CITY OF HIGHLAND
REGULAR MEETING OF THE CITY COUNCIL
AGENDA

REGULAR MEETING

January 12, 2021
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

CITY COUNCIL MEMBERS

PENNY LILBURN, MAYOR
LARRY McCALLON, MAYOR PRO TEM
JESSE CHAVEZ, COUNCIL MEMBER
ANAELI SOLANO, COUNCIL MEMBER
JOHN P. TIMMER, COUNCIL MEMBER

STAFF

Joseph A. Hughes - City Manager
Chuck Dantuono - Director of Administrative Services/City Treasurer
Betty Hughes - City Clerk
Lawrence Mainez - Community Development Director
Carlos Zamano - Public Works Director/City Engineer
Maricela Marroquin - City Attorney

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861☎ • (909) 862-3180 🖷

The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to participate in this meeting, please call the City Clerk's Department at (909) 864-6861, ext. 226, at least 48 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

SPECIAL NOTICE REGARDING COVID-19

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone.

Join the Zoom Meeting online: https://zoom.us/j/94923189064

- Listen to the meeting by calling:

(669) 900-9128

Toll free phone numbers:
(877) 853-5247
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Meeting ID: 949 2318 9064#

If you encounter problems with the toll free numbers, please use the other number listed above.

Submission of Public Comments: For those wishing to make public comments at the January 12, 2021 Council meeting, please submit your comments by email to be read aloud at the meeting by the City Clerk. Email comments must be submitted by 5:00 p.m. on January 12, 2021 to the City Clerk at publiccomment@cityofhighland.org. If you are making a comment regarding an item on the agenda, please identify the agenda item in the subject line.

For those wishing to make a public comment regarding a public hearing item (No. 10), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered part of the record. Please email your comments to publiccomment@cityofhighland.org.

All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

CITY COUNCIL REGULAR MEETING
JANUARY 12, 2021 - 6:00 p.m.

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

The City Clerk shall read all email comments received before 5:00 p.m., provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting. The email comments submitted shall become part of the record of the Council meeting.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
   RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.

2. Minutes – December 8, 2020 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

3. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 715 for January 12, 2021, in the amount of $7,148,254.09 and Payroll of $318,103.56.

4. Treasurer's Report for November 2020
   RECOMMENDATION: That the City Council receive and file Treasurer's Report for November 2020.

5. Claim Consideration – Mercury Insurance/Billy Leever
   RECOMMENDATION: George Hills Company recommends Council reject claim.

6. Claim Consideration – Sally Franco
   RECOMMENDATION: George Hills Company recommends Council reject claim.

7. Easement Acceptance – Hwal Soo & Ok Hyun Shin Trustees – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)
   RECOMMENDATION: That the City Council:
   1. Accept the Grant of Easement for Road and Drainage purposes from Hwal Soo & Ok Hyun Shin Trustees; and
   2. Direct the City Clerk to record the Grant of Easement.

8. Declare Three (3) Seats Vacant on the Historic and Cultural Preservation Board
RECOMMENDATION: That the City Council:
   1. Declare three (3) seats vacant on the Historic and Cultural Preservation Board; and
   2. Direct the City Clerk to advertise the vacancies on the Historic and Cultural Preservation Board.

9. Second Reading of Zone Change (ZC 20-001) – Ordinance No. 445 of the City of Highland Changing the Zoning of a 1.6-acre Parcel Referred to as "Phase 1B" of the Mediterra Planned Development from Agricultural/Equestrian (A/EQ) to Planned Development "PD 13-001"
RECOMMENDATION: That the City Council conduct a second reading of Zone Change (ZC 20-001), read by title only, and waive further reading of Ordinance No. 445 changing the zoning of the 1.6-acre additional parcel from Agricultural/Equestrian (A/EQ) to Planned Development "PD 13-001".

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

1) Mayor opens Public Hearing;
2) Staff presentation;
3) Applicant/Representative presentation;
4) Speakers in favor of proposal;
5) Speakers in opposition to proposal;
6) Applicant rebuttal;
7) Mayor closes Public Hearing;
8) Council discussion, motion and vote.

ONCE THE PUBLIC HEARING IS CLOSED NO FURTHER TESTIMONY IS TAKEN.

For those wishing to make a public comment regarding a public hearing item (No. 10), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered as part of the record. Please email your comments to publiccomment@cityofhighland.org. The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

10. Ordinance No. _____ Establishing a Fee and Service Charge Revenue/Cost Comparison System and Proposed Resolution Establishing a Schedule of Fees and Charges for City Services
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council introduce Ordinance No. _____ establishing a fee and service charge revenue/cost comparison system.

CITY COUNCIL LEGISLATIVE

11. Event Planning for the City's 24th Annual Citrus Harvest Festival
RECOMMENDATION: That the City Council provide staff direction regarding the upcoming Citrus Harvest Festival scheduled for March 27, 2021.

