

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Study Session Worksheet

**Present Date:** 11/27/2012 **Approx. Start Time:** 11:15 AM **Approx. Length:** 15 min.

**Presentation Title:** DTD Job Costing and Fee Calculations

**Department:** Department of Transportation and Development

**Presenters:** Cam Gilmour, Barbara Cartmill, Diedre Landon

**Other Invitees:** Mike McCallister

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Informational update only, no action is required.

### EXECUTIVE SUMMARY:

Transportation and Development has developed and implemented a costing system. We have collected data for the fiscal year 2011-2012 and the first quarter of 2013. Managing costs has long been a priority for the department, and this cost system provides three tools to:

1. Cost Reports
  - Identify the cost of processing specific permits
  - Set fees that are justifiable and equitable
  - Apply fee revenue and General Fund to our services appropriately
2. Program Implementation
  - Evaluate cost versus the demand and benefit for services provided
  - Track work plans for accuracy (e.g., budget, timelines, employee workload)
3. Managing Processes
  - Evaluate efficiencies
  - Task/Function management

These attached reports provide examples of two of the methods the County can use to “drill-down” on specific permits or projects to obtain details that guide process decisions. The first report, Labor Summary by Permit (Attachment A), focuses on Farm/Forest Dwellings, Conditional Use Permits, and PreApplication Meetings. The fees for these three common land-use applications are often compared with other jurisdictions (Fee Comparison with Other Jurisdictions – Attachment C) to compare fees charged by Clackamas County. The report identifies our fee structure, employee tasks necessary to process the application, and whether our fee structure adequately covers our costs.

The second report, Labor Summary by Project (Attachment B), focuses on a County project that was unrelated to permitting. This work was focused on developing the Heritage Tree Program and the reports identify what type of work and ultimate costs went into the development and implementation of the program.

Both in the public sector and private sector, revenue must equal or exceed expenses to continue providing service. Cost management reporting allows decision-makers to evaluate efficiencies and improve processes, implement new programs efficiently, and recommend modifications to the fee structure to recover costs. The tools allow the County to prioritize the services and programs provided as a public service.

**FINANCIAL IMPLICATIONS (current year and ongoing):**

Not Applicable

**LEGAL/POLICY CONSIDERATIONS:**

The costing system provides the County with metrics to assist in policy decisions related to setting fees by providing the data to measure the efficiency and effectiveness of services against performance standards.

- Provides metrics to evaluate the benefits of projects undertaken to achieve objectives related to the well-being of our community;
- Cost accounting detail builds support and understanding of the cost to provide services; and
- Allows the County to determine whether a fee should be set at a level that would capture less than full cost recovery.

What services and programs does the Board wish to provide as public service and what should development pay for?

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

Not Applicable

**RECOMMENDATION:**

Not Applicable

**ATTACHMENTS:**

- Attachment A - Labor Summary by Permit
- Attachment B - Labor Summary by Project
- Attachment C – Fee Comparison with Other Jurisdictions

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_\_\_\_

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Barbara Cartmill 742-4326
--

## **Fiscal Impact Form**

### **RESOURCES:**

Is this item in your current work plan and budget?

YES

NO

### **START-UP EXPENSES AND STAFFING (if applicable):**

Not Applicable

### **ON-GOING OPERATING EXPENSES/SAVINGS AND STAFFING (if applicable):**

Not Applicable

### **ANTICIPATED RESULTS:**

Cost management reporting allows decision makers to evaluate efficiencies and manage processes, implement new programs efficiently, and recommend modifications to the fee structure to recover costs.

### **COSTS & BENEFITS:**

The tools allow the County to know the cost and benefits of providing services and programs.

# DTD Job Costing | Report Roadmap

Transportation and Development has developed and implemented a cost accounting system. We have collected data for the fiscal year 2011-2012 and the first quarter of 2013. Managing costs has long been a priority for the department, and this cost system provides tools for cost identification, program implementation, and managing processes.

The attached reports provide examples of two of the methods that the County can use to “drill-down” on specific permits or projects to obtain details that guide process decisions by either supporting or identifying shortcomings regarding the initial assumptions about workload or the cost to provide the service.

---

## **LABOR SUMMARY BY DEPARTMENT AND FUNCTION**

### **6410 | Planning and Zoning**

This report shows a summary list of the different types of permits and tasks that employees are responsible for within a given timeframe and allows management to review staff work and costs from an overview level by task or permit type. By using expanded or refined search criteria, varied cost configurations and multiple division charges can be captured.

---

### **LABOR SUMMARY BY PERMIT**

Labor Summary by Permit (Attachment A) follows the detail on three different land use processes to identify percent cost recovery under the existing fee schedule: Farm/Forest Dwellings, Conditional Use, and Pre-Application Meetings. The fees for these three common land-use applications are often compared with other jurisdictions (Fee Comparison with Other Jurisdictions – Attachment C) to validate fees charged by Clackamas County. The report summarizes our fee structure, employee tasks necessary to process the application, and whether our fee structure adequately covers our costs for processing specific land use permits.

Labor Summary by Permit (Attachment A)

➤ **LA16 | Farm/Forest Dwellings**

- ❖ Z0004-12: Place one or two legal homes on lot.
  - No site visit required.
  - *Permit with set fee. County gains on applications.*

➤ **LA18 | Conditional Use Permits**

- ❖ Z0063-12: Construct 3M gallon water tank.
  - Site visit, multiple divisions, staff review/comments, hearings officer required.
  - *Permit with set fee and HO deposit. County loses on applications.*

➤ **LA39 | Pre-application Meetings**

- ❖ Z0364-11: Seasonal skate-park at existing ski/snowboard camp.
  - Site visit, multiple divisions, outside agency coordination, staff comments, informational meeting required.
  - *Set fee that is credited toward formal land use application received within one year. County loses on meetings.*

---

### **LABOR SUMMARY BY PROJECT**

Labor Summary by Project (Attachment B) focuses on a County project that was unrelated to permitting. This report summarizes employee hours and costs on individual projects rather than work on land use permitting. (Examples: Regional Center Bike/Ped, ZDO Amendments, and Gladstone Planning Contract).

This packet follows the detail on the Heritage Tree development and implementation project initiated by the Board in 2010. The reports identify what type of work and ultimate costs went into the development and implementation of the program.

- **PP-01 | Project Planning**
  - ❖ PN00054: Heritage Tree Project
    - Employee involvement (hours/tasks/responsibilities).
    - Overtime consistency.
    - *County General Fund*

---

Both in the public sector and private sector, revenue must equal or exceed expenses to continue providing service. Cost management reporting allows decision-makers to evaluate efficiencies and improve processes, implement new programs efficiently, and recommend modifications to the fee structure to recover costs. The tools allow the County to prioritize the services and programs provided as a public service.

**Permit Drill-Down**  
**Dept/Function Labor Summary (Permit Related vs Not Permit Related)**  
07/01/2011 to 06/30/2012

**6410 - PLANNING & ZONING**

Function	Total Labor Hrs	Total Labor/OH Cost	Permit Labor Hrs	Permit Labor/OH Cost	Project Billed* Labor Hrs	Project Billed* Labor/OH Cost	Lbr Hrs Not on Permit and Not Billed	Total Labor/OH Cost Not on Permit and Not Billed
AD99 ADMINISTRATION	7,197.53	\$442,472.61	1.00	\$101.47	107.00	\$9,883.95	<b>7,089.53</b>	<b>\$432,487.19</b>
AM01 GENERAL PLANNING	11,237.67	\$751,855.09	68.08	\$6,272.38	554.00	\$47,191.34	<b>10,615.59</b>	<b>\$698,391.37</b>
AM03 PLANNING ADMIN: DIVISION MANAGEMENT	1,815.00	\$158,946.67	0.00	\$0.00	5.50	\$680.22	<b>1,809.50</b>	<b>\$158,266.45</b>
BP00 BICYCLE/PEDESTRIAN FACILITY	0.75	\$63.02	0.00	\$0.00	0.75	\$63.02	<b>0.00</b>	<b>\$0.00</b>
DS00 DATA SERVICES	74.50	\$4,712.15	0.00	\$0.00	17.50	\$1,557.76	<b>57.00</b>	<b>\$3,154.39</b>
EC03 CAPITAL IMP/ROAD CONST PROJECTS	7.00	\$680.23	0.00	\$0.00	0.00	\$0.00	<b>7.00</b>	<b>\$680.23</b>
HR01 HISTORIC REVIEW (OVERLAY DISTRICT)	59.00	\$4,283.53	5.00	\$357.06	0.00	\$0.00	<b>54.00</b>	<b>\$3,926.47</b>
IC01 INTERGOVERNMENTAL/COMMUNITY RELATIONS	1,543.00	\$139,100.00	59.68	\$5,020.54	1,381.65	\$126,736.56	<b>101.67</b>	<b>\$7,342.90</b>
LA01 LAND USE APPS: HOME OCCUPATIONS/RENEWALS	480.65	\$38,969.69	421.82	\$35,853.83	0.00	\$0.00	<b>58.83</b>	<b>\$3,115.86</b>
LA02 LAND USE APPS: TEMP PERMITS-CARE-RENEWALS	1,225.80	\$88,438.76	6.00	\$521.55	27.00	\$2,739.77	<b>1,192.80</b>	<b>\$85,177.44</b>
LA03 LAND USE APPS: ALTERATION-VERIFICATION NONCONFORM	105.00	\$10,564.37	102.00	\$10,350.13	0.00	\$0.00	<b>3.00</b>	<b>\$214.24</b>
LA04 LAND USE APPS: FLOODPLAIN DEVELOPMENT PERMITS	296.50	\$25,617.02	189.50	\$18,890.85	4.00	\$387.11	<b>103.00</b>	<b>\$6,339.06</b>
LA05 LAND USE APPS: CELL TOWER COLOCATIONS	0.75	\$44.35	0.00	\$0.00	0.00	\$0.00	<b>0.75</b>	<b>\$44.35</b>
LA06 LAND USE APPS: UTIL FACILITY (INCL NEW CELL TWRS)	34.51	\$2,841.54	24.17	\$2,222.20	0.00	\$0.00	<b>10.34</b>	<b>\$619.34</b>
LA08 LAND USE APPS: GREENWAY-PRINCIPAL RIVER	176.25	\$15,783.06	159.75	\$14,816.20	0.00	\$0.00	<b>16.50</b>	<b>\$966.86</b>
LA09 LAND USE APPS: INTERPRETATIONS	24.50	\$2,056.02	23.00	\$1,967.33	0.00	\$0.00	<b>1.50</b>	<b>\$88.69</b>
LA10 LAND USE APPS: RIVER & STREAM CONSERVATION AREA	60.25	\$5,086.15	46.25	\$4,257.72	0.00	\$0.00	<b>14.00</b>	<b>\$828.43</b>
LA11 LAND USE APPS: VARIANCE	95.00	\$7,678.22	80.00	\$6,791.27	0.00	\$0.00	<b>15.00</b>	<b>\$886.95</b>
LA12 LAND USE APPS: PARTITION-MINOR SUBDIVISION	315.50	\$29,266.21	290.00	\$27,698.84	0.00	\$0.00	<b>25.50</b>	<b>\$1,567.37</b>
LA14 LAND USE APPS: MAJOR SUBDIVISION	38.50	\$3,726.33	32.50	\$3,297.85	0.00	\$0.00	<b>6.00</b>	<b>\$428.48</b>
LA15 LAND USE APPS: PROPERTY LINE ADJUSTMENT	133.00	\$9,871.66	77.50	\$6,590.00	0.00	\$0.00	<b>55.50</b>	<b>\$3,281.66</b>
→ LA16 LAND USE APPS: FARM/FOREST DWELLING	127.00	\$12,856.78	126.00	\$12,785.37	0.00	\$0.00	<b>1.00</b>	<b>\$71.41</b>
LA17 LAND USE APPS: FARM/FOREST LOT DIVISION	27.00	\$2,679.65	25.00	\$2,536.83	0.00	\$0.00	<b>2.00</b>	<b>\$142.82</b>
→ LA18 LAND USE APPS: CONDITIONAL USE PERMITS	723.08	\$59,763.24	667.33	\$56,401.01	1.00	\$84.02	<b>54.75</b>	<b>\$3,278.21</b>
LA19 LAND USE APPS: COMPREHENSIVE PLAN AMEND-ZONE CHG	312.92	\$25,624.46	242.67	\$21,414.73	0.00	\$0.00	<b>70.25</b>	<b>\$4,209.73</b>
LA20 LAND USE APPS: ZONE CHANGE	13.00	\$955.35	7.50	\$630.14	0.00	\$0.00	<b>5.50</b>	<b>\$325.21</b>
LA21 LAND USE APPS: MINERAL/AGGREGATE RESOURCE DISTRICT	30.00	\$2,172.13	16.00	\$1,344.31	0.00	\$0.00	<b>14.00</b>	<b>\$827.82</b>
LA22 LAND USE APPS: DESIGN REVIEW	167.75	\$16,682.96	155.25	\$15,718.57	0.00	\$0.00	<b>12.50</b>	<b>\$964.39</b>
LA24 LAND USE APPS: STEEP SLOPE REVIEW	11.00	\$869.97	9.00	\$744.22	0.00	\$0.00	<b>2.00</b>	<b>\$125.75</b>
LA25 LAND USE APPS: MINOR MODIFICATIONS	5.00	\$507.35	5.00	\$507.35	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA27 LAND USE APPS: BUILDING PERMITS	71.50	\$5,300.83	45.00	\$3,758.63	0.00	\$0.00	<b>26.50</b>	<b>\$1,542.20</b>

\*Project Billed Labor Hrs and Cost excludes any labor on a Permit.

