

CITY OF WEST SACRAMENTO

BOOK OF FEES

Description	Authority	Effective Date
ECONOMIC DEVELOPMENT AND HOUSING REIMBURSEMENT FEES	Resolution 13-2	Mar. 21, 2013

Fee Schedule

DEVELOPMENT AGREEMENT SERVICES

The purpose of this fee is to cover all costs incurred by the City for negotiating, processing, reviewing, drafting, and finalizing development agreements including, but not limited to development, disposition, and owner participation agreements and related documents. These costs include, but are not limited to, staff costs for attorney, engineering, environmental, planning and financial services. Moreover, these costs may include the work of employees or independent contractors and consultants to the City.

City staff hourly fees cover costs for direct labor and overhead. Rates are determined 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
Economic Development and Housing Manager	\$155/hr
Senior Program Manager	\$125/hr
Senior and Administrative Analyst	\$ 90/hr
Other Economic Development and Housing Services	\$ 85/hr
Outside Professional Services	\$ at cost

Pass-through staff fees cover costs for ordinary out-of-pocket costs incurred by the City on behalf of an applicant, such as postage or copying. Any out of pocket costs exceeding \$300 will be billed at actual cost.

The initial deposit shall be the amount as set forth below. This deposit shall be supplemented by the applicant as needed to maintain a positive fund balance. The city will not enter into new reimbursement agreements with applicants that have outstanding balances with the city. 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 final project approval.

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| 1. Deposit for staff time, expenses, and other services | \$ 5,000 |
| 2. Deposit for initial work on Disposition and Development Agreements (DDAs) and Development Agreements (DAs) | \$20,000 |

A Reimbursement Agreement, when required, must be signed prior to an application being deemed complete. The applicant will be given an estimated budget and time schedule for processing of the scope of work. A revised estimated budget will be provided to the applicant if in executing the scope of work it becomes clear that the initial budget will be inadequate.

HISTORY:

<u>AUTHORITY</u>	<u>DATE</u>	<u>ACTION</u>
Res. 11-3	1/19/11	Amend fees
Res. 13-2	3/20/13	Amend title description and schedule text to economic and housing dev. Instead of redev; change "Project" to "Program" for Sr. Mgr..