12. Construction Management Services for Two Federal Safe Routes to School Projects (str11005 and str1006)
RECOMMENDATION: That the City Council:
    1. Approve Professional Services Agreement for construction management services with TKE Engineering (TKE) for Two Federal Safe Routes to School Projects for a not-to-exceed amount of $262,785; and
    2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

13. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.

14. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and/or (d)(3):
One case.

ADJOURN

In memory of:
Henry Haller
Smiley Hernandez
Robert Wehust

January 26; February 9, 23; March 9, 23; April 13, 27; May 11, 25; June 8, 22; July (no meetings); August 10, 24; September 14, 28; October 12, 26; November 9, 23; December 14, (December 28 - no meeting)

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before January 7, 2021, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library 7863 Central Avenue	Fire Station No. 1 26974 Base Line	City Hall 27215 Base Line

Date: January 7, 2021

_____

Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Waive the Reading of All Ordinances

RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.

Approved _____ Motion _____ Second _____ Agenda Item No. 1

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – December 8, 2020 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
DECEMBER 8, 2020

This meeting was conducted as a videoconference meeting in the Donahue Council Chambers, 27215 Base Line, Highland, California. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:10 p.m. by Mayor McCallon.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS

City Clerk Hughes swore in the newly elected Council Members Jesse Chavez, Penny Lilburn and Larry McCallon.

1. Appointment of Mayor and Mayor Pro Tem for 2020/21

City Clerk Hughes opened the floor for nominations for Mayor.

Council Member Timmer nominated Council Member Lilburn for Mayor.

City Clerk Hughes called for any other nominations. Hearing none, the floor is now closed for nominations.

Council Member Lilburn has been appointed Mayor.

Mayor Lilburn opened the floor for nominations for Mayor Pro Tem.

Council Member Solano nominated Council Member McCallon for Mayor Pro Tem.

Mayor Lilburn called for any other nominations. Hearing none, the floor is now closed for nominations.

Council Member McCallon has been appointed Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hocs and Agency Organizations

Mayor Lilburn stated she would like to start with the Ad Hoc appointments, and it appears that both Ad Hoc committees can be dissolved.

City Manager Hughes responded yes, they can.

Mayor Lilburn stated with that being confirmed the Planning Commission Ad Hoc and the Network and Software Services Ad Hoc will be dissolved as both obligations have been fulfilled. She is not aware of any Council Members who have any desires to be removed or to become part of a certain committee, so her thoughts are to leave everything as is.

Council Member Timmer stated as none of the members have changed, he would also think we continue with the same committee assignments. We are evenly distributed on these committees so he would think we leave it the same.

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem McCallon, to keep the current memberships on the various Council Committees and Agency Appointments. Motion carried on a roll call vote, 5-0.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

3. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.

4. Minutes – November 24, 2020 City Council Regular Meeting
Approved the Minutes as submitted.

5. Warrant Register
Approved Warrant Register No. 714 for December 8, 2020, in the amount of $1,336,312.37 and Payroll of $104,716.10.

6. The Comprehensive Annual Financial Report (CAFR), the GAS (Internal Controls) Letter, the SAS 114 Letter, and the GANN Limit (Appropriations Limit) Letter. All Reports are for Fiscal Year Ended June 30, 2020.
Received and filed the Comprehensive Annual Financial Report (CAFR), the GAS (Internal Controls) Letter, the SAS (Conclusion) 114 letter and the GANN Limit (Appropriations Limit) letter. All reports are for Fiscal Year ended June 30, 2020.

7. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2019-2020 per Government Code Section 66006
Received and filed the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2019-2020.

8. Developer In-Lieu Fee Annual Report for Fiscal Year 2019-2020
Received and filed the Developer In-Lieu Fee Annual Report for Fiscal Year 2019-2020.

9. Bid Award – Bid No. 2020-05, "Federal Funded Safe Routes to Schools Projects (Project Nos. str11005 & str11006)"
Awarded the construction contract for Bid No. 2020-05, "Federal Funded Safe Routes to Schools Projects (Project Nos. str11005 & str11006)" to the responsible low bidder, DM Contracting, Inc., in the amount of $1,456,569.

10. Bid Award – Bid No. 2020-06, "FY 2018-19, FY 2019-20 and FY 2020-21 Community Development Block Grant [CDBG] Streets Pavement Improvements (Project Nos. ola18001, ola19001 & ola20001)"
    1. Awarded the construction contract for Bid No. 2020-06, "FY 2018-19, FY 2019-20 and FY 2020-21 CDBG Streets Pavement Improvements (Project Nos. ola18001, ola19001 & ola20001)" to the responsible low bidder, COPP Contracting, Inc., in the amount of $660,671.76; and
    2. Authorized the use of unprogrammed CDBG funds from previous years for construction of this project as needed.