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.

COUNTY OF CLACKAMAS  
Department of Transportation and Development

**Permit Drill-Down**  
**Dept/Function Labor Summary (Permit Related vs Not Permit Related)**  
07/01/2011 to 06/30/2012

**6410 - PLANNING & ZONING**

Function	Total Labor Hrs	Total Labor/OH Cost	Permit Labor Hrs	Permit Labor/OH Cost	Project Billed* Labor Hrs	Project Billed* Labor/OH Cost	Lbr Hrs Not on Permit and Not Billed	Total Labor/OH Cost Not on Permit and Not Billed
LA28 LAND USE APPS: FILE MANAGEMENT	2,964.00	\$132,671.25	7.50	\$676.52	8.50	\$538.04	<b>2,948.00</b>	<b>\$131,456.69</b>
LA29 FLOODWAY FISH ENHANCEMENT	15.50	\$1,542.74	14.50	\$1,471.33	0.00	\$0.00	<b>1.00</b>	<b>\$71.41</b>
LA30 LAND USE APPS: CONSTRUCTION MANAGEMENT PLAN	54.75	\$4,931.94	53.25	\$4,844.64	0.00	\$0.00	<b>1.50</b>	<b>\$87.30</b>
LA31 LAND USE APPS: HCA-MAP VERIFICATION PERMIT	69.50	\$6,819.90	59.50	\$6,028.81	0.00	\$0.00	<b>10.00</b>	<b>\$791.09</b>
LA32 LAND USE APPS:HCA- DEV. PERMIT PURSUANT TO SEC (A)	42.25	\$3,855.23	32.25	\$3,127.23	2.00	\$202.95	<b>8.00</b>	<b>\$525.05</b>
LA33 LAND USE APPS:HCA DEV PERMIT PURSUANT TO SEC (B)	17.00	\$1,155.91	4.50	\$428.45	0.00	\$0.00	<b>12.50</b>	<b>\$727.46</b>
LA34 LAND USE APPS: WQRAD BOUNDARY VERIFICATION	14.00	\$1,420.59	14.00	\$1,420.59	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA35 LAND USE APPS: WQRAD DEVELOPMENT PERMIT	9.00	\$875.69	9.00	\$875.69	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA36 LAND USE APPS: OPEN SPACE REVIEW	10.50	\$1,056.73	10.50	\$1,056.73	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA37 LAND USE APPS:PLANNING DIRECTOR REVIEW - OTHER	40.50	\$4,109.61	40.50	\$4,109.61	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
→ LA39 PREAPPLICATION MEETING	<b>304.50</b>	<b>\$26,150.58</b>	260.25	\$23,048.75	4.00	\$405.89	<b>40.25</b>	<b>\$2,695.94</b>
LA42 LAND USE APPS: VESTED RIGHTS	1.50	\$152.21	1.50	\$152.21	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA43 LAND USE APPS: TIME EXTENSIONS	26.50	\$2,401.61	23.50	\$2,187.37	0.00	\$0.00	<b>3.00</b>	<b>\$214.24</b>
LA44 LAND USE APPS: MOBILE VENDING UNITS LEVEL 2	4.00	\$375.83	3.00	\$304.42	0.00	\$0.00	<b>1.00</b>	<b>\$71.41</b>
LU04 DEVELOPMENT REVIEW COORDINATION	188.75	\$17,908.57	164.75	\$15,773.78	21.00	\$1,943.10	<b>3.00</b>	<b>\$191.69</b>
OS02 EECBG=ENERGY EFFICENCY CONSERVATION BLOCK GRANT	3.00	\$215.59	0.00	\$0.00	3.00	\$215.59	<b>0.00</b>	<b>\$0.00</b>
PD01 ZONING: ALL ZONING VIOLATIONS	41.75	\$3,028.60	13.00	\$1,112.54	0.00	\$0.00	<b>28.75</b>	<b>\$1,916.06</b>
PP00 POLICY & PROJECT DEVELOPMENT	490.75	\$42,738.49	0.00	\$0.00	20.75	\$2,092.45	<b>470.00</b>	<b>\$40,646.04</b>
PP01 PROJECT PLANNING	4,978.42	\$410,623.26	10.00	\$1,014.71	239.75	\$22,801.54	<b>4,728.67</b>	<b>\$386,807.01</b>
PP10 ZONING LOT OF RECORD	78.50	\$5,575.27	0.00	\$0.00	0.00	\$0.00	<b>78.50</b>	<b>\$5,575.27</b>
PP50 BLDG PERMIT SITE PLAN REVIEW	9.50	\$855.79	3.00	\$304.42	4.00	\$405.88	<b>2.50</b>	<b>\$145.49</b>
PP70 ADDRESSING: LAND USE & ZONING	394.00	\$17,577.69	0.00	\$0.00	0.00	\$0.00	<b>394.00</b>	<b>\$17,577.69</b>
PS01 PUBLIC SERVICE	4,341.58	\$287,600.15	2.75	\$248.49	11.75	\$1,168.84	<b>4,327.08</b>	<b>\$286,182.82</b>
PS02 FRONT COUNTER	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
RS01 ARBORIST SERVICES (CERTIFIED)	95.75	\$7,561.62	19.50	\$1,638.34	64.00	\$5,198.95	<b>12.25</b>	<b>\$724.33</b>
TR01 TRANSPORTATION PLANNING	807.68	\$71,025.99	0.00	\$0.00	797.18	\$70,011.60	<b>10.50</b>	<b>\$1,014.39</b>
<b>6410 - Planning &amp; Zoning TOTAL:</b>	<b>41,412.09</b>	<b>\$2,921,700.24</b>	<b>3,631.75</b>	<b>\$330,675.01</b>	<b>3,274.33</b>	<b>\$294,308.58</b>	<b>34,506.01</b>	<b>\$2,296,716.65</b>

We chose to drill down on three specific land use files to identify whether our current fee structure was adequate for covering the staff time required to process the permits and the type of work necessary for the different land use applications.

\*Project Billed Labor Hrs and Cost excludes any labor on a Permit.

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.

# Permit Revenue & Cost Summary

**DRAFT**

**Farm Forest Dwelling**  
Applied Date between 07/01/2011 and 06/30/2012

Permit	Description	Comp Type	Sub Type	Applied Date	Status	Total Cost	Total Fees	Revenue minus Cost
→ Z0004-12	THE APPLICANT IS SEEKING TO PLACE ONE OF TWO LEGAL...	ZS4	ZFLD	01/04/2012	APPROVED	\$304.42	\$924.00	\$619.58
Z0193-12	THE APPLICANT IS SEEKING TO DIVIDE OFF TWO OF THRE...	ZS4	ZFLD	04/12/2012	APPROVED	\$355.16	\$924.00	\$568.84



# Permit Revenue & Cost Summary

## Farm Forest Dwelling

Applied Date between 07/01/2011 and 06/30/2012

Permit	Description	Comp Type	Sub Type	Applied Date	Status	Total Cost	Total Fees	Revenue minus Cost
<div style="border: 2px solid blue; border-radius: 15px; padding: 10px; text-align: center;"> <p style="color: red; font-size: 1.2em;">Farm Forest Dwelling</p> <p><b>REPORT SUMMARY:</b></p> </div>		Number of Permits	Total Cost	Total Permit Revenue	Revenue Minus Cost	<div style="border: 2px solid blue; border-radius: 15px; padding: 10px; text-align: center;"> <p style="color: red; font-size: 1.2em;">Average</p> <p>Average Cost per Permit</p> <p style="color: red; font-weight: bold;">\$329.79</p> <p>Average Revenue per Permit</p> <p style="color: red; font-weight: bold;">\$924.00</p> </div>		
		<b>2</b>	<b>\$659.58</b>	<b>\$1,848.00</b>	<b>\$1,188.42</b>			

**\*\* REPORT CRITERIA \*\***

Requested By:	DL	Applied End Date:	06/30/12
Applied Start Date:	07/01/11		
Comp Type:			
Sub Type:	ZFLD		
Permit Status:			
Permit No. (or starts with...):			

DRAFT

Clackamas County charges \$924 for a Farm Forest Dwelling. This is significantly lower than other comparable agencies in the region (with an average fee of \$2,031); and we are covering the cost of our staff time with the lower rate.

*Note: Last budget year (FY 11-12) we received two farm forest dwelling applications in our planning department.*

# Permit Cost Analysis (by Sub Type/Dept)

**DRAFT**

**Farm Forest Dwelling - File Z0004-12**

Applied Date between 07/01/2011 and 06/30/2012

**Sub Type: ZFLD**

Permit	Status of Permit	Received Date	Description	Comp Type	Total Fees
<b>Z0004-12</b>	<b>APPROVED</b>	<b>01/04/2012</b>	<b>THE APPLICANT IS SEEKING TO PLACE ONE OF TWO LEGALLY ESTABLISHED DWELLINGS ON ITS OWN LOT AS PROVIDED WITHIN THE MULTI-DWELLING FOREST LAND DIVISION CRITERION WITHIN THE ORDINANCE. THE NEW LOT MUST BE AT LEAST 2 ACRES. THE APPLICANT IS REQUESTING THE NE</b>	<b>ZS4</b>	<b>\$924.00</b>

Dept ID	Department Name								
<b>6410</b>	<b><u>PLANNING &amp; ZONING</u></b>								
Task #	Description	Func ID	Employee/Vendor	Labor Hrs	Labor	Equip	Material	Overhead	Total Cost
251	LAND USE DECISIONS	LA16	HEWITT, GARY	3.00	\$214.24	\$0.00	\$0.00	\$90.18	\$304.42
		<i>TASK (251) SUBTOTAL:</i>		<i>3.00</i>	<i>\$214.24</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$90.18</i>	<i>\$304.42</i>
<b>DEPT (6410) TOTAL:</b>				<b>3.00</b>	<b>\$214.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90.18</b>	<b>\$304.42</b>

<b>Z0004-12 PERMIT SUMMARY:</b>		<b>Totals</b>	
Farm Forest Dwelling	Total Labor Hours	Total Cost	Total Permit Revenue
	<b>3.00</b>	<b>\$304.42</b>	<b>\$924.00</b>
			Revenue minus Cost
			<b>\$619.58</b>

This report drills down with detail on what the labor numbers on the previous report are derived from, to provide the County with specific information about the type of work that went into this farm forest dwelling review (Z0004-12). These files require research from within the office and do not necessitate a site visit, which significantly reduces the cost to process the files.

