

CITY OF WEST SACRAMENTO

BOOK OF FEES

Description	Authority	Effective Date
REIMBURSEMENT AGREEMENT FEES FOR AFFORDABLE HOUSING AGREEMENTS	Resolution 06-5	Jan. 19, 2006

Fee Schedule

A. APPLICATION SERVICES

The purpose of this fee is to cover all costs incurred by the City for processing, reviewing and drafting affordable housing agreements. These costs may result from the work of employees of independent contractors and consultants to the City.

City staff hourly fees cover costs for direct labor, and overhead. Rates are applied from time to time by the City's Work Order system. Rates as of the date of the current authority are:

City Attorney	\$275/hr
Program Manager	\$104/hr
Administrative Analyst	\$90/hr
Other HCI Services	\$85/hr

Pass-through fees cover costs for specific out-of-pocket costs incurred by the City on behalf of an applicant.

The initial deposit shall be in the amount as set forth below. This deposit shall be supplemented by the applicant as needed to maintain a positive fund balance. No work will be undertaken on a project application with a negative fund balance. Any funds advanced by an applicant which are not expended will be refunded after the recordation of the Inclusionary Housing Agreement.

- Deposit for HCI Services \$1,000

A Reimbursement Agreement, when required, must be signed within 10 days of an application being deemed completed. The applicant will be given an estimated budget and time schedule for drafting and processing the required affordable housing agreement. A revised estimated budget will be provided to the applicant if in the drafting process it becomes clear that the initial budget will be inadequate.

HISTORY:

AUTHORITY	DATE	ACTION
Res. 06-5	1/18/06	Adopt fee schedule