11. Construction Management and Inspection Services for Bid No. 2020-06, "FY 2018-19 & FY 2020-21 CDBG Streets Pavement Improvements (Project Nos. ola18001, ola19001 & ola20001)"
    1. Approved proposal from Willdan Engineering to provide construction management and inspection services for Bid No. 2020-06, "FY 2018-2019, FY 2019-20 & FY 2020-21 CDBG Streets Pavement Improvements (Project Nos. ola18-001, ola 19-001 & ola20001)"; and
    2. Authorized the City Manager to approve contract amendments up to 10% of the proposal amount.

12. Declare One (1) Seat Vacant on the Community Trails Committee
    1. Declared one (1) seat vacant on the Community Trails Committee; and
    2. Directed the City Clerk to advertise the vacancy on the Community Trails Committee.

CITY COUNCIL PUBLIC HEARING

13. An Amendment to the Mediterra Planned Development (SPR 20-001/PUD 13-001) to Include a 1.6 Acre Parcel and to Clarify the Construction Timing of Certain Park Improvements, a General Plan Amendment (GPA 20-001), a Zone Change (ZC 20-001), an Amendment to Conditional Use Permit (CUP 14-005, an Amendment to Tentative Tract Map 18893 (TTM 14-002), and a Request to the City Council for the Consideration of an Open Space Easement to Satisfy Condition No. 20 of the Planning Conditions of Approval for the Conditional Use Permit in Relation to the Mediterra Planned Development.

Mayor Lilburn opened the public hearing.

City Attorney Marroquin stated just to indicate that if anyone challenges any project in court they may be limited to raising only those issues that they or someone else raised at the public hearing or written correspondence that was delivered to the City during the hearing and anyone who is dissatisfied with any decision would have to file an appeal on the appropriate form within 15 days of the decision.

Associate Planner Syed stated the Mediterra Planned Development is located towards the eastern part of Highland along Greenspot Road near the East Valley Water District offices. Currently, the project consists of 180.6 acres, with the potential to add a 1.6-acre parcel to the project, labeled here as "Not A Part", as an addition to Planning Area 1. We are moving on to page 3 now. This 1.6-acre parcel contains a single-family home along with various farm oriented accessory structures. The property is accessible by foot and by vehicle through a gravel portion of Santa Ana Canyon Road, just off Greenspot Road. With the incorporation of the 1.6-acre parcel into the development, the existing home along with its accessory structures have been demolished. On to page 4. The applicant's proposal consists of two actions. One, the incorporation of the 1.6-acre parcel at the center of Planning Area 1 into the Mediterra Planned Development, and two, the completion of construction on both the private and public portions of Mediterra Park. On to page 5. In addition to the incorporation into Planning Area 1, the 1.6-acre parcel will be divided into nine lots around a cul-de-sac to be named Terranova Street, bringing the total units in Planning Area 1 from 89 up to 98. The addition will not increase the total number of units in the development from 316, however, as nine units will be removed from the development of Planning Area 4, the full construction of Mediterra will be divided into four planned phases. On to page 6. Phase 1 of the development is located toward the western portion of the site and is approved for approximately 24 acres of residential development, internal roads, a small community park, and a water quality management basin. On to page 7. Phase 2 of the development consists of the construction of Planning Area 2 as well as the private and public portions of Mediterra Park in Planning Area 6. The residential area spans just under 12 acres and consists of 51 homes, a continued walking trail, and internal streets. As for Mediterra Park, the exact timing for completing the public portion was previously unspecified per the existing language in the Specific Plan. At the Applicant's request, the verbiage has been clarified for the construction of the public portion of the park to be completed

alongside Phases 1 and 2 and prior to the issuance of the 140th building permit. On to page 8. Phase 3 of the development consists of the construction of Planning Area 3 and Planning Area 5. On to page 9. Phase 4 of the development involves the construction of Planning Area 4. Since the incorporation of the 1.6-acre parcel will add nine new lots to Planning Area 1, nine lots would then be removed from Planning Area 4, keeping the total count for the entire development at 316. On to page 10. In summary, the addition of the previously considered "Not A Part" of the project, to Planning Area 1, will keep the overall configuration of the project similar in layout to the approved 2019 revision with respect to the 316 total homes, densities, and streets within the Planned Development. The notable changes according to this amendment account for the incorporation of the 1.6-acre property into the development, and for the clarification regarding the timing for construction of the public portion of Mediterra Park. On to page 11. In addition to the amendments to the Planned Development, the original approval of Mediterra in 2016 required the dedication of an Open Space area as part of the project. To satisfy that condition, the Applicant has provided the City with an agreement for an open space easement at the northern portion of the development, very similar to the open space easement that is part of the East Highlands Ranch. On to page 12. To address the amendments to the proposed project, the applicant has provided an addendum to the Mitigated Negative Declaration that was adopted in 2016, satisfying the CEQA requirements. On to page 13. The Planning Commission recommends the City Council take the actions listed in regard to the Mediterra Planned Development to incorporate the 1.6-acre parcel, specify a completion timeframe for the public portion of Mediterra Park, and dedicate an Open Space Easement. Thank you, and before we end, there were a few minor modifications to three of the resolutions that you have-specifically the addendum, the general plan amendment, and the amendment to the tract map. Revised copies of each of these documents have been provided to you via email by the City Clerk earlier this morning. Staff and the applicant are available to answer any further questions or concerns.

