdivisions)

Annual Volume: 5

		1	2	3	4	5	6	7	8
		Deputy Director of	City Engineer	City Manager (Acting CDD)	Finance Director	Assistant Planner	Engineering Technician II	Building Official	Deputy City Clerk
Volume per Position Title:		5	5	5	5	5	5	5	5
Step Description:		Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1	Pre-Improvement Conditions	60	60			60	60		
2	Improvement Inspections	60	30			60	30		
3	Operational Inspections	30				60	45		
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Total Minutes:		150	90			180	135		
Total Hours per Unit:		2.50	1.50			3.00	2.25		
Total Annual Hours:		12.50	7.50			15.00	11.25		

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 12  
 Service Name: Conditions of Approval Compliance (other than  
 Annual Volume: 5

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Clerical Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	5	5	5	5	5	5	5	5
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Pre-Improvement Conditions								
2 Improvement Inspections								
3 Operational Inspections				30				
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:				30				
Total Hours per Unit:				0.50				
Total Annual Hours:				2.50				

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 12  
 Service Name: Conditions of Approval Compliance (other than  
 Annual Volume: 5

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	5	5	5	5	5	5	5	5
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Pre-Improvement Conditions								
2 Improvement Inspections								
3 Operational Inspections								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 12  
 Service Name: Conditions of Approval Compliance (other than  
 Annual Volume: 5

	25	26	27	28	29	30
Volume per Position Title:	5	5	5	5	5	5
Step Description:	Ave # of Minutes:					
1 Pre-Improvement Conditions						
2 Improvement Inspections						
3 Operational Inspections						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 13  
 Service Name: Design Review Permit  
 Annual Volume: 15

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	15	15	15	15	15	15	15	15
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Applicatin Submittal					15			
2 Open File					15			
3 Project Review and site visit		30			60			
4 Additional information request letter					30			
5 Prepare/review staff report	15	15			240			
6 Public Noticing					60			
7 Public Hearing					60			
8 Record of Action					30			
9 Conditions of compliance					60			
10 Close file					30			
11								
12								
13								
14								
15								
Total Minutes:	15	45			600			
Total Hours per Unit:	0.25	0.75			10.00			
Total Annual Hours:	3.75	11.25			150.00			

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 13  
 Service Name: Design Review Permit  
 Annual Volume: 15

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Clerical Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	15	15	15	15	15	15	15	15
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Application Submittal								
2 Open File								
3 Project Review and site visit								
4 Additional information request letter								
5 Prepare/review staff report								
6 Public Noticing								
7 Public Hearing								
8 Record of Action								
9 Conditions of compliance								
10 Close file								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 13  
 Service Name: Design Review Permit  
 Annual Volume: 15

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	15	15	15	15	15	15	15	15
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Applicatin Submittal								
2 Open File								
3 Project Review and site visit								
4 Additional information request letter								
5 Prepare/review staff report								
6 Public Noticing								
7 Public Hearing								
8 Record of Action								
9 Conditions of compliance								
10 Close file								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

# STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 13  
 Service Name: Design Review Permit  
 Annual Volume: 15

	25	26	27	28	29	30
Volume per Position Title:	15	15	15	15	15	15
Step Description:	Ave # of Minutes:					
1 Applicatin Submittal						
2 Open File						
3 Project Review and site visit						
4 Additional information request letter						
5 Prepare/review staff report						
6 Public Noticing						
7 Public Hearing						
8 Record of Action						
9 Conditions of compliance						
10 Close file						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 14  
 Service Name: Miscellaneous Fees--Appeals  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Appeal Submittal	15							
2 Open file								
3 Referrals								
4 Review appeal	60	30			15	15	15	
5 Staff report	90		15					
6 Noticing	20							
7 Staff report copy/mail	20							
8 Public hearing	120	60						
9 Record of Action	20							
10 Close file	15							
11								
12								
13								
14								
15								
Total Minutes:	360	90	15		15	15	15	
Total Hours per Unit:	6.00	1.50	0.25		0.25	0.25	0.25	
Total Annual Hours:	6.00	1.50	0.25		0.25	0.25	0.25	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 14  
 Service Name: Miscellaneous Fees--Appeals  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Appeal Submittal								
2 Open file								
3 Referrals			30					
4 Review appeal								
5 Staff report			30					
6 Noticing			60					
7 Staff report copy/mail			30					
8 Public hearing								
9 Record of Action								
10 Close file								
11								
12								
13								
14								
15								
Total Minutes:			150					
Total Hours per Unit:			2.50					
Total Annual Hours:			2.50					

