

**MILLS ACT AGREEMENT PROCESSING TASKS\***

<b>Task Name</b>	<b>Total Hrs. of Staff Time**</b>	<b>Total \$</b>
Receive and log application	0.2	\$13.05
Pull designation file	0.2	\$13.05
Staff field check	0.6	\$49.74
Obtain Co. ownership information	0.2	\$13.05
Professional planning and meeting time for tailored agreement	2	\$165.80
Prepare tailored agreement	0.3	\$19.58
Prepare cover letter to owner	0.2	\$13.05
Copy and mail letter w/agreement	0.2	\$13.05
Log agreement	0.2	\$13.05
Receive agreement back from owner & log in	0.1	\$6.53
Hand carry to DD for signature of notary book & agreement	0.1	\$6.53
DD signs document and notary book, review	0.2	\$30.13
Notarize signature & fill out acknowledgment form	0.2	\$13.05
Log and forward agreement to DCA for signature	0.2	\$13.05
DCA receive and sign	0.2	\$16.94
Receive from DCA and log in	0.1	\$6.53
Prepare billing log and send both to County Recorder	0.1	\$6.53
Receive from County Recorder, log in recording date & number	0.1	\$6.53
Make two copies of agreement	0.3	\$19.58
Prepare cover letter, send to County Tax Assessor	0.2	\$13.05
Prepare cover letter and mail copy to owner	0.4	\$26.10
File original agreement in designation file	0.2	\$13.05
	<b>Sub Total:</b>	<b>6.5</b>
		<b>\$491.02</b>
County Recorder's recordation fee - average		\$25.00
	<b>Total:</b>	<b>\$526.02</b>

\* Tasks performed pursuant to Council Policy 700-46

\*\* Tasks may require a combination of professional and administrative staff time

8/26/05