Council Member Timmer stated in the staff report we received, the three adjusted resolutions, the only questions he has are is the applicant aware of those changes and do we have any input from him regarding those minor changes and additions?

Associate Planner Syed stated the applicant is on the line. He does not have a presentation, but he is available to answer any questions.

Camille Bahri, Sunland Communities, stated he does not have any comments or objections to the minor changes. He does not have a presentation; he is simply very pleased to be able to annex this small parcel into the larger project. He thinks it is a great addition and he would like to thank staff for working very closely with him on this addition as they have for the rest of the project. Thank you to all and if there are any questions, he would be happy to answer them.

Mayor Lilburn called for any speakers in favor or in opposition of this proposal.

City Clerk Hughes states we have received no public comment.

Mayor Lilburn closed the public hearing.

Council Member Timmer stated he knows when we adopted this particular plan a couple of years ago, we had some concerns about that "Not a Part of" and to see that included in the project now makes the project more uniform. He thinks that was a tremendous step to make a better project so if there are no other questions, he will move the Planning Commission recommendations 1 through 5 and staff recommendation number 6.

Mayor Pro Tem McCallon stated he will second the motion, but he has several questions first. The site plan shows an exit onto Greenspot from Planning Area 1 at the far western end. Is this also an entrance or just an exit?

Camille Bahri stated that is also a controlled entrance.

Mayor Pro Tem McCallon stated controlled entrance, what does this mean? Is this a gated community?

Camille Bahri stated this is not a gated community. What he means by this is there is a restriction on exiting the project, making a left turn going eastbound. That is the only restriction on that intersection. We find it safer for residents who wish to head eastbound on Greenspot Road to use Mediterra Parkway which is to the east of this entrance.

Mayor Pro Tem McCallon stated his question is, is this also an entrance. So, it is an entrance and an exit?

Camille Bahri stated yes, correct.

Mayor Pro Tem McCallon stated to staff, is there any engineering conditions for this? He did not see one.

Associate Planner Syed stated just to clarify, are you speaking about the access point that is at the southwest corner of Planning Area 1.

Mayor Pro Tem McCallon stated the southwest corner of area 1 has an entrance or exit that was not there on the original plan. Now there is one. If you look at existing, it is not there, now you look at proposed it is. Is that also an entrance or an exit or both?

Assistant Public Works Director Bennett stated he believes Mayor Pro Tem McCallon is looking at the plan that shows Street B. That Street B will be an entrance allowing for right turn onto Street B into Phase 1. It will also be allowed through a median break for a left turn into Phase 1 and there will be an egress there for a right out only. That configuration was part of the December 19 approved tentative map that went with the revised conditions at that time and the conditions he does not have, he will look up the conditions specifically, but that is how the final engineering was approved allowing for right in, right out, and a left turn at that location Street B.

Mayor Pro Tem McCallon stated okay, his question was when he was looking at the engineering conditions, he could not find one, but he may have overlooked it. That is why he asked if there was an engineering condition for this.

Camille Bahri stated yes, there is a condition of approval that relates to that specific intersection.

Mayor Pro Tem McCallon asked what condition number is it?

Assistant Public Works Director Bennett stated it is Condition No. 21. Prior to first occupancy of Phase 1, construct an intersection of Greenspot Road and Street B to include eastbound one 150-foot left turn lane, and one through lane and bike lane, two westbound, two through lanes and a bike lane, and three southbound, one shared left turn, right turn lane.

Mayor Pro Tem McCallon stated does Engineering Condition No. 9, dealing with the drainage maintenance access road, does that provide a second exit for Planning Area 3 because if there is not one, we need one.

Camille Bahri stated this refers to the maintenance road on the northerly edge of the project that doubles for a fire break, maintenance access, and the North Fork Trail. As you see described here with the different sections of 6-foot DG and 14-foot paved section, that road connects on the west end to an existing dirt trail as well as it wraps around the easterly end of the PA3, connects through PA4 down to Greenspot Road for an emergency access.

Mayor Pro Tem McCallon stated and that goes to his question, is that an exit for Planning Area 3?

Camille Bahri stated the exit would be because PA3 does not have frontage on Greenspot Road. So, future roads within PA3 would provide access, the internal roads in PA4 would be connected to PA3 and in case of emergency there would be an exit on Greenspot Road. So PA3 would drive through PA4 down to Greenspot Road in case of emergency. Otherwise the normal traffic will go on Avenida Ramblas to Mediterra Parkway.