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

# STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 14  
 Service Name: Miscellaneous Fees--Appeals  
 Annual Volume: 1

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Appeal Submittal								
2 Open file								
3 Referrals								
4 Review appeal								
5 Staff report								
6 Noticing								
7 Staff report copy/mail								
8 Public hearing								
9 Record of Action								
10 Close file								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 14  
 Service Name: Miscellaneous Fees--Appeals  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
1 Appeal Submittal						
2 Open file						
3 Referrals						
4 Review appeal						
5 Staff report						
6 Noticing						
7 Staff report copy/mail						
8 Public hearing						
9 Record of Action						
10 Close file						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 15  
 Service Name: Special Services--Environmental Impact Report  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Initial Study	960	480			480	240	240	
2 Scoping	480	480			480	240	240	
3 Noitce of Preparation	480							
4 Draft EIR	2400	960			960	480	480	
5 Notice of Completion	240							
6 45 Day Review of Draft EIR	960				480	240	240	
7 Final EIR	960				480	240	240	
8 Public hearing (s)	240	120						
9 Record of Action	120							
10								
11								
12								
13								
14								
15								
Total Minutes:	6,840	2,040			2,880	1,440	1,440	
Total Hours per Unit:	114.00	34.00			48.00	24.00	24.00	
Total Annual Hours:	114.00	34.00			48.00	24.00	24.00	

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 15  
 Service Name: Special Services--Environmental Impact Report  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Initial Study		240						
2 Scoping		240						
3 Noitce of Preparation			60					
4 Draft EIR		480	480					
5 Notice of Completion			60					
6 45 Day Review of Draft EIR		240	240					
7 Final EIR		240	240					
8 Public hearing (s)			120					
9 Record of Action								
10								
11								
12								
13								
14								
15								
Total Minutes:		1,440	1,200					
Total Hours per Unit:		24.00	20.00					
Total Annual Hours:		24.00	20.00					

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 15  
 Service Name: Special Services--Environmental Impact Report  
 Annual Volume: 1

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Initial Study								
2 Scoping								
3 Notice of Preparation								
4 Draft EIR								
5 Notice of Completion								
6 45 Day Review of Draft EIR								
7 Final EIR								
8 Public hearing (s)								
9 Record of Action								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

# STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 15  
 Service Name: Special Services--Environmental Impact Report  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
1 Initial Study						
2 Scoping						
3 Notice of Preparation						
4 Draft EIR						
5 Notice of Completion						
6 45 Day Review of Draft EIR						
7 Final EIR						
8 Public hearing (s)						
9 Record of Action						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 16  
 Service Name: Surveyor Map Check Fees: Map Check Fees  
 Annual Volume: 10

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 City Surveyor map review								
2 (assumes 3 reviews: 1st review 6 hrs; 2nd--3.5 hrs.; 3rd--2 hrs)								
3 Sign final map; return to city.								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 16  
 Service Name: Surveyor Map Check Fees: Map Check Fees  
 Annual Volume: 10

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 City Surveyor map review								690
2 (assumes 3 reviews: 1st review 6 hrs; 2nd--3.5 hrs.; 3rd--2								
3 Sign final map; return to city.								30
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								720
Total Hours per Unit:								12.00
Total Annual Hours:								120.00

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 16  
 Service Name: Surveyor Map Check Fees: Map Check Fees  
 Annual Volume: 10

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 City Surveyor map review								
2 (assumes 3 reviews: 1st review 6 hrs; 2nd--3.5 hrs.; 3rd--2								
3 Sign final map; return to city.								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 16  
 Service Name: Surveyor Map Check Fees: Map Check Fees  
 Annual Volume: 10