# Permit Revenue & Cost Summary

**Conditional Use**

Applied Date between 07/01/2011 and 06/30/2012

**DRAFT**

COUNTY OF CLACKAMAS  
Department of Transportation and Development

Permit	Description	Comp Type	Sub Type	Applied Date	Status	Total Cost	Total Fees	Revenue minus Cost
Z0019-12	EXPANSION OF OAK HILLS PRESBYTERIAN CHURCH THROUGH...	ZS5	ZC	01/12/2012	APPROVED	\$5,867.77	\$695.75	<b>(\$5,172.02)</b>
→ Z0063-12	CONDITIONAL USE PERMIT TO CONSTRUCT A 3-MILLION GA...	ZS5	ZC	02/02/2012	APPROVED	<b>\$8,232.32</b>	<b>\$3,560.00</b>	<b>(\$4,672.32)</b>
Z0117-12	MINOR MODIFICATION OF A PREVIOUSLY APPROVED CONDIT...	ZS5	ZC	03/06/2012	APPROVED	\$1,616.16	\$685.25	<b>(\$930.91)</b>
Z0127-12	THE APPLICATION IS REQUESTING CONDITIONAL USE PERM...	ZS5	ZC	03/08/2012	PENDING	\$10,102.74	\$3,560.00	<b>(\$6,542.74)</b>
Z0181-12	WEDDINGS AND OTHER PUBLIC EVENTS.	ZS5	ZC	04/03/2012	WITHDRAW	\$395.53	\$0.00	<b>(\$395.53)</b>
Z0211-12	USE EXISTING BLDG AS TEMPLE	ZS5	ZC	04/25/2012	WITHDRAW	\$882.19	\$0.00	<b>(\$882.19)</b>
Z0239-12	CONDITIONAL USE PERMIT TO ESTABLISH AN ELECTRICAL ...	ZS5	ZC	05/02/2012	APPROVED	\$4,253.44	\$3,833.00	<b>(\$420.44)</b>
Z0275-12	REQUEST FOR AN EXPANSION OF CHRIST THE KING CHURCH...	ZS5	ZC	05/21/2012	APPROVED	\$2,004.44	\$3,560.00	<b>\$1,555.56</b>
Z0281-12	THE APPLICATION IS REQUESTING A MINOR MODIFICATION...	ZS5	ZC	05/24/2012	APPEALED	\$1,809.13	\$807.75	<b>(\$1,001.38)</b>
Z0287-11	CONDITIONAL USE PERMIT TO ESTABLISH A BED & BREAKF...	ZS5	ZC	07/05/2011	APPROVED	\$4,995.68	\$3,390.00	<b>(\$1,605.68)</b>
Z0296-12	CONDITIONAL USE PERMIT TO CONSTRUCT IMPROVEMENTS T...	ZS5	ZC	05/30/2012	APPROVED	\$5,721.28	\$3,560.00	<b>(\$2,161.28)</b>
Z0300-12	YOUTH CAMP	ZS5	ZC	05/31/2012	PENDING	\$4,005.87	\$3,560.00	<b>(\$445.87)</b>
Z0304-11	CONDITIONAL USE PERMIT TO ESTABLISH A CHURCH IN TH...	ZS5	ZC	07/11/2011	APPROVED	\$13,176.39	\$3,390.00	<b>(\$9,786.39)</b>
Z0321-12	CONDITIONAL USE PERMIT TO INSTALL A COMMERCIAL PAI...	ZS5	ZC	06/07/2012	APPROVED	\$5,178.99	\$3,560.00	<b>(\$1,618.99)</b>
Z0323-12	MINOR MODIFICATION OF A CONDITIONAL USE PERMIT (PC...	ZS5	ZC	06/07/2012	APPROVED	\$4,691.96	\$958.25	<b>(\$3,733.71)</b>
Z0334-12	CONDITIONAL USE PERMIT TO INSTALL A MODULAR CLASSR...	ZS5	ZC	06/13/2012	APPROVED	\$1,330.43	\$3,560.00	<b>\$2,229.57</b>
Z0335-11	LAKE OSWEGO/TIGARD WATER PARTNERSHIP PROPOSES TO C...	ZS5	ZC	07/25/2011	APPROVED	\$1,469.68	\$3,630.00	<b>\$2,160.32</b>
Z0363-12	THE APPLICANT IS REQUESTING A CONDITIONAL USE PERM...	ZS5	ZC	06/26/2012	APPROVED	\$2,411.56	\$3,560.00	<b>\$1,148.44</b>
Z0371-12	A CONDITIONAL USE PERMIT TO AUTHORIZE TEMPORARY US...	ZS5	ZC	06/28/2012	PENDING	\$2,976.60	\$3,560.00	<b>\$583.40</b>
Z0444-11	CONDITIONAL USE PERMIT/DESIGN REVIEW TO CONSTRUCT ...	ZS5	ZC	09/29/2011	APPROVED	\$5,805.12	\$3,560.00	<b>(\$2,245.12)</b>
Z0471-11	A MINOR MODIFICATION OF A PREVIOUSLY APPROVED COND...	ZS5	ZC	10/17/2011	APPROVED	\$1,650.90	\$698.25	<b>(\$952.65)</b>
Z0489-11	CONDITIONAL USE PERMIT TO ESTABLISH A WINERY TASTI...	ZS5	ZC	10/27/2011	APPROVED	\$4,035.98	\$3,610.00	<b>(\$425.98)</b>
Z0492-11	CONDITIONAL USE PERMIT TO ESTABLISH A DETACHED HEL...	ZS5	ZC	11/01/2011	APPROVED	\$5,533.61	\$3,573.00	<b>(\$1,960.61)</b>
Z0515-11	CONDITIONAL USE PERMIT TO ESTABLISH A HOME OCCUPAT...	ZS5	ZC	11/16/2011	APPROVED	\$11,055.12	\$3,573.00	<b>(\$7,482.12)</b>

# Permit Revenue & Cost Summary

**Conditional Use**

Applied Date between 07/01/2011 and 06/30/2012

Permit	Description	Comp Type	Sub Type	Applied Date	Status	Total Cost	Total Fees	Revenue minus Cost
<b>Conditional Use</b>						<b>Average</b>		
<b>REPORT SUMMARY:</b>		Number of Permits	Total Cost	Total Permit Revenue	Revenue Minus Cost	Average Cost per Permit	Average Revenue per Permit	
		<b>24</b>	<b>\$109,202.89</b>	<b>\$64,444.25</b>	<b>(\$44,758.64)</b>	<b>\$4,550.12</b>	<b>\$2,685.18</b>	

**\*\* REPORT CRITERIA \*\***

Requested By:

Applied Start Date:  Applied End Date:

Comp Type:

Sub Type:

Permit Status:

Permit No. (or starts with...):

**DRAFT**

Clackamas County charges \$3,833 for a conditional use permit and captures a \$1,000 deposit toward the cost of a hearings officer. If these meetings cost more than the \$4,833 collected; the remaining cost of the meetings are subsidized by the General Fund.

Detail on the employee time for one of these conditional use applications is on the following pages. We will look at a the cost of a conditional use that overran the hearings officer deposit and identify the staff work that went into processing he application.

*(The hearings officer contract is about \$45,000 per year.)*

# Permit Cost Analysis (by Sub Type/Dept)

**DRAFT**

COUNTY OF CLACKAMAS  
Department of Transportation and Development

Conditional Use - File **Z0063-12**

Applied Date between 07/01/2011 and 06/30/2012

## Sub Type: ZC

Permit	Status of Permit	Received Date	Description	Comp Type	Total Fees
<b>Z0063-12</b>	<b>APPROVED</b>	<b>02/02/2012</b>	<b>CONDITIONAL USE PERMIT TO CONSTRUCT A 3-MILLION GALLON CONCRETE WATER RESERVOIR, NEAR THE MIDDLE OF THE SITE. THE RESERVOIR WILL BE CONSTRUCTED APPROXIMATELY 44% BELOW GRADE AND 56% ABOVE. ALSO PROPOSED IS A SMALL OUTBUILDING TO HOUSE VALVES FOR OPERATIO</b>	<b>ZS5</b>	<b>\$3,560.00</b>

Dept ID	Department Name	Task #	Description	Func ID	Employee/Vendor	Labor Hrs	Labor	Equip	Material	Overhead	Total Cost
<b>2424</b>	<b>ENGINEERING</b>										
		040	MTGS: MISC	LA18	HIXSON, ROBERT	3.75	\$254.39	\$0.00	\$0.00	\$104.75	\$359.14
					<i>TASK (040) SUBTOTAL:</i>	<i>3.75</i>	<i>\$254.39</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$104.75</i>	<i>\$359.14</i>
		375	FILE REVIEW/MANAGEMENT/COMPLETENESS/RVW	LA18	HIXSON, ROBERT	5.75	\$390.06	\$0.00	\$0.00	\$160.62	\$550.68
					<i>TASK (375) SUBTOTAL:</i>	<i>5.75</i>	<i>\$390.06</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$160.62</i>	<i>\$550.68</i>
		378	SITE REVIEW/INSPECTION	LA18	HIXSON, ROBERT	1.00	\$67.84	\$5.00	\$0.00	\$27.93	\$100.77
					<i>TASK (378) SUBTOTAL:</i>	<i>1.00</i>	<i>\$67.84</i>	<i>\$5.00</i>	<i>\$0.00</i>	<i>\$27.93</i>	<i>\$100.77</i>
		379	STAFF COMMENTS/DECISION	LA18	HIXSON, ROBERT	30.00	\$2,035.07	\$0.00	\$0.00	\$838.03	\$2,873.10
				LA18	MULDER, DEANA	1.00	\$75.10	\$0.00	\$0.00	\$30.93	\$106.03
					<i>TASK (379) SUBTOTAL:</i>	<i>31.00</i>	<i>\$2,110.17</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$868.96</i>	<i>\$2,979.13</i>
<b>DEPT (2424) TOTAL:</b>						<b>41.50</b>	<b>\$2,822.46</b>	<b>\$5.00</b>	<b>\$0.00</b>	<b>\$1,162.26</b>	<b>\$3,989.72</b>

Dept ID	Department Name	Task #	Description	Func ID	Employee/Vendor	Labor Hrs	Labor	Equip	Material	Overhead	Total Cost
<b>6410</b>	<b>PLANNING &amp; ZONING</b>										
		0	(NONE)	LA18	KENNETH D. HELM, ATTORNEY AT LAW	0.00	\$0.00	\$0.00	\$1,302.00	\$0.00	\$1,302.00
					<i>TASK (0) SUBTOTAL:</i>	<i>0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,302.00</i>	<i>\$0.00</i>	<i>\$1,302.00</i>
		251	LAND USE DECISIONS	LA18	INGALLS, SANDRA	30.50	\$1,803.46	\$0.00	\$0.00	\$759.07	\$2,562.53
					<i>TASK (251) SUBTOTAL:</i>	<i>30.50</i>	<i>\$1,803.46</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$759.07</i>	<i>\$2,562.53</i>
		313	HEARINGS OFFICER/APPEALS	LA18	INGALLS, SANDRA	4.50	\$266.08	\$0.00	\$0.00	\$111.99	\$378.07
					<i>TASK (313) SUBTOTAL:</i>	<i>4.50</i>	<i>\$266.08</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$111.99</i>	<i>\$378.07</i>
<b>DEPT (6410) TOTAL:</b>						<b>35.00</b>	<b>\$2,069.54</b>	<b>\$0.00</b>	<b>\$1,302.00</b>	<b>\$871.06</b>	<b>\$4,242.60</b>

# Permit Cost Analysis (by Sub Type/Dept)

Conditional Use - File Z0063-12

Applied Date between 07/01/2011 and 06/30/2012

**DRAFT**

**Sub Type: ZC**

Z0063-12 PERMIT SUMMARY: Conditional Use	Total Labor Hours	Totals		Revenue minus Cost <b>(\$4,672.32)</b>
		Total Cost	Total Permit Revenue	
	<b>76.50</b>	<b>\$8,232.32</b>	<b>\$3,560.00</b>	

This Permit detail report 'drilled down' to provide specific information about the type of work that went into this conditional use file (Z0063-12). After further review of the file, we identified that the \$1,000 deposit for the hearings officer fell short of the \$1,302 charged so we looked into the average cost of the hearings officer; the planning director estimates that on average, the hearings officer charges \$800 per hearing.

This report demonstrates that costs to process similar permits can fluctuate significantly and that identifying the outliers can help guide fee structure decisions that prevent all applicants from paying for applications that fall outside of the norm.