Mayor Pro Tem McCallon stated yes but if PA3 is built before PA4 where is the second exit out of that PA3?

Camille Bahri stated it will be provided through PA4. Even if PA4 does not develop first or concurrently.

Mayor Pro Tem McCallon stated and that is what he is asking. Is there a second exit out of PA3 and is that the maintenance road?

Assistant Public Works Director Bennett stated Condition No. 28 speaks to that secondary access, an emergency access. Third sentence states to construct a 24-foot-wide improved emergency access from the easterly end of Avenida Ramblas to the north side of Greenspot Road as approved by the City Engineer and the Fire Marshal.

Mayor Pro Tem McCallon stated that was his concern and he thought looking at Engineering Condition No. 9 that the drainage maintenance road was what was being proposed. Can someone explain Planning Condition No. 14 dealing with Lot 201?

Camille Bahri stated this refers to Lot 201. It represents Phase PA5 of the project where the estate lots would be. This is in reference to an existing residence on that lot. On the first tentative map that was approved in 2016, that whole area was referred to as Lot 201. The intent of this condition is to recognize the existing residence on that lot as existing and not having to abide by standards that were created by the Specific Plan for Mediterra.

Mayor Pro Tem McCallon stated so that was that last lot on the south side of Planning Area 3?

Camille Bahri stated no, that is the big area of about 12 acres that would be estate lots, north of PA3.

Mayor Pro Tem McCallon stated well on the tentative tract tap, Lot 201 is that the last lot on PA3.

Associate Planner Syed stated if you look at the slide show, the slide he has up right now, it shows Planning Area 5 and the house that you are specifically talking about, Lot 201, is in Planning Area 5.

Mayor Pro Tem McCallon stated he was looking at the tentative tract map for Lot 201.

Camille Bahri stated you are correct. 201 was left from the original approval of the tentative map and since the last number has changed when there was a revision to these conditions of approval we did not catch that one, but it refers to the Planning Area 5 and the existing residence just above PA3.

Mayor Pro Tem McCallon stated so that condition of approval needs to be edited, changed, deleted, what?

Associate Planner Syed stated yes, we will be changing the tract map numbering from 201 to 202 and 203.

Council Member Timmer stated he will amend his motion to include those changes.

Mayor Pro Tem McCallon stated Engineering Condition No. 7, No. 64, No. 97, and No. 98 all deal with the NAP parcel. Should those be deleted?

Camille Bahri stated we recognize these conditions of approval no longer apply. We did not want to open the conditions of approval for amendment so these conditions that you referred to would simply be ignored since they no longer apply.

Mayor Pro Tem McCallon stated why don't we just delete them?

Camille Bahri stated he does not object.

Assistant Public Works Director Bennett stated he just wants to confirm the conditions that you mentioned.

Mayor Pro Tem McCallon stated Engineering Conditions 7, 64, 97 and 98.

Assistant Public Works Director Bennett stated as Mr. Bahri mentioned we consider them not to apply and if it is the Council's desire to strike those that would be acceptable and it appears it would be acceptable to the applicant as well.

Mayor Pro Tem McCallon stated he would think we would want to strike them, and he would hope the person who made the motion would include this in the motion.

Council Member Timmer stated getting this deep into a previous approval do we open the public hearing to address these specifically or do we have to have another hearing.

City Attorney Marroquin stated she thinks because we are making amendments to the tentative tract map which is associated to these conditions of approval, if she is understanding correctly, she thinks it is okay to make these changes because they are essentially changing or just taking things out that are not applicable. We are not adding additional conditions that are modifying the project that is before us. All we are doing is taking out things that were not applicable. Just to make sure we have a very clean record for when the project moves forward to construction of what is expected of the developer.

Council Member Timmer stated the reason he asked is because he does not want to jeopardize the approval by missing something. If the City Attorney feels that what we are doing, to delete those couple of items is okay he will adjust his amendment of motion to delete those particular items.

City Attorney Marroquin asked can staff please confirm that those engineering conditions 7, 64, 97 and 98 are fine to delete from staff's perspective. She thinks the applicant has already concurred on that and she thinks we should be fine going forward with that amendment.

Camille Bahri stated if he may suggest the following. On all our conditions of approval we provide a status to staff whether it be planning, engineering or other conditions of approval. We keep track of what has been implemented or what is left to be implemented and at what time frame. A similar condition of approval that no longer applies we simply supplement the record of like he said, a status report that either would get input from staff on or they agree with it and this is how we keep the record straight. He would suggest that it would be a simpler way since these conditions do not apply, there is no harm in keeping them, rather than amending the conditions of approval.

Assistant Public Works Director Bennett stated he would agree with the applicant regarding the process that we would take going forward and we concur on status of condition such as 7, 64, 97 and 98 and say it is not applied, met or deferred or otherwise. So, we could carry that forward. That is how we anticipate addressing those four. If it is the desire of the Council, we could also delete them to answer the City Attorney's question whether 7, 64, 97 and 98 could be deleted.

