

Cost Analysis For Rental Registration Program

The City's Fiscal and Budgetary Policy Statements has a section regarding user-Based Fees and Service Charges. It states the following: "For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible." It is proposed that the rental registration fee fall in the full fee support (80-100%). Other fees in this category include: utilities, sanitation service, landfill, cemetery, development fees, and permits.

The following are the estimated costs associated with this program.

Personnel Costs:

1 Secretary with Benefits	\$31,361
Other Fire Personnel Costs	\$4,540
Other Accounting Personnel Costs	\$2,105

Office Cost:

Furniture, Computer, Telephone, Training	\$16,836
Postage, Printing.	
Other Accounting Supply Costs	\$4,800

Software and Programming:

Approx 4 Hours of OTIS personnel time to develop database. OTIS is currently researching the cost to place registration forms on the internet and a connection to GIS.

Advertising to Gain Compliance:	\$15,000
Other Overhead Costs @ 12% (First Year)	\$8,957

Total Cost:

First Year: \$83,599

Year Two: \$66,239

Failure to comply with the rental registration ordinance may result in a fine of between \$20.00 and \$2000.00. The fine amount will be at the discretion of the municipal court judge. It is proposed that no citations will be issued during the first six months of this program.

As a point of clarification, it is proposed that Owner Occupied rental property will be any property that has more than one person living in the property that is not related to the owner. A property of this type must be registered as a rental property.