	25	26	27	28	29	30
Volume per Position Title:	10	10	10	10	10	10
Step Description:	Ave # of Minutes:					
1 City Surveyor map review						
2 (assumes 3 reviews: 1st review 6 hrs; 2nd--3.5 hrs.; 3rd--2						
3 Sign final map; return to city.						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 17

Service Name: Surveyor Map Check Fees: Map Delivery, Return, and Recording

Annual Volume: 10

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
Forward mylar to City Surveyor for signature						45		
Forward mylar to City Hall for signature						15		
Deliver final map to title company or Recorder						90		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:						150		
Total Hours per Unit:						2.50		
Total Annual Hours:						25.00		

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 17  
 Service Name: Surveyor Map Check Fees: Map Delivery, Return  
 Annual Volume: 10

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Clerical Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
Forward mylar to City Surveyor for signature								
Forward mylar to City Hall for signature								
Deliver final map to title company or Recorder			60					
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:			60					
Total Hours per Unit:			1.00					
Total Annual Hours:			10.00					

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 17  
 Service Name: Surveyor Map Check Fees: Map Delivery, Return  
 Annual Volume: 10

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
Forward mylar to City Surveyor for signature								
Forward mylar to City Hall for signature								
Deliver final map to title company or Recorder								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 17  
 Service Name: Surveyor Map Check Fees: Map Delivery, Return  
 Annual Volume: 10

	25	26	27	28	29	30
Volume per Position Title:	10	10	10	10	10	10
Step Description:	Ave # of Minutes:					
Forward mylar to City Surveyor for signature						
Forward mylar to City Hall for signature						
Deliver final map to title company or Recorder						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 19  
 Service Name: Record of Drawing Deposit (as built)  
 Annual Volume: 10

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Submit ROD; gather file; forward to CE.						30		
2 Review & signature by city engineer; site inspection.		30				45		
3 Maintenance bond processing.								60
4 One-year inspection by city engineer.		30				45		
5 File close-out.		15						15
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:		75				120		75
Total Hours per Unit:		1.25				2.00		1.25
Total Annual Hours:		12.50				20.00		12.50

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 19  
 Service Name: Record of Drawing Deposit (as built)  
 Annual Volume: 10

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Submit ROD; gather file; forward to CE.								
2 Review & signature by city engineer; site inspection.								
3 Maintenance bond processing.								
4 One-year inspection by city engineer.								
5 File close-out.								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 19  
 Service Name: Record of Drawing Deposit (as built)  
 Annual Volume: 10

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	10	10	10	10	10	10	10	10
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Submit ROD; gather file; forward to CE.								
2 Review & signature by city engineer; site inspection.								
3 Maintenance bond processing.								
4 One-year inspection by city engineer.								
5 File close-out.								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 19  
 Service Name: Record of Drawing Deposit (as built)  
 Annual Volume: 10

	25	26	27	28	29	30
Volume per Position Title:	10	10	10	10	10	10
Step Description:	Ave # of Minutes:					
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 20  
 Service Name: Special Engineering Studies  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Review, comment, forward copies, document	30	120				30		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:	30	120				30		
Total Hours per Unit:	0.50	2.00				0.50		
Total Annual Hours:	0.50	2.00				0.50		

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 20  
 Service Name: Special Engineering Studies  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Review, comment, forward copies, document								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 20  
 Service Name: Special Engineering Studies  
 Annual Volume: 1

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Review, comment, forward copies, document								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 20  
 Service Name: Special Engineering Studies  
 Annual Volume: 1

		25	26	27	28	29	30
Volume per Position Title:		1	1	1	1	1	1
Step Description:		Ave # of Minutes:					
1	Review, comment, forward copies, document						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total Minutes:							
Total Hours per Unit:							
Total Annual Hours:							