# Permit Revenue & Cost Summary

**DRAFT**

COUNTY OF CLACKAMAS  
Department of Transportation and Development

**Pre-Application Meetings**

Applied Date between 07/01/2011 and 06/30/2012

Permit	Description	Comp Type	Sub Type	Applied Date	Status	Total Cost	Total Fees	Revenue minus Cost
Z0018-12	PRE APP/ PAINTBALL PARK	ZS3	ZPAC	01/12/2012	PREAPP	\$1,195.20	\$273.00	<b>(\$922.20)</b>
Z0020-12	PRE-APPLICATION CONFERENCE FOR M49 3-LOT PARTITION	ZS3	ZPAC	01/17/2012	PREAPP	\$1,206.92	\$273.00	<b>(\$933.92)</b>
Z0030-12	PRE APP/PARTITION	ZS3	ZPAC	01/19/2012	PREAPP	\$708.28	\$273.00	<b>(\$435.28)</b>
Z0031-12	PRE-APPLICATION CONFERENCE TO UPGRADE AND RENOVATE...	ZS3	ZPAC	01/23/2012	PREAPP	\$304.42	\$273.00	<b>(\$31.42)</b>
Z0043-12	PRE APP/LIGHT RAIL PLATFORM	ZS3	ZPAC	01/26/2012	PREAPP	\$514.20	\$273.00	<b>(\$241.20)</b>
Z0048-12	PRE-APPLICATION CONFERENCE FOR M49 PARTITION	ZS3	ZPAC	01/30/2012	PREAPP	\$1,346.10	\$273.00	<b>(\$1,073.10)</b>
Z0049-12	PRE-APPLICATION CONFERENCE FOR OPERATION FACILITY	ZS3	ZPAC	01/30/2012	PREAPP	\$2,980.09	\$273.00	<b>(\$2,707.09)</b>
Z0064-12	PRE-APPLICATION CONFERENCE FOR ADDITION TO EXISTIN...	ZS3	ZPAC	02/06/2012	PREAPP	\$970.16	\$273.00	<b>(\$697.16)</b>
Z0068-12	PRE-APPLICATION CONFERENCE FOR 3-LOT PARTITION	ZS3	ZPAC	02/07/2012	PREAPP	\$819.17	\$273.00	<b>(\$546.17)</b>
Z0070-12	PRE APP/PARTITION	ZS3	ZPAC	02/09/2012	PREAPP	\$1,580.88	\$273.00	<b>(\$1,307.88)</b>
Z0082-12	PRE-APPLICATOIN CONFERENCE FOR WORK AT HOUSING AUT...	ZS3	ZPAC	02/16/2012	PREAPP	\$241.04	\$273.00	<b>\$31.96</b>
Z0091-12	PRE-APPLICATION CONFERENCE FOR 2-LOT PARTITION	ZS3	ZPAC	02/21/2012	PREAPP	\$773.90	\$273.00	<b>(\$500.90)</b>
Z0100-12	PRE APP/PARTITION	ZS3	ZPAC	02/23/2012	PREAPP	\$1,276.27	\$273.00	<b>(\$1,003.27)</b>
Z0107-12	PRE APP/FUELING STATION	ZS3	ZPAC	02/29/2012	PREAPP	\$1,459.50	\$273.00	<b>(\$1,186.50)</b>
Z0111-12	PRE APP/PARTITION	ZS3	ZPAC	03/01/2012	PREAPP	\$800.54	\$273.00	<b>(\$527.54)</b>
Z0115-12	PRE-APPLICATION CONFERENCE 5-LOT SUBDIVISION	ZS3	ZPAC	03/05/2012	PREAPP	\$2,533.09	\$273.00	<b>(\$2,260.09)</b>
Z0119-12	PRE APP/COND USE	ZS3	ZPAC	03/07/2012	PREAPP	\$838.61	\$273.00	<b>(\$565.61)</b>
Z0122-12	PRE APP/PARTITION	ZS3	ZPAC	03/08/2012	PREAPP	\$348.78	\$273.00	<b>(\$75.78)</b>
Z0126-12	PRE APP/ RESIDENTIAL CARE FACILITY	ZS3	ZPAC	03/08/2012	PREAPP	\$152.21	\$273.00	<b>\$120.79</b>
Z0129-12	3-LOT MEASURE 49 PARTITION	ZS3	ZPAC	03/12/2012	PREAPP	\$891.44	\$273.00	<b>(\$618.44)</b>
Z0134-12	PRE APP/ROSE VILLA RENOVATION	ZS3	ZPAC	03/15/2012	PREAPP	\$3,505.26	\$273.00	<b>(\$3,232.26)</b>
Z0138-12	PRE APP/ RV CAMPSITE	ZS3	ZPAC	03/15/2012	WITHDRAW	\$378.08	\$0.00	<b>(\$378.08)</b>
Z0139-12	PRE APP/PARTITION	ZS3	ZPAC	03/15/2012	PREAPP	\$905.93	\$273.00	<b>(\$632.93)</b>
Z0143-12	3-LOT M49 PARTITION	ZS3	ZPAC	03/19/2012	PREAPP	\$340.89	\$273.00	<b>(\$67.89)</b>
Z0158-12	PRE APP/FOREST DWELLING/PLA	ZS3	ZPAC	03/22/2012	PREAPP	\$101.47	\$273.00	<b>\$171.53</b>
Z0162-12	PRE APP/REMODEL/ADDITION	ZS3	ZPAC	03/22/2012	PREAPP	\$2,635.69	\$273.00	<b>(\$2,362.69)</b>
Z0164-12	PRE-APPLICATION CONFERENCE TO ADD EXISTING LOBBY S...	ZS3	ZPAC	03/26/2012	PREAPP	\$525.11	\$273.00	<b>(\$252.11)</b>
Z0194-12	(N/A)	ZS3	ZPAC	04/16/2012	PREAPP	\$841.43	\$273.00	<b>(\$568.43)</b>
Z0197-12	PRE-APPLICATION CONFERENCE FOR CONDITIONAL USE FOR...	ZS3	ZPAC	04/17/2012	PREAPP	\$1,904.65	\$273.00	<b>(\$1,631.65)</b>
Z0207-12	PRE-APPLICATION CONFERENCE TO PARTITION PROPERTY	ZS3	ZPAC	04/23/2012	PREAPP	\$101.47	\$273.00	<b>\$171.53</b>
Z0215-12	ADD 30' X 60' PAVILION EAST OF PARKING LOT IN FIEL...	ZS3	ZPAC	04/30/2012	PREAPP	\$338.56	\$273.00	<b>(\$65.56)</b>
Z0218-12	PRE-APPLICATION CONFERENCE TO LEASE VACANT BUILDIN...	ZS3	ZPAC	04/30/2012	PREAPP	\$1,336.84	\$273.00	<b>(\$1,063.84)</b>
Z0219-12	2-LOT PARTITION	ZS3	ZPAC	05/01/2012	PREAPP	\$448.08	\$273.00	<b>(\$175.08)</b>
Z0243-12	PRE-APPLICATION CONFERENCE FOR 2-LOT PARTITION	ZS3	ZPAC	05/03/2012	PREAPP	\$335.66	\$273.00	<b>(\$62.66)</b>
Z0249-12	BREEDING DOGS W/OUT LUA	ZS3	ZPAC	05/09/2012	PREAPP	\$93.64	\$273.00	<b>\$179.36</b>
Z0252-12	PRE APP/EVENT RENTAL SPACE	ZS3	ZPAC	05/09/2012	PREAPP	\$446.98	\$0.00	<b>(\$446.98)</b>
Z0263-12	2-LOT M 49 PARTITION	ZS3	ZPAC	05/14/2012	PREAPP	\$1,123.19	\$273.00	<b>(\$850.19)</b>
Z0269-12	PRE APP/DUTCH BROTHERS	ZS3	ZPAC	05/17/2012	PREAPP	\$2,037.27	\$273.00	<b>(\$1,764.27)</b>
Z0270-12	PRE APP/GOODWILL BUILDING	ZS3	ZPAC	05/17/2012	PREAPP	\$2,659.65	\$273.00	<b>(\$2,386.65)</b>

# Permit Revenue & Cost Summary

## Pre-Application Meetings

Applied Date between 07/01/2011 and 06/30/2012

Permit	Description	Comp Type	Sub Type	Applied Date	Status	Total Cost	Total Fees	Revenue minus Cost
Z0272-12	PRE-APPLICATION CONFERENCE FOR 3-LOT PARTITION	ZS3	ZPAC	05/21/2012	PREAPP	\$367.64	\$273.00	<b>(\$94.64)</b>
Z0282-12	PRE APP/SOLAR FARM	ZS3	ZPAC	05/24/2012	PREAPP	\$1,147.97	\$273.00	<b>(\$874.97)</b>
Z0299-12	PRE APP/11 LOT PUD	ZS3	ZPAC	05/31/2012	PREAPP	\$633.66	\$273.00	<b>(\$360.66)</b>
Z0305-11	PRE-APPLICATION CONFERENCE FOR 3-LOT PARTITION	ZS3	ZPAC	07/12/2011	PREAPP	\$487.87	\$273.00	<b>(\$214.87)</b>
Z0310-11	PRE APPLICATION/ CONDITIONAL USE	ZS3	ZPAC	07/14/2011	PREAPP	\$3,051.85	\$273.00	<b>(\$2,778.85)</b>
Z0311-12	BUSINESS W/OUT LUA & SOLID WASTE	ZS3	ZPAC	06/05/2012	PREAPP	\$252.40	\$273.00	<b>\$20.60</b>
Z0316-11	OPERATING DAYCARE / DRIVEWAY ACCESS W/OUT PERMIT	ZS3	ZPAC	07/14/2011	PREAPP	\$4,773.60	\$273.00	<b>(\$4,500.60)</b>
Z0318-11	3-LOT PARTITION PER MEASURE 49 APPROVAL.	ZS3	ZPAC	07/18/2011	PREAPP	\$487.87	\$260.00	<b>(\$227.87)</b>
Z0333-12	PRE-APPLICATION CONFERENCE/DESIGN REVIEW	ZS3	ZPAC	06/12/2012	PREAPP	\$1,024.26	\$273.00	<b>(\$751.26)</b>
Z0336-12	PRE APP/ SENIOR APARTMENTS	ZS3	ZPAC	06/13/2012	PREAPP	\$1,032.36	\$273.00	<b>(\$759.36)</b>
Z0345-11	PRE-APPLICATION CONFERENCE FOR 3-LOT PARTITION	ZS3	ZPAC	07/26/2011	PREAPP	\$435.55	\$260.00	<b>(\$175.55)</b>
Z0348-12	PRE APP/STARBUCKS DRIVE THRU	ZS3	ZPAC	06/20/2012	PREAPP	\$587.33	\$273.00	<b>(\$314.33)</b>
Z0350-12	PRE APP/ HO EXCEPTION	ZS3	ZPAC	06/21/2012	PREAPP	\$762.44	\$273.00	<b>(\$489.44)</b>
Z0351-12	PRE APP/ MULTI USE ASSEMBLY SPACE ARBOR SCHOOL	ZS3	ZPAC	06/21/2012	PREAPP	\$1,237.17	\$273.00	<b>(\$964.17)</b>
Z0352-12	(N/A)	ZS3	ZPAC	06/25/2012	PREAPP	\$901.43	\$273.00	<b>(\$628.43)</b>
Z0355-11	PRE APP/INCREASE SITTING AREA	ZS3	ZPAC	08/03/2011	PREAPP	\$938.24	\$273.00	<b>(\$665.24)</b>
→ Z0364-11	PRE-APPLICATION CONFERENCE FOR SKATE PARK	ZS3	ZPAC	08/08/2011	PREAPP	\$3,435.48	\$273.00	<b>(\$3,162.48)</b>
Z0369-11	PRE APP/WATER STORAGE TANK	ZS3	ZPAC	08/15/2011	PREAPP	\$2,192.81	\$273.00	<b>(\$1,919.81)</b>
Z0375-12	M49 PARTITION	ZS3	ZPAC	06/28/2012	PREAPP	\$191.08	\$273.00	<b>\$81.92</b>
Z0381-11	NEW CLASSROOM AND OFFICE	ZS3	ZPAC	08/29/2011	PREAPP	\$732.34	\$273.00	<b>(\$459.34)</b>
Z0395-11	PRE APP/PARTITION	ZS3	ZPAC	08/31/2011	PREAPP	\$324.64	\$273.00	<b>(\$51.64)</b>
Z0405-11		ZS3	ZPAC	09/07/2011	PREAPP	\$439.77	\$273.00	<b>(\$166.77)</b>
Z0410-11	(N/A)	ZS3	ZPAC	09/14/2011	PREAPP	\$488.64	\$273.00	<b>(\$215.64)</b>
Z0429-11	PRE APP/CAMP	ZS3	ZPAC	09/21/2011	PREAPP	\$1,107.05	\$273.00	<b>(\$834.05)</b>
Z0431-11	PRE APP/CANINE SKILLS TRAINING	ZS3	ZPAC	09/22/2011	PREAPP	\$1,535.08	\$273.00	<b>(\$1,262.08)</b>
Z0436-11	PRE APP PROPOSED CONSTRUCTION OF A 178,000 SF DIST...	ZS3	ZPAC	09/26/2011	PREAPP	\$1,080.52	\$273.00	<b>(\$807.52)</b>
Z0450-11	PRE APP/CHURCH	ZS3	ZPAC	10/03/2011	PREAPP	\$1,291.47	\$273.00	<b>(\$1,018.47)</b>
Z0454-11	PRE APP ADDITION CHRIST THE KING	ZS3	ZPAC	10/05/2011	PREAPP	\$1,448.52	\$273.00	<b>(\$1,175.52)</b>
Z0455-11	PRE APP/PARTITION	ZS3	ZPAC	10/05/2011	PREAPP	\$335.66	\$273.00	<b>(\$62.66)</b>
Z0456-11	PRE APP/DESIGN REVIEW MULT FAMILY DEV	ZS3	ZPAC	10/06/2011	PREAPP	\$632.00	\$273.00	<b>(\$359.00)</b>
Z0457-11	PRE APP/PARTITION	ZS3	ZPAC	10/06/2011	PREAPP	\$241.04	\$0.00	<b>(\$241.04)</b>
Z0467-11	(N/A)	ZS3	ZPAC	10/11/2011	PREAPP	\$1,613.16	\$273.00	<b>(\$1,340.16)</b>
Z0468-11	PRE APP/GROCERY STORE	ZS3	ZPAC	10/12/2011	PREAPP	\$1,519.21	\$273.00	<b>(\$1,246.21)</b>
Z0474-11	PRE APP/RENOVATE EXISTING BLDG	ZS3	ZPAC	10/20/2011	PREAPP	\$308.97	\$273.00	<b>(\$35.97)</b>
Z0479-11	PRE-APPLICATION CONFERENCE	ZS3	ZPAC	10/24/2011	PREAPP	\$495.34	\$273.00	<b>(\$222.34)</b>
Z0486-11	PRE-APPLICATION CONFERENCE/2-LOT M 49 PARTITION	ZS3	ZPAC	10/25/2011	PREAPP	\$668.40	\$0.00	<b>(\$668.40)</b>
Z0500-11	RAZE EXISTING 1,323 SQ FT CONVENIENCE STORE AND RE...	ZS3	ZPAC	11/08/2011	PREAPP	\$860.53	\$273.00	<b>(\$587.53)</b>
Z0509-11	(N/A)	ZS3	ZPAC	11/14/2011	PREAPP	\$414.90	\$273.00	<b>(\$141.90)</b>
Z0514-11	PRE APP/PARTITION	ZS3	ZPAC	11/16/2011	PREAPP	\$211.96	\$273.00	<b>\$61.04</b>