Mayor Lilburn stated she is going to look to the City Attorney for the direction. Since these no longer apply, Engineering Conditions 7, 64, 97 and 98, can we delete those?

City Attorney Marroquin stated yes, they are not applicable. It would not make sense to include them because then if there was ever a question of why didn't you comply with this, you know it's a condition of approval of a project, so let's go ahead and delete them.

Council Member Timmer stated he just wants to clarify, by deleting the items, we are not opening ourselves up for future challenges by some other group or whatever. He just wants to make sure the public hearing, the way it is written that we could adjust the past approvals in the plan.

Assistant Community Development Director Stater stated yes, the way staff advertised this for the public hearing allows us to make those amendments. We did advertise that we would be taking action on the tentative tract map to make amendments. So, she thinks we are okay there.

City Attorney Marroquin stated since we have had quite a bit of discussion after the motion was made, before we take any votes on the motion, she does not know if there is any further questions or discussion. If we can just turn it back to the City Clerk again to double check that no additional public comments have come in. Once all the discussion is done, let us just make sure that we double check on that. Then if there are additional public comments, we should give the applicant an opportunity to respond.

Mayor Lilburn stated does she need to have Council Member Timmer go back and state his amendment on his motion, on both motions? We clarified the engineering conditions, those four from engineering, but also for conditions 201, 202 and 203.

City Attorney Marroquin stated she thinks those were already clear in the record but we can certainly restate it again at the end just so we have a very clean record.

Mayor Pro Tem McCallon stated the motion also needs to acknowledge the revised ordinance and revised resolutions.

Council Member Timmer stated he initially included that in his first approval.

Mayor Lilburn stated she is going back to the City Clerk to see if any further comments have come in before she closes this up.

City Attorney Marroquin stated so you had previously closed the hearing but because there was so much discussion in questions and answers with the applicant she thinks, just in the interest of fairness, we should just go back and make sure nothing has come in. Typically, we would have deliberations after but not kind of questions and answers that happened so just in the interest of fairness let us just do it.

City Clerk Hughes stated we have not received any public comment.

Mayor Lilburn stated so we have a motion and a second on both the amended amendments on the motion so with that we will take a roll call.

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem McCallon, to:

1. Adopt Resolution No. 2020-055 approving an Addendum to the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Mediterra Planned Development (PUD 13-001) pursuant to the California Environmental Quality Act (CEQA);
2. Adopt Resolution No. 2020-056 approving General Plan Amendment (GPA 20-001) changing the Land Use Designation from Agricultural/Equestrian (AG/EQ) to Planned Development (PD);
3. Introduce Ordinance No. 445 to amend the City's Official Zoning Map, Zone Change (ZC 20-001), changing the zoning designation of the site from Agricultural/Equestrian (A/EQ) to Planned Development "PD 13-001";
4. Adopt Resolution No. 2020-057 amending Conditional Use Permit (CUP 14-005) to incorporate a 1.6-acre parcel and deferring certain park improvements for the Mediterra Planned Development;
5. Adopt Resolution No. 2020-058 amending Tentative Tract Map No. 18893 (TTM 14-002); and
6. Accept the Greenspot Corridor, LLC ("Grantor") proposed Open Space Easement in favor of the City of Highland ("Grantee") covering the undeveloped natural hillside within the Mediterra Specific Plan upon review and approval by the City Attorney. Motion carried on a roll call vote, 5-0.

RESOLUTION NO. 2020-055
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, TO ADOPT AN ADDENDUM TO THE MEDITERRA PLANNED DEVELOPMENT MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM FOR AN AMENDMENT TO THE PLAN TO ADD A 1.6 ACRE PARCEL AND CLARIFY THE TIMING OF CONSTRUCTION FOR PUBLIC PORTIONS OF MEDITERRA PARK. ASSESSOR PARCEL NUMBERS: 0297-021-25, 0297-021-18, 0297-015-16, 0297-061-04, 0297-061-05, 0297-061-06, 0297-061-07, 0297-061-09, 0297-061-13, 0297-061-20, 0297-061-25, 0297-061-26, and 0297-061-29, 297-201-05

RESOLUTION NO. 2020-056
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, TO APPROVE GENERAL PLAN AMENDMENT (GPA 20-001) FOR A 1.6 ACRE PARCEL FROM AGRICULTURAL/EQUESTRIAN (AG/EQ) TO PLANNED DEVELOPMENT (PD) TO FACILITATE ITS ADDITION INTO THE MEDITERRA PLANNED DEVELOPMENT (PUD 13-001/CUP 14-005). ASSESSOR PARCEL NUMBER: 0297-021-25

City Clerk Hughes introduced Ordinance No. 445:

ORDINANCE NO. 445
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING ZONE CHANGE (ZC 20-001) FOR A 1.6-ACRE PARCEL FROM AGRICULTURAL/EQUESTRIAN (A/EQ) TO PLANNED DEVELOPMENT "PD 13-001" FACILITATING ITS ADDITION TO THE MEDITERRA PLANNED DEVELOPMENT (PUD 13-001/CUP 14-005). ASSESSOR PARCEL NUMBER: 0297-021-25

which title was read.