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 22  
 Service Name: Rebate and Payback Agreements  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Meet with applicant and staff.	30	60	30			30		
2 Prepare agreement.		60						
3 Review, meet, revise.		30						
4 Staff report.		30						
5 Council meeting.	15	30	15					
6 Record documents.		15				30		
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:	45	225	45			60		
Total Hours per Unit:	0.75	3.75	0.75			1.00		
Total Annual Hours:	0.75	3.75	0.75			1.00		

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 22  
 Service Name: Rebate and Payback Agreements  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Meet with applicant and staff.		30		60				
2 Prepare agreement.								
3 Review, meet, revise.		30						
4 Staff report.			15					
5 Council meeting.								
6 Record documents.								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:		60	15	60				
Total Hours per Unit:		1.00	0.25	1.00				
Total Annual Hours:		1.00	0.25	1.00				

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 22  
 Service Name: Rebate and Payback Agreements  
 Annual Volume: 1

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Meet with applicant and staff.								
2 Prepare agreement.								
3 Review, meet, revise.								
4 Staff report.								
5 Council meeting.								
6 Record documents.								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 22  
 Service Name: Rebate and Payback Agreements  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
1 Meet with applicant and staff.						
2 Prepare agreement.						
3 Review, meet, revise.						
4 Staff report.						
5 Council meeting.						
6 Record documents.						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

# STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 38  
 Service Name: Street Closure Permit - Nonprofit      Move to & combine with Service 35  
 Annual Volume: \_\_\_\_\_

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official/Inspe	8 Deputy City Clerk
Volume per Position Title:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
Step Description:								
1 Permit Counter (intake - inspection - final)								
2 Initial Plan Check								
3 Recheck Plans								
4 Plan submittal / Fee's / issue							90	
5 Site / Grading								
6 Inspections - Construction								
7 Energy Final / Grading Final / Final Inspection								
8 Planning Review					30			
9 Engineering Review								
10								
11								
12								
13								
15								
Total Minutes:					30		90	
Total Hours per Unit:					0.50		1.50	
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 38  
 Service Name: Street Closure Permit - Nonprofit  
 Annual Volume: \_\_\_\_\_

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 Vehicle & Equipment	14 Vehicle & Equipment	15 Vehicle & Equipment	16 #REF!
Volume per Position Title:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Permit Counter (intake - inspection - final)			45			15		
2 Initial Plan Check								
3 Recheck Plans								
4 Plan submittal / Fee's / issue								
5 Site / Grading								
6 Inspections - Construction					150			
7 Energy Final / Grading Final / Final Inspection								
8 Planning Review								
9 Engineering Review								
9								
10								
11								
12								
13								
15								
Total Minutes:			45		150	15		
Total Hours per Unit:			0.75		2.50	0.25		
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 38  
 Service Name: Street Closure Permit - Nonprofit  
 Annual Volume: \_\_\_\_\_

		17	18	19	20	21	22	23	24
		#REF!							
Volume per Position Title:		Ave # of Minutes:							
Step Description:									
1	Permit Counter (intake - inspection - final)								
2	Initial Plan Check								
3	Recheck Plans								
4	Plan submittal / Fee's / issue								
5	Site / Grading								
6	Inspections - Construction								
7	Energy Final / Grading Final / Final Inspection								
8	Planning Review								
9	Engineering Review								
9									
10									
11									
12									
13									
15									
Total Minutes:									
Total Hours per Unit:									
Total Annual Hours:									

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 38  
 Service Name: Street Closure Permit - Nonprofit  
 Annual Volume: \_\_\_\_\_

	25	26	27	28	29	30
	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Volume per Position Title:	Ave # of Minutes:					
Step Description:	Ave # of Minutes:					
1 Permit Counter (intake - inspection - final)						
2 Initial Plan Check						
3 Recheck Plans						
4 Plan submittal / Fee's / issue						
5 Site / Grading						
6 Inspections - Construction						
7 Energy Final / Grading Final / Final Inspection						
8 Planning Review						
9 Engineering Review						
9						
10						
11						
12						
13						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 39  
 Service Name: number of Commerce - Holiday Signage on Fortuna  
 Annual Volume: \_\_\_\_\_