# Permit Revenue & Cost Summary

## Pre-Application Meetings

Applied Date between 07/01/2011 and 06/30/2012

Permit	Description	Comp Type	Sub Type	Applied Date	Status	Total Cost	Total Fees	Revenue minus Cost
Z0516-11	PRE APP/RESTORE FLOODPLAIN	ZS3	ZPAC	11/17/2011	PREAPP	\$2,037.63	\$273.00	<b>(\$1,764.63)</b>
Z0521-11	(N/A)	ZS3	ZPAC	11/21/2011	PREAPP	\$1,034.05	\$273.00	<b>(\$761.05)</b>
Z0523-11	BARTON PARK NEW MODULAR BUILDING, INSTALL NEW WELL...	ZS3	ZPAC	11/22/2011	PREAPP	\$680.54	\$273.00	<b>(\$407.54)</b>
Z0529-11	PRE-APPLICATION CONFERENCE/M49 PARTITION	ZS3	ZPAC	11/28/2011	PREAPP	\$414.90	\$273.00	<b>(\$141.90)</b>
Z0532-11	PRE APP / PARTITION	ZS3	ZPAC	11/30/2011	PREAPP	\$644.05	\$273.00	<b>(\$371.05)</b>
Z0534-11	PRE APP/ADD OFFICE/CLASSROOM/STORAGE	ZS3	ZPAC	12/01/2011	PREAPP	\$1,547.12	\$273.00	<b>(\$1,274.12)</b>
Z0542-11	PRE-APPLICATION CONFERENCE FOR CONDITONAL USE	ZS3	ZPAC	12/12/2011	PREAPP	\$1,082.59	\$273.00	<b>(\$809.59)</b>
Z0543-11	2-LOT PARTITON PRE-APPLICATION CONFERENCE	ZS3	ZPAC	12/12/2011	PREAPP	\$737.92	\$273.00	<b>(\$464.92)</b>
Z0546-11	CONDITIONAL USE PRE-APPLICATON CONFERENCE TO SELL ...	ZS3	ZPAC	12/19/2011	PREAPP	\$1,148.80	\$273.00	<b>(\$875.80)</b>
Z0550-11	PRE APP/CHURCH	ZS3	ZPAC	12/22/2011	PREAPP	\$908.54	\$273.00	<b>(\$635.54)</b>
Z0552-11	PRE-APPLICATION CONFERENCE FOR BANK AND RESTAURANT	ZS3	ZPAC	12/29/2011	PREAPP	\$304.41	\$273.00	<b>(\$31.41)</b>
Z0556-11	OPER SCRAP METAL YARD	ZS3	ZPAC	12/29/2011	PREAPP	\$1,179.14	\$273.00	<b>(\$906.14)</b>

# Permit Revenue & Cost Summary

DRAFT

**Pre-Application Meetings**

Applied Date between 07/01/2011 and 06/30/2012

Permit	Description	Comp Type	Sub Type	Applied Date	Status	Total Cost	Total Fees	Revenue minus Cost
<b>Pre-application Meetings</b>								<b>Average</b>
<b>REPORT SUMMARY:</b>		Number of Permits	Total Cost	Total Permit Revenue	Revenue Minus Cost	Average Cost per Permit	Average Revenue per Permit	
		<b>90</b>	<b>\$92,410.55</b>	<b>\$23,452.00</b>	<b>(\$68,958.55)</b>	<b>\$1,026.78</b>	<b>\$260.58</b>	

*(Staff provide the applicant(s) with useful information through a combination of research, meetings, site visits, phone calls, etc.)*

**\*\* REPORT CRITERIA \*\***

Requested By:	DL	Applied End Date:	06/30/12
Applied Start Date:	07/01/11		
Comp Type:			
Sub Type:	ZPAC		
Permit Status:			
Permit No. (or starts with...):	Z		

The location of the site, existing conditions, and agency coordination can all influence the staff time necessary for a site visit and coordination prior to the meeting. Clackamas County charges \$273 for a pre-application meeting. This is applied as a credit toward the formal land use application if the development moves forward. These informational meetings are subsidized by the General Fund.

Detail on the staff preparation for one of these meetings is on the following pages. We will look at a pre-application meeting resulting from a code compliance violation at the High Cascade Ski and Snowboard Camp for the addition of a Skate Park. (Pre-Application File: Z0364-11)

*(Staff is working with TS to obtain the 'parent' file number that links the pre-application files to the formal land use and/or development permits. Once this data is available, we can determine the number of applications that become formal projects and therefore what level of investment the pre-application subsidy generates.)*

# Permit Cost Analysis (by Sub Type/Dept)

Pre-Application Conference: Z0364-11

Applied Date between 07/01/2011 and 06/30/2012

## Sub Type: ZPAC

Permit	Status of Permit	Received Date	Description	Comp Type	Total Fees
<b>Z0364-11</b>	<b>PREAPP</b>	<b>08/08/2011</b>	<b>PRE-APPLICATION CONFERENCE FOR SKATE PARK (High Cascade Ski &amp; Snowboard Camp)</b>	<b>ZS3</b>	<b>\$273.00</b>

Dept ID	Department Name	Task #	Description	Func ID	Employee/Vendor	Labor Hrs	Labor	Equip	Material	Overhead	Total Cost
<b>2424</b>	<b>ENGINEERING</b>										
		040	MTGS: MISC	LA39	HIXSON, ROBERT	3.75	\$254.38	\$0.00	\$0.00	\$104.76	\$359.14
				LA39	JOHNSON, TORY	1.00	\$71.74	\$0.00	\$0.00	\$29.54	\$101.28
				LA39	KENT, KENNETH	3.00	\$197.72	\$0.00	\$0.00	\$81.42	\$279.14
				LA39	LANDON, DIEDRE	2.00	\$122.57	\$0.00	\$0.00	\$50.48	\$173.05
				<i>TASK (040) SUBTOTAL:</i>		9.75	\$646.41	\$0.00	\$0.00	\$266.20	\$912.61
		<b>374</b>	<b>CUSTOMER INFO (COUNTER/PHONE/CORRESPOND)</b>	<b>LA39</b>	<b>HIXSON, ROBERT</b>	<b>10.00</b>	<b>\$678.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$279.34</b>	<b>\$957.70</b>
				<i>TASK (374) SUBTOTAL:</i>		<b>10.00</b>	<b>\$678.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$279.34</b>	<b>\$957.70</b>
		375	FILE REVIEW/MANAGEMENT/COMPLETENESS/RVW	LA39	HIXSON, ROBERT	4.50	\$305.27	\$0.00	\$0.00	\$125.70	\$430.97
				<i>TASK (375) SUBTOTAL:</i>		4.50	\$305.27	\$0.00	\$0.00	\$125.70	\$430.97
		<b>DEPT (2424) TOTAL:</b>				<b>24.25</b>	<b>\$1,630.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$671.24</b>	<b>\$2,301.28</b>

Dept ID	Department Name	Task #	Description	Func ID	Employee/Vendor	Labor Hrs	Labor	Equip	Material	Overhead	Total Cost
<b>6410</b>	<b>PLANNING &amp; ZONING</b>										
		040	MTGS: MISC	LA18	INGALLS, SANDRA	2.00	\$118.26	\$0.00	\$0.00	\$49.78	\$168.04
				LA39	INGALLS, SANDRA	3.00	\$177.38	\$0.00	\$0.00	\$74.66	\$252.04
				<i>TASK (040) SUBTOTAL:</i>		5.00	\$295.64	\$0.00	\$0.00	\$124.44	\$420.08
		251	LAND USE DECISIONS	LA39	INGALLS, SANDRA	0.50	\$29.56	\$0.00	\$0.00	\$12.44	\$42.00
				<i>TASK (251) SUBTOTAL:</i>		0.50	\$29.56	\$0.00	\$0.00	\$12.44	\$42.00
		252	PREAPP PREPARATION	LA39	INGALLS, SANDRA	6.50	\$384.33	\$0.00	\$0.00	\$161.77	\$546.10
				<i>TASK (252) SUBTOTAL:</i>		6.50	\$384.33	\$0.00	\$0.00	\$161.77	\$546.10
		291	RECORDS RESEARCH	LA39	INGALLS, SANDRA	1.00	\$59.13	\$0.00	\$0.00	\$24.89	\$84.02
				<i>TASK (291) SUBTOTAL:</i>		1.00	\$59.13	\$0.00	\$0.00	\$24.89	\$84.02
		374	CUSTOMER INFO (COUNTER/PHONE/CORRESPOND)	PS01	INGALLS, SANDRA	0.50	\$29.56	\$0.00	\$0.00	\$12.44	\$42.00
				<i>TASK (374) SUBTOTAL:</i>		0.50	\$29.56	\$0.00	\$0.00	\$12.44	\$42.00

# Permit Cost Analysis (by Sub Type/Dept)

**DRAFT**

**Pre-Application Conference: Z0364-11**  
Applied Date between 07/01/2011 and 06/30/2012

**Sub Type: ZPAC**

Dept ID: **6410** Department Name: **PLANNING & ZONING**

Task #	Description	Func ID	Employee/Vendor	Labor Hrs	Labor	Equip	Material	Overhead	Total Cost
<b>DEPT (6410) TOTAL:</b>				<b>13.50</b>	<b>\$798.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$335.98</b>	<b>\$1,134.20</b>

<b>Z0364-11 PERMIT SUMMARY:</b> <b>Pre-App Meeting</b>	Total Labor Hours	<b>37.75</b>	<b>Totals</b>	Total Permit Revenue	<b>\$273.00</b>	Revenue minus Cost	<b>(\$3,162.48)</b>
			Total Cost		<b>\$3,435.48</b>		

This Permit detail report 'drilled down' to provide specific information about the type of work that went into this pre-application meeting (Z0364-11). After further review of the file, we identified 10-hours of staff time spent working to correct an existing code compliance issue. This demonstrates that many divisions can become involved in the correction of an existing code violation.

We can start with an overview of all of the permits received during a specific period of time and identify outliers -- like this pre-app and look further to identify the employee name, dates, and hours for each task billed against a specific permit. This is useful when a permit seems to exceed the typical cost, or is significantly lower than the standard permit -- the additional detail provides information to assist in County fee decisions.

**Project Drill-Down**  
**Dept/Function Labor Summary (Permit Related vs Not Permit Related)**  
**07/01/2011 to 06/30/2012**

