****COST BENEFIT ANALYSIS**

**PART 1**

**Estimation of Appraisal Resources Required**

|  |  |  |
| --- | --- | --- |
|  | Maximum Work Days Per Year |  |
|  | Vacation days per year |  |
|  | Sick Days |  |
|  | Training/Education/Conferences |  |
|  | Personal days |  |
|  | Effective Work Days per year |  |
|  | Building Permit Days |  |
|  | Abatement Days |  |
|  | Gross Days Available for Appraisals |  |
|  | Bad Weather Days |  |
|  | Net Available Appraisal Days |  |
|  | % of Time Available for Appraisal Field Work % |  |
|  | # Parcels to be Appraised/Inspected |  |
|  | # Years in Inspection Cycle |  |
|  | Gross Production Rate per day |  |

**PART 2**

**Number of Work Hours/Day**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Category** | **Parcel Count** | | **Number/Day** | **Hours/Parcel** | | **Hours/ Project** |
|  | Inspect Interior & Exterior |  | |  |  | |  |
|  | Interior & Exterior Inspection |  | |  |  | |  |
|  | Exterior Inspection Only |  | |  |  | |  |
|  | Field Review Only |  | |  |  | |  |
|  | Total Inspection Time |  | |  |  | |  |
|  | | | | | | | |
|  | **Additional Overhead Time** | | **% Of Inspect Time** | | | **Hours** | |
|  | Field Review | |  | | |  | |
|  | Analysis | |  | | |  | |
|  | Data Entry by Appraisers | |  | | |  | |
|  | Public Relations | |  | | |  | |
|  | 10 Misc | |  | | |  | |
|  | Total Revaluation Hours Required | |  | | |  | |
|  | Years For Revaluation Cycle | |  | | |  | |
|  | Hours Per Year Required | |  | | |  | |
|  | | | | | | | |
|  | **Personnel Available** | | **Hour/Week** | | | **Hours/Year** | |
|  | Assistant Assessor | |  | | |  | |
|  | Appraiser | |  | | |  | |
|  | Assessors | |  | | |  | |
|  | Totals | |  | | |  | |
|  | Additional Hours/Year Required | |  | | |  | |

**PART 3**

**Estimation of Marginal Costs Associated with In-House Certification Program**

**Assumptions:**

1. Shift of clerical type work from assistant assessor to clerks maximizes amount of time Asst. Assessor has for conducting property inspections
2. Use of 12-year cycle to annualize costs
3. Labor costs are those costs over and above currently budgeted

**Additional Labor Costs Required Annually:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Base Rate Per Hour** | **Benefit Factor** | **Net Rate** | **Total Hours** | **Total Cost** | **Annual Cost** |
| Property Lister |  |  |  |  |  |  |
| Appraiser |  |  |  |  |  |  |
| Bd of Assessors |  |  |  |  |  |  |
| Clerical |  |  |  |  |  |  |

**Total Annual Labor Costs:**

**Total Hardware/Software Costs: Annualized Cost**

**Other Startup Costs: Annualized Cost**

**Annual Hardware Maintenance Costs**

**Total Annualized Costs**

**PART 3**

**Estimation of Costs Associated with a Contract Certification Program Assumptions:**

1. Contractor performs key service
2. Use of a 12-year cycle to annualize costs
3. Certification work done on a 3-year cycle with minimal maintenance between certification years
4. Cost per parcel for contract certification work increases related to the time since the last full property inspection program
5. The costs per parcel shown in this example illustrate the necessary calculations. They do not represent any attempt to estimate actual costs for these services.

Number of Parcels in Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of Phase** | **Event** | **Cost/Parcel** | **Total Cost** |
| 2003 |  |  |  |
| 2004 |  |  |  |
| 2005 |  |  |  |
| 2006 |  |  |  |
| 2007 |  |  |  |
| 2008 |  |  |  |
| 2009 |  |  |  |
| 2010 |  |  |  |
| 2011 |  |  |  |
| 2012 |  |  |  |
| 2013 |  |  |  |
| 2014 |  |  |  |