

ANNE

	Average work week hours need to complete tasks
Citizen Calls / Emails	2.00
Contractor Calls / Emails	16.00
Council Member PC Calls / Emails	2.00
Staff Calls / Emails	12.00
Pay Application Review / Processing	2.00
Plan Review	3.00
Council Meetings	2.00
PC Meetings	3.00
Plat / Zone Change Reviews	3.00
Planning Commission Reports	0.50
Council Reports	8.00
Construction Progress Meetings	8.00
Final Walk-Through Inspections	1.00
Pre-Construction Meetings	0.50
Bond Statues Inquires	1.00
Continuing Ed / Conferences	0.50
Internal City Project Management	2.00
Subdivision Project Management	2.00
UAC Meetings	0.50
WAMPO Meetings	0.50
Misc. Projects	4.00
Vacation / Sick	3.00

TOTAL	72.5 hours
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KEITH

	Average work week hours need to complete tasks
inspections	25.00
building maint.	2.50
permit approval	2.50
plan approval	2.00
reviews & correspond.	5.00
vehicle maint.	1.00
Phone call message/return	2.50
email/review/respond	4.00
create documents/copies	1.00
CRS/stormwater/floodplain	0.50
Walk in meetings(unscheduled)	0.75
Parking lot/site meetings (unscheduled)	0.75
scheduled meetings	2.00
Map data/software details/create addresses	1.50
county/fire/correspond	0.50
Kechi inspection help	0.50
vacation/holiday/sick	5.50
special projects	1.00
training/focus groups	1.00
reports	1.00
stop projects without a permit	0.50
Health & zoning	0.50
file/organize /clean space	2.00
Supervisory duties	3.00
update codes/review new code cycles	1.00

TOTAL 64.5 hours

Community Development Director

DUTIES	HOURS
Citizen Calls / Emails	3
Council PC Calls Emails	1
Staff Calls Emails	6
Developer / Engineer Calls	3
Plan Review	2
PC Meetings	1
Council Reports	4
Social Media	2
Zoning Updates	3
Zoning Applications	2
Subdivisions Platting	2
City Hall Maint.	1
Vehicle Maint.	0.5
Vac / Sick / Holiday	3
Maps / Software	3
Supervisor Duties	1
Code Reviews	2
Permits	2
TOTAL	41.5