**6410 - PLANNING & ZONING**

Function	Total Labor Hrs	Total Labor/OH Cost	Permit Labor Hrs	Permit Labor/OH Cost	Project Billed* Labor Hrs	Project Billed* Labor/OH Cost	Lbr Hrs Not on Permit and Not Billed	Total Labor/OH Cost Not on Permit and Not Billed
AD99 ADMINISTRATION	7,197.53	\$442,472.61	1.00	\$101.47	107.00	\$9,883.95	<b>7,089.53</b>	<b>\$432,487.19</b>
AM01 GENERAL PLANNING	11,237.67	\$751,855.09	68.08	\$6,272.38	554.00	\$47,191.34	<b>10,615.59</b>	<b>\$698,391.37</b>
AM03 PLANNING ADMIN: DIVISION MANAGEMENT	1,815.00	\$158,946.67	0.00	\$0.00	5.50	\$680.22	<b>1,809.50</b>	<b>\$158,266.45</b>
BP00 BICYCLE/PEDESTRIAN FACILITY	0.75	\$63.02	0.00	\$0.00	0.75	\$63.02	<b>0.00</b>	<b>\$0.00</b>
DS00 DATA SERVICES	74.50	\$4,712.15	0.00	\$0.00	17.50	\$1,557.76	<b>57.00</b>	<b>\$3,154.39</b>
EC03 CAPITAL IMP/ROAD CONST PROJECTS	7.00	\$680.23	0.00	\$0.00	0.00	\$0.00	<b>7.00</b>	<b>\$680.23</b>
HR01 HISTORIC REVIEW (OVERLAY DISTRICT)	59.00	\$4,283.53	5.00	\$357.06	0.00	\$0.00	<b>54.00</b>	<b>\$3,926.47</b>
IC01 INTERGOVERNMENTAL/COMMUNITY RELATIONS	1,543.00	\$139,100.00	59.68	\$5,020.54	1,381.65	\$126,736.56	<b>101.67</b>	<b>\$7,342.90</b>
LA01 LAND USE APPS: HOME OCCUPATIONS/RENEWALS	480.65	\$38,969.69	421.82	\$35,853.83	0.00	\$0.00	<b>58.83</b>	<b>\$3,115.86</b>
LA02 LAND USE APPS: TEMP PERMITS-CARE-RENEWALS	1,225.80	\$88,438.76	6.00	\$521.55	27.00	\$2,739.77	<b>1,192.80</b>	<b>\$85,177.44</b>
LA03 LAND USE APPS: ALTERATION-VERIFICATION NONCONFORM	105.00	\$10,564.37	102.00	\$10,350.13	0.00	\$0.00	<b>3.00</b>	<b>\$214.24</b>
LA04 LAND USE APPS: FLOODPLAIN DEVELOPMENT PERMITS	296.50	\$25,617.02	189.50	\$18,890.85	4.00	\$387.11	<b>103.00</b>	<b>\$6,339.06</b>
LA05 LAND USE APPS: CELL TOWER COLOCATIONS	0.75	\$44.35	0.00	\$0.00	0.00	\$0.00	<b>0.75</b>	<b>\$44.35</b>
LA06 LAND USE APPS: UTIL FACILITY (INCL NEW CELL TWRS)	34.51	\$2,841.54	24.17	\$2,222.20	0.00	\$0.00	<b>10.34</b>	<b>\$619.34</b>
LA08 LAND USE APPS: GREENWAY-PRINCIPAL RIVER	176.25	\$15,783.06	159.75	\$14,816.20	0.00	\$0.00	<b>16.50</b>	<b>\$966.86</b>
LA09 LAND USE APPS: INTERPRETATIONS	24.50	\$2,056.02	23.00	\$1,967.33	0.00	\$0.00	<b>1.50</b>	<b>\$88.69</b>
LA10 LAND USE APPS: RIVER & STREAM CONSERVATION AREA	60.25	\$5,086.15	46.25	\$4,257.72	0.00	\$0.00	<b>14.00</b>	<b>\$828.43</b>
LA11 LAND USE APPS: VARIANCE	95.00	\$7,678.22	80.00	\$6,791.27	0.00	\$0.00	<b>15.00</b>	<b>\$886.95</b>
LA12 LAND USE APPS: PARTITION-MINOR SUBDIVISION	315.50	\$29,266.21	290.00	\$27,698.84	0.00	\$0.00	<b>25.50</b>	<b>\$1,567.37</b>
LA14 LAND USE APPS: MAJOR SUBDIVISION	38.50	\$3,726.33	32.50	\$3,297.85	0.00	\$0.00	<b>6.00</b>	<b>\$428.48</b>
LA15 LAND USE APPS: PROPERTY LINE ADJUSTMENT	133.00	\$9,871.66	77.50	\$6,590.00	0.00	\$0.00	<b>55.50</b>	<b>\$3,281.66</b>
LA16 LAND USE APPS: FARM/FORREST DWELLING	127.00	\$12,856.78	126.00	\$12,785.37	0.00	\$0.00	<b>1.00</b>	<b>\$71.41</b>
LA17 LAND USE APPS: FARM/FORREST LOT DIVISION	27.00	\$2,679.65	25.00	\$2,536.83	0.00	\$0.00	<b>2.00</b>	<b>\$142.82</b>
LA18 LAND USE APPS: CONDITIONAL USE PERMITS	723.08	\$59,763.24	667.33	\$56,401.01	1.00	\$84.02	<b>54.75</b>	<b>\$3,278.21</b>
LA19 LAND USE APPS: COMPREHENSIVE PLAN AMEND-ZONE CHG	312.92	\$25,624.46	242.67	\$21,414.73	0.00	\$0.00	<b>70.25</b>	<b>\$4,209.73</b>
LA20 LAND USE APPS: ZONE CHANGE	13.00	\$955.35	7.50	\$630.14	0.00	\$0.00	<b>5.50</b>	<b>\$325.21</b>
LA21 LAND USE APPS: MINERAL/AGGREGATE RESOURCE DISTRICT	30.00	\$2,172.13	16.00	\$1,344.31	0.00	\$0.00	<b>14.00</b>	<b>\$827.82</b>
LA22 LAND USE APPS: DESIGN REVIEW	167.75	\$16,682.96	155.25	\$15,718.57	0.00	\$0.00	<b>12.50</b>	<b>\$964.39</b>
LA24 LAND USE APPS: STEEP SLOPE REVIEW	11.00	\$869.97	9.00	\$744.22	0.00	\$0.00	<b>2.00</b>	<b>\$125.75</b>
LA25 LAND USE APPS: MINOR MODIFICATIONS	5.00	\$507.35	5.00	\$507.35	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA27 LAND USE APPS: BUILDING PERMITS	71.50	\$5,300.83	45.00	\$3,758.63	0.00	\$0.00	<b>26.50</b>	<b>\$1,542.20</b>

\*Project Billed Labor Hrs and Cost excludes any labor on a Permit.

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.

**Project Drill-Down  
Dept/Function Labor Summary (Permit Related vs Not Permit Related)  
07/01/2011 to 06/30/2012**

**6410 - PLANNING & ZONING**

Function	Total Labor Hrs	Total Labor/OH Cost	Permit Labor Hrs	Permit Labor/OH Cost	Project Billed* Labor Hrs	Project Billed* Labor/OH Cost	Lbr Hrs Not on Permit and Not Billed	Total Labor/OH Cost Not on Permit and Not Billed
LA28 LAND USE APPS: FILE MANAGEMENT	2,964.00	\$132,671.25	7.50	\$676.52	8.50	\$538.04	<b>2,948.00</b>	<b>\$131,456.69</b>
LA29 FLOODWAY FISH ENHANCEMENT	15.50	\$1,542.74	14.50	\$1,471.33	0.00	\$0.00	<b>1.00</b>	<b>\$71.41</b>
LA30 LAND USE APPS: CONSTRUCTION MANAGEMENT PLAN	54.75	\$4,931.94	53.25	\$4,844.64	0.00	\$0.00	<b>1.50</b>	<b>\$87.30</b>
LA31 LAND USE APPS: HCA-MAP VERIFICATION PERMIT	69.50	\$6,819.90	59.50	\$6,028.81	0.00	\$0.00	<b>10.00</b>	<b>\$791.09</b>
LA32 LAND USE APPS:HCA- DEV. PERMIT PURSUANT TO SEC (A)	42.25	\$3,855.23	32.25	\$3,127.23	2.00	\$202.95	<b>8.00</b>	<b>\$525.05</b>
LA33 LAND USE APPS:HCA DEV PERMIT PURSUANT TO SEC (B)	17.00	\$1,155.91	4.50	\$428.45	0.00	\$0.00	<b>12.50</b>	<b>\$727.46</b>
LA34 LAND USE APPS: WQRAD BOUNDARY VERIFICATION	14.00	\$1,420.59	14.00	\$1,420.59	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA35 LAND USE APPS: WQRAD DEVELOPMENT PERMIT	9.00	\$875.69	9.00	\$875.69	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA36 LAND USE APPS: OPEN SPACE REVIEW	10.50	\$1,056.73	10.50	\$1,056.73	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA37 LAND USE APPS:PLANNING DIRECTOR REVIEW - OTHER	40.50	\$4,109.61	40.50	\$4,109.61	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA39 PREAPPLICATION MEETING	304.50	\$26,150.58	260.25	\$23,048.75	4.00	\$405.89	<b>40.25</b>	<b>\$2,695.94</b>
LA42 LAND USE APPS: VESTED RIGHTS	1.50	\$152.21	1.50	\$152.21	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
LA43 LAND USE APPS: TIME EXTENSIONS	26.50	\$2,401.61	23.50	\$2,187.37	0.00	\$0.00	<b>3.00</b>	<b>\$214.24</b>
LA44 LAND USE APPS: MOBILE VENDING UNITS LEVEL 2	4.00	\$375.83	3.00	\$304.42	0.00	\$0.00	<b>1.00</b>	<b>\$71.41</b>
LU04 DEVELOPMENT REVIEW COORDINATION	188.75	\$17,908.57	164.75	\$15,773.78	21.00	\$1,943.10	<b>3.00</b>	<b>\$191.69</b>
OS02 EECBG=ENERGY EFFICENCY CONSERVATION BLOCK GRANT	3.00	\$215.59	0.00	\$0.00	3.00	\$215.59	<b>0.00</b>	<b>\$0.00</b>
PD01 ZONING: ALL ZONING VIOLATIONS	41.75	\$3,028.60	13.00	\$1,112.54	0.00	\$0.00	<b>28.75</b>	<b>\$1,916.06</b>
PP00 POLICY & PROJECT DEVELOPMENT	490.75	\$42,738.49	0.00	\$0.00	20.75	\$2,092.45	<b>470.00</b>	<b>\$40,646.04</b>
→ PP01 PROJECT PLANNING	<b>4,978.42</b>	<b>\$410,623.26</b>	10.00	\$1,014.71	239.75	\$22,801.54	<b>4,728.67</b>	<b>\$386,807.01</b>
PP10 ZONING LOT OF RECORD	78.50	\$5,575.27	0.00	\$0.00	0.00	\$0.00	<b>78.50</b>	<b>\$5,575.27</b>
PP50 BLDG PERMIT SITE PLAN REVIEW	9.50	\$855.79	3.00	\$304.42	4.00	\$405.88	<b>2.50</b>	<b>\$145.49</b>
PP70 ADDRESSING: LAND USE & ZONING	394.00	\$17,577.69	0.00	\$0.00	0.00	\$0.00	<b>394.00</b>	<b>\$17,577.69</b>
PS01 PUBLIC SERVICE	4,341.58	\$287,600.15	2.75	\$248.49	11.75	\$1,168.84	<b>4,327.08</b>	<b>\$286,182.82</b>
PS02 FRONT COUNTER	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	<b>0.00</b>	<b>\$0.00</b>
RS01 ARBORIST SERVICES (CERTIFIED)	95.75	\$7,561.62	19.50	\$1,638.34	64.00	\$5,198.95	<b>12.25</b>	<b>\$724.33</b>
TR01 TRANSPORTATION PLANNING	807.68	\$71,025.99	0.00	\$0.00	797.18	\$70,011.60	<b>10.50</b>	<b>\$1,014.39</b>
<b>6410 - Planning &amp; Zoning TOTAL:</b>	<b>41,412.09</b>	<b>\$2,921,700.24</b>	<b>3,631.75</b>	<b>\$330,675.01</b>	<b>3,274.33</b>	<b>\$294,308.58</b>	<b>34,506.01</b>	<b>\$2,296,716.65</b>

"PP01 - Project Planning" was capturing a lot of employee time and we wondered what work was being coded to this. We chose to drill down to identify which projects were being charged, since this work would not have been captured by permit revenue.

\*Project Billed Labor Hrs and Cost excludes any labor on a Permit.

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.

**COUNTY OF CLACKAMAS**  
**Department of Transportation and Development**  
**6410 - Planning | PP01 - Project Planning**  
**PROJECT SUMMARY**

DRAFT

**07/01/2009 through 09/30/2012**

Project	Project Status	Labor Hrs	Equip Hrs	Labor Cost	Equip Cost	Material Cost	Overhead Cost	Total Cost
AD-0000-00001	D.T.D. ADMINISTRATION	A	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
CE-0000-00010	ANNUAL WASTE REDUCTION PROGRAM	C	83.00	0.00	\$4,168.84	\$0.00	\$1,728.52	\$5,897.36
CE-0000-00037	SUSTAINABILITY	C	7.50	0.00	\$592.23	\$0.00	\$309.35	\$901.58
CE-0000-07012	ARRA EECBG: STIMULUS GRANT	C	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
CI-0001-22173	PED/BIKE SIGNAGE UPDATE PROJECT: PLANNING	C	56.50	0.00	\$3,024.68	\$0.00	\$1,628.15	\$4,652.83
CI-0001-77102	172ND SUNNYSIDE TO MULTNOMAH COUNTY: PLANNING	C	261.00	0.00	\$18,257.83	\$0.00	\$8,770.58	\$27,028.41
CI-0002-22173	PED/BIKE SIGNAGE UPDATE PROJECT: DESIGN	C	88.00	0.00	\$4,900.43	\$0.00	\$2,409.55	\$7,309.98
CI-0002-22186	LOLO PASS ROAD EMERGENCY: DESIGN (FEMA-WORK RELATED TO CONTRACTOR REPAIRS)	A	1.00	0.00	\$71.41	\$0.00	\$30.06	\$101.47
CI-0003-22173	PED/BIKE SIGNAGE UPDATE PROJECT: CONSTRUCTION	A	60.00	0.00	\$3,198.12	\$0.00	\$1,617.45	\$4,815.57
DA-0000-00026	CCDA AUDIT & BUDGET	A	4.00	0.00	\$195.30	\$0.00	\$96.03	\$291.33
DB-0000-00035	SHARED COMMUNITY SERVICE FACILITIES	C	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
DB-0000-00046	SUNRISE CORRIDOR EIS	C	169.50	0.00	\$11,338.83	\$0.00	\$5,609.73	\$16,948.56
DB-0000-00053	RAIL SPUR	A	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
EN-0000-00070	TRANSPORTATION PLANNING	A	33.50	0.00	\$1,731.84	\$0.00	\$683.85	\$2,415.69
EN-0000-00071	TRANSPORTATION SYSTEM PLAN	A	18.25	0.00	\$1,281.03	\$0.00	\$583.65	\$1,864.68
LU-0000-00001	GENERAL LAND USE AND ZONING PLANNING - OVERHEAD	C	41.50	0.00	\$2,332.40	\$0.00	\$0.00	\$2,332.40
OS-0000-00037	SUSTAINABILITY	A	402.75	0.00	\$29,519.43	\$0.00	\$10,826.96	\$40,346.39
OS-0000-44086	AARA EECBG: GREEN BUILDING INCENTIVES	A	3.00	0.00	\$145.83	\$0.00	\$42.06	\$187.89
PK-0000-00013	METZLER PARK GENERAL MAINTENANCE PK13	C	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
PN-0000-00001	GENERAL PLANNING	A	4,535.50	0.00	\$274,518.79	\$0.00	\$79.09	\$274,597.88
PN-0000-00004	GLADSTONE PLANNING SERVICES OC80069	A	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
PN-0000-00013	MAP MAINTENANCE	A	2,454.00	0.00	\$120,210.98	\$0.00	\$54,716.77	\$174,927.75

*Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.*

**COUNTY OF CLACKAMAS**  
**Department of Transportation and Development**  
**6410 - Planning | PP01 - Project Planning**  
**PROJECT SUMMARY**  
**07/01/2009 through 09/30/2012**

Project	Project Status	Labor Hrs	Equip Hrs	Labor Cost	Equip Cost	Material Cost	Overhead Cost	Total Cost
PN-0000-00020	URBAN GROWTH BOUNDARY AMENDMENT	C	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
PN-0000-00024	TONQUIN TRAIL MASTER PLAN	C	21.00	0.00	\$1,394.77	\$0.00	\$736.71	\$2,131.48
PN-0000-00026	METRO TITLE 13	C	5.00	0.00	\$394.81	\$0.00	\$194.14	\$588.95
PN-0000-00027	SUNNYSIDE VILLAGE IMPLEMENTATION	C	5.00	0.00	\$332.10	\$0.00	\$170.08	\$502.18
PN-0000-00028	COMMUNITY RATING SYSTEM: FLOOD PLAIN MANAGEMENT	A	203.00	0.00	\$11,617.27	\$0.00	\$5,541.45	\$17,158.72
PN-0000-00029	TREE TASK FORCE	C	490.75	0.00	\$32,697.79	\$0.00	\$16,534.84	\$49,232.63
PN-0000-00041	PLANNING PROJECT DEVELOPMENT	C	14.50	0.00	\$1,135.09	\$0.00	\$573.41	\$1,708.50
PN-0000-00042	INDUSTRIAL LANDS INVENTORY	A	7.75	0.00	\$559.83	\$0.00	\$360.92	\$920.75
PN-0000-00047	PLANNING - OFFICE OF SUSTAINABILITY	A	316.50	0.00	\$23,122.46	\$0.00	\$8,671.83	\$31,794.29
PN-0000-00049	MEASURE 49	A	2.00	0.00	\$132.84	\$0.00	\$65.32	\$198.16
PN-0000-00051	MULINO	C	15.50	0.00	\$1,029.47	\$0.00	\$552.00	\$1,581.47
PN-0000-00052	GROUNDWATER	C	633.50	0.00	\$38,712.93	\$0.00	\$19,143.55	\$57,856.48
PN-0000-00053	AURORA AIRPORT MATER PLAN	A	172.00	0.00	\$12,295.70	\$0.00	\$4,329.83	\$16,625.53
→ PN-0000-00054	HERITAGE TREE PROJECT	A	871.50	0.00	\$55,903.20	\$0.00	\$23,092.63	\$78,995.83
PN-0000-00057	ZDO-233:WASTE DISPOSAL USES	A	135.75	0.00	\$9,784.22	\$0.00	\$3,973.15	\$13,757.37
PN-0000-00058	PORTLAND / MILWAUKIE LIGHT RAIL (PMLR)	A	8.00	0.00	\$571.30	\$0.00	\$240.48	\$811.78
PN-0000-00065	GROWTH MANAGEMENT	C	2,045.25	0.00	\$164,420.56	\$0.00	\$83,811.69	\$248,232.25
PN-0000-00068	ZDO-234 NATURAL RESOURCES	C	66.50	0.00	\$4,594.53	\$0.00	\$1,933.82	\$6,528.35
PN-0000-00069	ZDO-235: PLANNING COMMISSION/SIMILAR USES	C	29.75	0.00	\$2,055.44	\$0.00	\$865.13	\$2,920.57
PN-0000-00070	ZDO 236: SECTION 1002, ETC.	C	5.75	0.00	\$419.30	\$0.00	\$199.70	\$619.00
PN-0000-00071	ZDO-237 EAGLE LANDING TEXT AMENDMENT	A	23.75	0.00	\$1,758.29	\$0.00	\$1,025.32	\$2,783.61
PN-0000-00076	SUNRISE IAMP	C	132.00	0.00	\$8,565.28	\$0.00	\$4,427.47	\$12,992.75
PN-0000-00078	FULLER ROAD STATION AREA CODE DEVELOPMENT	C	1,186.00	0.00	\$79,485.22	\$0.00	\$37,442.42	\$116,927.64
PN-0000-00079	WES BILLING: GENERAL ACTIVITY	C	231.50	0.00	\$12,420.43	\$0.00	\$6,444.85	\$18,865.28
PN-0000-00080	WATER RESOURCE APPLICATIONS: WQRAD / HCA	C	94.00	0.00	\$6,243.39	\$0.00	\$3,097.07	\$9,340.46

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.



**COUNTY OF CLACKAMAS**  
**Department of Transportation and Development**  
**6410 - Planning | PP01 - Project Planning**  
**PROJECT SUMMARY**  
**07/01/2009 through 09/30/2012**

Project		Project Status	Labor Hrs	Equip Hrs	Labor Cost	Equip Cost	Material Cost	Overhead Cost	Total Cost
PN-0000-00105	COMPREHENSIVE PLAN UPDATE	A	131.50	0.00	\$7,644.43	\$0.00	\$0.00	\$2,589.97	\$10,234.40
PN-0000-00230	ZDO-230 TIME EXTENSIONS/APPROVAL PERIODS/PREAPP REQMNTS/CANINE AGILITY	C	96.00	0.00	\$6,685.20	\$0.00	\$0.00	\$2,813.82	\$9,499.02
PN-0000-00231	ZDO-231 MOBILE VENDING UNITS	C	152.25	0.00	\$10,750.51	\$0.00	\$0.00	\$4,353.38	\$15,103.89
PN-0000-00239	ZDO-239 SUNNYSIDE VILLAGE LOCAL ROAD WIDTH STANDARDS	C	1.00	0.00	\$69.09	\$0.00	\$0.00	\$29.08	\$98.17
PN-0000-00279	WES BILLING: GENERAL LAND USE & ZONING ACTIVITY	A	10.00	0.00	\$714.13	\$0.00	\$0.00	\$300.58	\$1,014.71
PN-0000-00280	WES WATER QUALITY BUFFERS:CCSD NO.1 ACTIVITIES	A	2.00	0.00	\$142.83	\$0.00	\$0.00	\$60.12	\$202.95
PN-0000-00282	WES WATER QUALITY BUFFERS:HAPPY VALLEY ACTIVITIES	A	4.00	0.00	\$285.65	\$0.00	\$0.00	\$120.24	\$405.89
PN-0000-00301	METRO/ODOT COORDINATION	C	18.00	0.00	\$1,339.80	\$0.00	\$0.00	\$678.96	\$2,018.76
PN-0000-00500	MOLALLA URBAN RESERVES COMP PLAN AMENDMENT	C	364.50	0.00	\$20,555.05	\$0.00	\$0.00	\$6,559.63	\$27,114.68
PN-0000-00501	DAMASCUS COMP PLAN REVIEW	A	18.50	0.00	\$991.90	\$0.00	\$0.00	\$286.06	\$1,277.96
PN-0000-00502	LAKE OSWEGO COMP PLAN TAC	A	53.00	0.00	\$3,070.78	\$0.00	\$0.00	\$1,159.12	\$4,229.90
PN-0000-02532	FULLER RD. STATION AREA PLAN	C	40.00	0.00	\$3,012.36	\$0.00	\$0.00	\$1,493.66	\$4,506.02
PN-0000-02533	HISTORIC LANDMARK SURVEY	C	2.00	0.00	\$132.84	\$0.00	\$0.00	\$72.10	\$204.94
PN-0000-02535	HISTORICAL PRESERVATION (GENERAL USE)	A	3.00	0.00	\$211.80	\$0.00	\$0.00	\$104.15	\$315.95
PN-0000-02537	PARK AVENUE STATION AREA PLAN	A	3,725.17	0.00	\$260,197.28	\$0.00	\$0.00	\$90,179.17	\$350,376.45
PN-0000-02539	RURAL CITIES POPULATION COORDINATION	C	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PN-0000-03200	UGMA UPDATES	A	241.75	0.00	\$13,807.79	\$0.00	\$0.00	\$5,117.15	\$18,924.94
PN-0000-03630	2040 FUNCTIONAL PLAN	A	43.25	0.00	\$2,339.56	\$0.00	\$0.00	\$704.11	\$3,043.67
PN-0000-05401	CLACK CO PED/BIKE ADVISORY COMMITTEE	C	193.50	0.00	\$11,144.71	\$0.00	\$0.00	\$5,602.39	\$16,747.10
PN-0000-05700	TRANSPORTATION CIP - (SPLIT ROAD/DA/DB/SDC/HV JOINT)	C	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PN-0000-06602	TRANSPORTATION PROJECT DEVELOPMENT	C	47.00	0.00	\$2,681.78	\$0.00	\$0.00	\$1,294.02	\$3,975.80

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.

**COUNTY OF CLACKAMAS**  
**Department of Transportation and Development**  
**6410 - Planning | PP01 - Project Planning**  
**PROJECT SUMMARY**  
**07/01/2009 through 09/30/2012**

Project		Project Status	Labor Hrs	Equip Hrs	Labor Cost	Equip Cost	Material Cost	Overhead Cost	Total Cost
PN-0000-18080	CITY OF DAMASCUS: PLANNING SERVICES	A	4.50	0.00	\$326.08	\$0.00	\$0.00	\$160.32	\$486.40
PN-0000-26026	CITY OF MOLALLA:PLANNING SERVICES	A	2.50	0.00	\$147.82	\$0.00	\$0.00	\$62.22	\$210.04
PN-2539-26030	RURAL CITIES GRANT MATCH	A	5.75	0.00	\$339.99	\$0.00	\$0.00	\$143.11	\$483.10
PN-2539-26031	RURAL CITIES-INITIAL DRAFT	A	342.00	0.00	\$24,561.78	\$0.00	\$0.00	\$13,002.10	\$37,563.88
PN-2539-26032	RURAL CITIES-FINAL DRAFT	A	30.25	0.00	\$2,185.67	\$0.00	\$0.00	\$1,409.09	\$3,594.76
RM-2010-00016	COUNTY ROAD MAP BOOK FOR 2010	A	70.50	0.00	\$4,256.48	\$0.00	\$0.00	\$1,835.11	\$6,091.59
<b>REPORT TOTAL:</b>			<b>20,537.17</b>	<b>0.00</b>	<b>\$1,322,729.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$452,689.27</b>	<b>\$1,775,418.77</b>

This project summary report provided a list of the projects that employees were working on when coding time under "PP01 - Project Planning". We chose to drill down on a county funded project - PN-0000-00054: Heritage Tree Project that shows costs of almost \$79,000.

Before running the detail reports on this project, we identified that divisions other than planning could be involved in the successful completion of a project and we chose to get more detail while also expanding the criteria to capture work by other employees.

*(Staff is working with the finance department to import data from the general ledger that would allow us to run reports that show the project revenues, contractual services, and staff expenses for each project.)*

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.

**PROJECT SUMMARY (PP01 - Project Planning) BY TASK**  
**07/01/2009 through 06/30/2010**

**Project:** **PN-0000-00054** **HERITAGE TREE PROJECT**

*Funding Category:* CF

*Project Manager:* GONZALES, LORRAINE

<i>Task</i>	<i>Description</i>	<i>Labor Hrs</i>	<i>Equip Hrs</i>	<i>Labor</i>	<i>Equip</i>	<i>Material</i>	<i>Overhead</i>	<i>Total</i>
036	MAPPING & DRAFTING	20.00	0.00	\$1,218.94	\$0.00	\$0.00	\$599.34	\$1,818.28
040	MTGS: MISC	2.50	0.00	\$172.32	\$0.00	\$0.00	\$84.73	\$257.05
234	GRAPHICS	82.00	0.00	\$4,003.70	\$0.00	\$0.00	\$1,968.59	\$5,972.29
244	MTGS: STAFF	2.00	0.00	\$157.93	\$0.00	\$0.00	\$77.65	\$235.58
251	LAND USE DECISIONS	7.00	0.00	\$464.94	\$0.00	\$0.00	\$228.62	\$693.56
321	PLANNING, CASE/PROJE	308.50	0.00	\$20,363.75	\$0.00	\$0.00	\$9,984.76	\$30,348.51
323	MTGS: PUBLIC	1.50	0.00	\$85.87	\$0.00	\$0.00	\$0.00	\$85.87
551	ADMINISTRATION	2.00	0.00	\$157.93	\$0.00	\$0.00	\$77.65	\$235.58
<b>PROJECT TOTAL:</b>		<b>425.50</b>	<b>0.00</b>	<b>\$26,625.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,021.34</b>	<b>\$39,646.72</b>

The first year of the heritage tree program project was the most expensive because this is when a bulk of the program language and graphics were created.

*Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.*

**PROJECT SUMMARY (PP01 - Project Planning) BY TASK**  
**07/01/2010 through 06/30/2011**

**Project:** **PN-0000-00054** **HERITAGE TREE PROJECT**

*Funding Category:* CF

*Project Manager:* GONZALES, LORRAINE

<i>Task</i>	<i>Description</i>	<i>Labor Hrs</i>	<i>Equip Hrs</i>	<i>Labor</i>	<i>Equip</i>	<i>Material</i>	<i>Overhead</i>	<i>Total</i>
036	MAPPING & DRAFTING	5.00	0.00	\$301.88	\$0.00	\$0.00	\$87.06	\$388.94
070	DATA COLLECTION/ANALYSIS/RPT WRITNG	2.50	0.00	\$175.33	\$0.00	\$0.00	\$50.56	\$225.89
234	GRAPHICS	62.50	0.00	\$3,038.13	\$0.00	\$0.00	\$876.25	\$3,914.38
321	PLANNING, CASE/PROJE	183.00	0.00	\$12,907.93	\$0.00	\$0.00	\$3,630.54	\$16,538.47
<b>PROJECT TOTAL:</b>		<b>253.00</b>	<b>0.00</b>	<b>\$16,423.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,644.41</b>	<b>\$21,067.68</b>

The second year of the program was about half the cost of the first year because many of the policies were in place.

*Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.*

**PROJECT SUMMARY (PP01 - Project Planning) BY TASK**  
**07/01/2011 through 09/30/2012**

**Project:** **PN-0000-00054** **HERITAGE TREE PROJECT**

*Funding Category:* CF

*Project Manager:* GONZALES, LORRAINE

<i>Task</i>	<i>Description</i>	<i>Labor Hrs</i>	<i>Equip Hrs</i>	<i>Labor</i>	<i>Equip</i>	<i>Material</i>	<i>Overhead</i>	<i>Total</i>
060	EMPLOYEE TRAINING/ASSESSMENT	1.50	0.00	\$107.12	\$0.00	\$0.00	\$45.09	\$152.21
234	GRAPHICS	64.50	0.00	\$3,262.09	\$0.00	\$0.00	\$1,373.01	\$4,635.10
321	PLANNING, CASE/PROJE	184.50	0.00	\$13,081.69	\$0.00	\$0.00	\$5,586.95	\$18,668.64
551	ADMINISTRATION	1.50	0.00	\$61.49	\$0.00	\$0.00	\$25.88	\$87.37
<b>PROJECT TOTAL:</b>		<b>252.00</b>	<b>0.00</b>	<b>\$16,512.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,030.93</b>	<b>\$23,543.32</b>

Program costs have become easier to forecast as the administration of the program has stabilized. The second and third year can provide insight into the cost of implementing and administering a similar program in the future.

**PROJECT SUMMARY BY FUNCTION**  
**07/01/2009 through 09/30/2012**

**Project:** PN-0000-00054 HERITAGE TREE PROJECT

Funding Category: CF

Project Manager: GONZALES, LORRAINE

Function	Description	Labor Hrs	Equip Hrs	Labor	Equip	Material	Overhead	Total
AM01	GENERAL PLANNING	44.50	0.00	\$2,669.67	\$0.00	\$0.00	\$1,118.16	\$3,787.83
AM03	PLANNING ADMIN: DIVISION MANAGEMENT	2.00	0.00	\$157.93	\$0.00	\$0.00	\$77.65	\$235.58
LA28	LAND USE APPS: FILE MANAGEMENT	7.00	0.00	\$464.94	\$0.00	\$0.00	\$228.62	\$693.56
PP00	POLICY & PROJECT DEVELOPMENT	3.50	0.00	\$232.46	\$0.00	\$0.00	\$114.30	\$346.76
PP01	PROJECT PLANNING	871.50	0.00	\$55,903.20	\$0.00	\$0.00	\$23,092.63	\$78,995.83
PS01	PUBLIC SERVICE	2.00	0.00	\$132.84	\$0.00	\$0.00	\$65.32	\$198.16
<b>PROJECT TOTAL:</b>		<b>930.50</b>	<b>0.00</b>	<b>\$59,561.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,696.68</b>	<b>\$84,257.72</b>

The last three reports confirm that a lot of staff work (870+ hours) went into Project Planning -- which encompasses the programming and administration of the Heritage Tree Project. A bulk of this work went into the development of maps, graphics and program language.

We expanded the criteria to make sure that all of the work was captured under the "PP01 - Project Planning" function code and identified that an additional 60 hours were coded to other functions; adding up to more than 900 hours of employee time at a cost of nearly \$85,000.

This report provides great detail on the tasks performed, but we wanted to identify which employees worked on the project.



**Heritage Tree Project  
 Employee Hours by Project**

**07/01/2009 to 09/30/2012**

Emp Name	Project	Reg Hrs	OT Hrs	Labor Cost	Overhead Cost
→ GONZALES, LORRAINE	PN-0000-00054 HERITAGE TREE PROJECT	645.50	3.50	\$44,753.82	\$18,441.73
	<b>TOTAL:</b>	<b>645.50</b>	<b>3.50</b>	<b>\$44,753.82</b>	<b>\$18,441.73</b>
GRAY, RANDALL	PN-0000-00054 HERITAGE TREE PROJECT	25.00	0.00	\$1,520.82	\$686.40
	<b>TOTAL:</b>	<b>25.00</b>	<b>0.00</b>	<b>\$1,520.82</b>	<b>\$686.40</b>
HANSCHKA, STEPHEN	PN-0000-00054 HERITAGE TREE PROJECT	1.50	0.00	\$107.12	\$45.09
	<b>TOTAL:</b>	<b>1.50</b>	<b>0.00</b>	<b>\$107.12</b>	<b>\$45.09</b>
INGALLS, SANDRA	PN-0000-00054 HERITAGE TREE PROJECT	8.00	0.00	\$473.04	\$199.10
	<b>TOTAL:</b>	<b>8.00</b>	<b>0.00</b>	<b>\$473.04</b>	<b>\$199.10</b>
KITTELSON, ERLIEN**	PN-0000-00054 HERITAGE TREE PROJECT	6.50	2.50	\$457.83	\$154.74
	<b>TOTAL:</b>	<b>6.50</b>	<b>2.50</b>	<b>\$457.83</b>	<b>\$154.74</b>
PEMBLE, SCOTT	PN-0000-00054 HERITAGE TREE PROJECT	4.50	0.00	\$355.34	\$174.71
	<b>TOTAL:</b>	<b>4.50</b>	<b>0.00</b>	<b>\$355.34</b>	<b>\$174.71</b>
PREISZ, LINDA	PN-0000-00054 HERITAGE TREE PROJECT	23.00	0.00	\$1,527.66	\$751.18
	<b>TOTAL:</b>	<b>23.00</b>	<b>0.00</b>	<b>\$1,527.66</b>	<b>\$751.18</b>
RENHARD, DARCY	PN-0000-00054 HERITAGE TREE PROJECT	1.50	0.00	\$61.49	\$25.88
	<b>TOTAL:</b>	<b>1.50</b>	<b>0.00</b>	<b>\$61.49</b>	<b>\$25.88</b>
→ TRAN, KHANHVAN	PN-0000-00054 HERITAGE TREE PROJECT	209.00	0.00	\$10,303.92	\$4,217.85
	<b>TOTAL:</b>	<b>209.00</b>	<b>0.00</b>	<b>\$10,303.92</b>	<b>\$4,217.85</b>

*Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.*

**Heritage Tree Project  
 Employee Hours by Project**

07/01/2009 to 09/30/2012

Emp Name                      Project  


---

**TOTAL:**

Project Totals			
Reg Hrs	OT Hrs	Labor Cost	Overhead Cost
924.50	6.00	\$59,561.04	\$24,696.68
Total Hours: 930.5		Total Labor: \$84,257.72	

**\*\* REPORT CRITERIA \*\***

Requested By:   
 Start Date:       End Date:   
 Emp Current Dept ID:   
 Emp Current Section ID:   
 Emp ID:   
 Emp Status:   
 Project:

**DRAFT**

Employees from the planning division worked internally to develop the Heritage Tree Program. Two employees in the planning division were the primary workers on the project and we wanted to see what each employee was responsible for, so we ran a detail on two employees (Lorraine Gonzales and Khanvan Tran) to identify the specific tasks each employee worked on.



**DRAFT**

**EMPLOYEE LABOR SUMMARY**  
07/01/2009 through 09/30/2012

**GONZALES, LORRAINE (12333)**

Current Dept: 6410 - PLANNING & ZONING  
Current Class: PLANNER, SENIOR  
Current Status: REGULAR - FULL TIME (SALARY)

Project	Function	Task	Labor Hrs	Labor Cost	Overhead Cost	Total Cost (Labor + OH)
PN-0000-00054	HERITAGE TREE PROJECT					
	AM01 - GENERAL PLANNING	321 - PLANNING, CASE/PROJE	5.50	\$389.57	\$140.73	\$530.30
	PP00 - POLICY & PROJECT DEVELOPMENT	321 - PLANNING, CASE/PROJE	3.50	\$232.46	\$114.30	\$346.76
	PP01 - PROJECT PLANNING	070 - DATA COLLECTION/ANALYSIS/RPT W	2.50	\$175.33	\$50.56	\$225.89
	PP01 - PROJECT PLANNING	321 - PLANNING, CASE/PROJE	635.50	\$43,823.62	\$18,070.82	\$61,894.44
	PS01 - PUBLIC SERVICE	321 - PLANNING, CASE/PROJE	2.00	\$132.84	\$65.32	\$198.16
<b>PN-0000-00054 TOTAL:</b>			<b>649.00</b>	<b>\$44,753.82</b>	<b>\$18,441.73</b>	<b>\$63,195.55</b>
<b>TOTAL:</b>			<b>649.00</b>	<b>\$44,753.82</b>	<b>\$18,441.73</b>	<b>\$63,195.55</b>

**\*\*This report includes costs for all departments that an employee has worked for.\*\***

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.

**DRAFT**

**EMPLOYEE LABOR SUMMARY**  
 07/01/2009 through 09/30/2012

**TRAN, KHANHVAN (7909)**

Current Dept: 2411 - DTD ADMINISTRATION  
 Current Class: GRAPHIC DESIGNER  
 Current Status: REGULAR - FULL TIME (SALARY)

<i>Project</i>	<i>Function</i>	<i>Task</i>	<i>Labor Hrs</i>	<i>Labor Cost</i>	<i>Overhead Cost</i>	<i>Total Cost (Labor + OH)</i>
PN-0000-00054	HERITAGE TREE PROJECT					
	PP01 - PROJECT PLANNING	234 - GRAPHICS	209.00	\$10,303.92	\$4,217.85	\$14,521.77
<b>PN-0000-00054 TOTAL:</b>			<b>209.00</b>	<b>\$10,303.92</b>	<b>\$4,217.85</b>	<b>\$14,521.77</b>
<b>TOTAL:</b>			<b>209.00</b>	<b>\$10,303.92</b>	<b>\$4,217.85</b>	<b>\$14,521.77</b>

**\*\*This report includes costs for all departments that an employee has worked for.\*\***

Note: As of April 13, 2011, labor, equipment, material and overhead cost calculations will round the result to two decimal places. Cost reports ran prior to this date may have slightly different totals due to these changes in rounding.

**Attachment C - Fee Comparison with Other Jurisdictions (03-12-2012)**

Fee Comparison with Other Jurisdictions							
	Conditional Use	Health Hardship MH	Forest Dwelling	Partitions	Subdivisions	+ each addit'l lot for Subdiv.	Comp Plan/Zone Change
Washington County	\$2,850.00	\$1,392.00	\$2,984.00	\$3,588.00	\$6,926.00	\$0.00	*\$3,500.00
Deschutes County	\$2,185.00	\$440.00	\$1,230.00	\$2,675.00	\$4,640.00	\$35.00	\$9,640.00
Lane County	\$5,220.00	\$1,508.00	\$2,660.00	\$2,020.00	\$2,660.00	\$0.00	\$12,900.00
Marion County	\$1,250.00	\$375.00	\$1,250.00	\$940.00	\$1,880.00	\$20.00	\$3,755.00 (+ \$60/acre)
<b>Average fee amount</b>	<b>\$2,876.25</b>	<b>\$928.75</b>	<b>\$2,031.00</b>	<b>\$2,305.75</b>	<b>\$4,026.50</b>	<b>\$13.75</b>	<b>\$8,765.00</b>
<b>Clackamas County</b>	<b>**3,833.00</b>	\$504.00	\$924.00	\$2,499.00	\$4,935.00	\$44.00	\$5,460.00

\* Washington County requires a \$3,500.00 deposit, then charges for full cost recovery

\*\* Clackamas County has a \$1,000.00 deposit fee for Conditional Use Permits to cover the costs of the Hearings Officer er. The Hearings Officers contract is \$45,000.00 / year.

Fee comparisons between agencies need to consider the methods used by each jurisdiction to determine fees. Some jurisdictions provide subsidies, service different geographic areas, or agencies may process the application with a different level of service. It is important to be aware of these assumptions when comparing fees between jurisdictions for the comparisons to be useful.