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official/Inspe	8 Deputy City Clerk
Volume per Position Title:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
Step Description:								
1 Permit Counter (intake - inspection - final)								
2 Initial Plan Check								
3 Recheck Plans								
4 Plan submittal / Fee's / issue							30	
9 Site / Grading								
9 Inspections - Construction								
10 Energy Final / Grading Final / Final Inspection								
8 Planning Review					60			
9 Engineering Review								
10								
11								
12								
13								
14								
15								
Total Minutes:					60		30	
Total Hours per Unit:					1.00		0.50	
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 39

Service Name: Number of Commerce - Holiday Signage on Fortuna

Annual Volume: \_\_\_\_\_

		9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 Risk Manager	14 Parks & Recreation	15 #REF!	16 #REF!
Volume per Position Title:									
Step Description:		Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1	Permit Counter (intake - inspection - final)			40			10		
2	Initial Plan Check								
3	Recheck Plans								
4	Plan submittal / Fee's / issue								
9	Site / Grading								
9	Inspections - Construction					60			
10	Energy Final / Grading Final / Final Inspection								
8	Planning Review								
9	Engineering Review								
10									
11									
12									
13									
14									
15									
Total Minutes:				40		60	10		
Total Hours per Unit:				0.67		1.00	0.17		
Total Annual Hours:									

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 39  
 Service Name: Number of Commerce - Holiday Signage on Fortuna  
 Annual Volume: \_\_\_\_\_

	17	18	19	20	21	22	23	24
	#REF!							
Volume per Position Title:								
Step Description:	Ave # of Minutes:							
1 Permit Counter (intake - inspection - final)								
2 Initial Plan Check								
3 Recheck Plans								
4 Plan submittal / Fee's / issue								
9 Site / Grading								
9 Inspections - Construction								
10 Energy Final / Grading Final / Final Inspection								
8 Planning Review								
9 Engineering Review								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna

Department: Community Development

Fiscal Year: 2007-08

Service #: 39

Service Name: number of Commerce - Holiday Signage on Fortuna

Annual Volume: \_\_\_\_\_

	25	26	27	28	29	30
	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Volume per Position Title:	Ave # of Minutes:					
Step Description:	Ave # of Minutes:					
1 Permit Counter (intake - inspection - final)						
2 Initial Plan Check						
3 Recheck Plans						
4 Plan submittal / Fee's / issue						
9 Site / Grading						
9 Inspections - Construction						
10 Energy Final / Grading Final / Final Inspection						
8 Planning Review						
9 Engineering Review						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 40  
 Service Name: Overhead Banners in Public Right of Way  
 Annual Volume: \_\_\_\_\_

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official/Inspe	8 Deputy City Clerk
Volume per Position Title:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Permit Counter (intake - inspection - final)								
2 Initial Plan Check								
9 Recheck Plans								
10 Plan submittal / Fee's / issue							60	
13 Site / Grading								
6 Inspections - Construction								
7 Energy Final / Grading Final / Final Inspection								
8 Planning Review						60		
9 Engineering Review								
10								
11								
12								
13								
14								
15								
Total Minutes:						60	60	
Total Hours per Unit:						1.00	1.00	
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 40  
 Service Name: Overhead Banners in Public Right of Way  
 Annual Volume: \_\_\_\_\_

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 Risk Manger	14 PW Staff	15 #REF!	16 #REF!
Volume per Position Title:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Permit Counter (intake - inspection - final)			40			10		
2 Initial Plan Check								
9 Recheck Plans								
10 Plan submittal / Fee's / issue								
13 Site / Grading								
6 Inspections - Construction					90			
7 Energy Final / Grading Final / Final Inspection								
8 Planning Review								
9 Engineering Review								
10								
11								
12								
13								
14								
15								
Total Minutes:			40		90	10		
Total Hours per Unit:			0.67		1.50	0.17		
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 40  
 Service Name: Overhead Banners in Public Right of Way  
 Annual Volume: \_\_\_\_\_

	17	18	19	20	21	22	23	24
	#REF!							
Volume per Position Title:	Ave # of Minutes:							
Step Description:	Ave # of Minutes:							
1 Permit Counter (intake - inspection - final)								
2 Initial Plan Check								
9 Recheck Plans								
10 Plan submittal / Fee's / issue								
13 Site / Grading								
6 Inspections - Construction								
7 Energy Final / Grading Final / Final Inspection								
8 Planning Review								
9 Engineering Review								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 40  
 Service Name: Overhead Banners in Public Right of Way  
 Annual Volume: \_\_\_\_\_

	25	26	27	28	29	30
	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Volume per Position Title:						
Step Description:	Ave # of Minutes:					
1 Permit Counter (intake - inspection - final)						
2 Initial Plan Check						
9 Recheck Plans						
10 Plan submittal / Fee's / issue						
13 Site / Grading						
6 Inspections - Construction						
7 Energy Final / Grading Final / Final Inspection						
8 Planning Review						
9 Engineering Review						
10						
11						
12						
13						
14						
15						
Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 44  
 Service Name: Code Enforcement  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 44  
 Service Name: Code Enforcement  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 44  
 Service Name: Code Enforcement  
 Annual Volume: 1

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 44  
 Service Name: Code Enforcement  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
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Total Minutes:						
Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 45  
 Service Name: Long Range/ Advanced Planning  
 Annual Volume: 1

	1	2	3	4	5	6	7	8
	Deputy Director of	City Engineer	City Manager (Acting CDD)	Finance Director	Assistant Planner	Engineering Technician II	Building Official	Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 45  
 Service Name: Long Range/ Advanced Planning  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 45  
 Service Name: Long Range/ Advanced Planning  
 Annual Volume: 1

	17	18	19	20	21	22	23	24
Adjustment to match	1	1	1	1	1	1	1	1
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:							
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If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 45  
 Service Name: Long Range/ Advanced Planning  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
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Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 46  
 Service Name: Counter/Customer Information  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 46  
 Service Name: Counter/Customer Information  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 46  
 Service Name: Counter/Customer Information  
 Annual Volume: 1

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 46  
 Service Name: Counter/Customer Information  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
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Total Hours per Unit:						
Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 48  
 Service Name: Downtown Merchants Assoc & FBID  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 48  
 Service Name: Downtown Merchants Assoc & FBID  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 48  
 Service Name: Downtown Merchants Assoc & FBID  
 Annual Volume: 1

	17	18	19	20	21	22	23	24
	Adjustment to match							
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 48  
 Service Name: Downtown Merchants Assoc & FBID  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
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Total Annual Hours:						

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 49  
 Service Name: All other activity  
 Annual Volume: 1

	1 Deputy Director of	2 City Engineer	3 City Manager (Acting CDD)	4 Finance Director	5 Assistant Planner	6 Engineering Technician II	7 Building Official	8 Deputy City Clerk
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input individual volume statistics per position. Default volume is what was entered on Service Definition worksheet.

Time estimates may be entered either on a step-by-step basis, or in total minutes. If entering step-by-step, totals will be calculated. If entering totals, enter it on line 1.

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 49  
 Service Name: All other activity  
 Annual Volume: 1

	9 Account Clerk III	10 Deputy PW Director -	11 Office/Cleric al Assistant	12 Vehicle & Equipment	13 City Attorney	14	15	16 Contract Surveyor
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 49  
 Service Name: All other activity  
 Annual Volume: 1

	17 Adjustment to match	18	19	20	21	22	23	24
Volume per Position Title:	1	1	1	1	1	1	1	1
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
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Total Minutes:								
Total Hours per Unit:								
Total Annual Hours:								

If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c

## STAFFING INFORMATION PER SERVICE AREA

Agency: City of Fortuna  
 Department: Community Development  
 Fiscal Year: 2007-08  
 Service #: 49  
 Service Name: All other activity  
 Annual Volume: 1

	25	26	27	28	29	30
Volume per Position Title:	1	1	1	1	1	1
Step Description:	Ave # of Minutes:					
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If the annual volume processed differs by position title, input indi

Time estimates may be entered either on a step-by-step basis, c