RESOLUTION NO. 2020-057
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, TO AMEND THE CONDITIONAL USE PERMIT (CUP 14-005) THAT ADOPTED THE MEDITERRA PLANNED DEVELOPMENT, TO ADD A 1.6-ACRE PARCEL TO THE BOUNDARIES AND TO CLARIFY THE TIMING OF CONSTRUCTION FOR PUBLIC PORTIONS OF MEDITERRA PARK ASSESSOR PARCEL NUMBERS: 0297-021-25, 0297-021-18, 0297-015-16, 0297-061-04, 0297-061-05, 0297-061-06, 0297-061-07, 0297-061-09, 0297-061-13, 0297-061-20, 0297-061-25, 0297-061-26, and 0297-061-29, 297-201-05

RESOLUTION NO. 2020-058
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, TO AMEND TENTATIVE TRACT MAP NO. 18893 (TTM 14-002) TO ADD A 1.6-ACRE PARCEL IN CONJUNCTION WITH AN AMENDMENT TO THE MEDITERRA PLANNED DEVELOPMENT (SPR 20-002/PUD 13-001) ASSESSOR PARCEL NUMBERS: 0297-021-25, 0297-021-18, 0297-015-16, 0297-061-04, 0297-061-05, 0297-061-06, 0297-061-07, 0297-061-09, 0297-061-13, 0297-061-20, 0297-061-25, 0297-061-26, and 0297-061-29, 297-201-05

CITY COUNCIL LEGISLATIVE

14. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

City Manager Hughes stated he does have a few items that he would like to go over. He would like to do a COVID-19 update. County-wide we now have 108,000 confirmed cases. Testing county-wide we are at 1.2 million, deaths county-wide we are at 1,207. Hospitalizations have increased dramatically, the previous record from back a few months ago was 639 people hospitalized, we are now currently at 996. The ICU was previously at 195, we are now at 216. Ventilators, unfortunately, have set a record it was previously at 163, now it is at 211. There is now a new region classification. The State no longer looks at individual counties. We have now been placed into a region, essentially with all southern California. There is now a new trigger point which is the ICU's and how much capacity the ICU's have. Once a region reaches below 15% then a stay at home effect order goes into place. Currently our region is at 10% capacity, so the Stay at Home order is in effect. Basically, we have essential travel only, restaurants are take-out only, retail and grocery stores now have a more restrictive capacity and no personal service shops are to be open. Parks are still open for exercise, however, under the Governor's new order, we had to close playgrounds again. We are no longer issuing yard sale permits. City Hall is still open to the public, but we are encouraging people to do as much as they can over the phone or via email. The COVID Compliant Business Program is still up, the County's deadline is December 13, and the City's deadline is December 14. We currently have approximately fifty businesses that have taken advantage of this program in the city, who have either been approved or are in the process of being approved. The County COVID hotline is still open and operational. Just a reminder that the phone number is (909) 387-3911. The City Council should have received an email from him regarding the work program. He has provided them with blank forms, and he has also placed some blank forms into Council Member's mailboxes at City Hall. If you prefer not to type them up, you can just hand write them out and staff will type them up for you. Please have these proposed work items to him by December 21. Just to bring the Council up to speed on a few projects, the Base Line Bridge over City Creek is moving forward. The trapping study was recently completed for the Kangaroo Rat. There was a 3-night study and it resulted in the trapping of 42 kangaroo rats. That report has been sent out to the various resource agencies as part of the permit process and sent to San Bernardino County Flood Control District to initiate the process to require permanent and temporary easements. We are still moving forward on that project. Staff is continuing to work on the Active Transportation Plan with SCAG. The

document can be viewed online at the website www.highlandatplan.com or via a link on the City's web page. The Planning Commission will be presented with a draft ATP at their meeting on December 15. Once the Planning Commission's public comments are addressed, the ATP will be forwarded to the City Council for consideration. This week the home builder DR Horton will clear 13 acres of large orange groves for the Mediterra Planned Development site north of Greenspot Road near East Valley Water District. The grove removal will make way for grading operations that are set to begin in early 2021. Staff has also completed the Final EIR, Environmental Impact Report, for the Heatherglen Residential Development located on the south side of Greenspot Road near Gold Buckle Road. The 203-lot subdivision will be reviewed by the Planning Commission in January and will then be brought forward for consideration, if approved, to the City Council in February. Just a couple of stats -the Police Department responded to 1,713 calls for service in the last two weeks, and year to date Burrtec has completed 1,655 illegal dumping work orders. We do have two blood drives scheduled, one for November 30 and one for December 21, both will be at the Highland Police Station.

15. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Mayor Pro Tem McCallon stated he represented the cities from Supervisorial District 3 at the swearing in of the new Supervisors. He was the only City official from Dawn Rowes entire district that was invited, and he was honored to be there and watch both her and Paul Cook being sworn in and, of course, Joe Baca, Jr., was also sworn in.

ANNOUNCEMENTS

December 22 — City Council Meeting - Canceled

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 7:09 p.m. in memory of Rosemary Anna Thompson.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Penny Lilburn
Mayor

clerk\minutes\2020\12.08.20 cc final.docx

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer

PREPARED BY: Leticia Nava-Cruz, Senior Accountant

SUBJECT: Warrant Register #715

RECOMMENDATION: City Council to approve Warrant Register #715; Warrants in the amount of $7,148,254.09 and Payroll in the amount of $318,103.56.

FISCAL IMPACT: The total of Cash and Expenditures is $7,466,357.65

PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

BACKGROUND: See Printouts Attached.

Approved _____ Motion_____ Second _____ Agenda Item No. 3

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #715

January 12, 2021

Warrants:

12/4/2020	Payroll Wire #527-530 & Ck #81998-81999	55,966.25
12/8/2020	Ck#82000-82059	488,951.71
12/9/2020	Ck#82060-82061	487.00
12/15/2020	Ck#82062-82109	1,132,213.29
12/18/2020	Payroll Wire #531-534 & Ck #82110-82111	69,232.70
12/22/2020	Ck#82112-82158	4,098,899.26
12/23/2020	Ck#82159	872,693.22
12/29/2020	Ck#82160-82172	48,929.60
12/31/2020	Payroll Wire #535-538 & Ck #82173-82174	49,120.60
1/5/2021	Ck#82175-82205 & Wire# 1001756753-1011756756	331,760.46
	Total Warrants	$ 7,148,254.09

Payroll:

12/4/2020	Direct Deposits #10238-10277	102,252.75
12/4/2020	Ck #601-603	2,698.03
12/18/2020	Direct Deposits #10278-10318	118,388.67
12/18/2020	Ck #604-606	2,734.34
12/31/2020	Direct Deposits #10319-10358	89,452.34
12/31/2020	Ck #607-609	2,577.43
	Total Payroll	$ 318,103.56
	Total Warrants & Payroll	**$ 7,466,357.65**

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
527	12/4/2020	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 016.1170	12.51
			ICMA DEFERRED COMP 457: Payment 041.1170	316.34
			ICMA DEFERRED COMP 457: Payment 070.1170	237.04
			ICMA DEFERRED COMP 457: Payment 001.1170	6,894.76
			ICMA DEFERRED COMP 457: Payment 004.1170	430.10
			ICMA DEFERRED COMP 457: Payment 010.1170	294.00
			ICMA DEFERRED COMP 457: Payment 012.1170	12.51
			Total :	**8,197.26**
528	12/4/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 001.1145	635.25
			EPMC: Payment 004.1145	94.42
			EPMC: Payment 006.1145	19.54
			EPMC: Payment 010.1145	23.76
			EPMC: Payment 012.1145	2.36
			EPMC: Payment 016.1145	2.36
			EPMC: Payment 023.1145	6.55
			EPMC: Payment 024.1145	0.55
			EPMC: Payment 041.1145	31.22

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
528	12/4/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			042.1145	11.37
			EPMC: Payment	
			070.1145	51.36
			PERS: Payment	
			001.1145	14,166.98
			PERS: Payment	
			004.1145	2,326.35
			PERS: Payment	
			006.1145	666.57
			PERS: Payment	
			010.1145	832.33
			PERS: Payment	
			012.1145	169.03
			PERS: Payment	
			016.1145	169.03
			PERS: Payment	
			023.1145	93.53
			PERS: Payment	
			024.1145	18.79
			PERS: Payment	
			041.1145	445.94
			PERS: Payment	
			042.1145	311.46
			PERS: Payment	
			070.1145	734.11
			PERS SURVIVOR: Payment	
			001.1145	25.80
			PERS SURVIVOR: Payment	
			004.1145	4.04
			PERS SURVIVOR: Payment	
			006.1145	1.31
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.58

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
528	12/4/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.23
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.32
			PERS SURVIVOR: Payment	
			042.1145	0.74
			PERS SURVIVOR: Payment	
			070.1145	0.65
			Total :	**20,848.20**
529	12/4/2020	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			010.1140	163.94
			MEDICARE: Payment	
			012.1140	45.10
			MEDICARE: Payment	
			016.1140	45.06
			MEDICARE: Payment	
			023.1140	18.94
			MEDICARE: Payment	
			024.1140	4.28
			MEDICARE: Payment	
			041.1140	86.09
			MEDICARE: Payment	
			042.1140	69.90
			MEDICARE: Payment	
			070.1140	128.77
			FEDERAL TAXES: Payment	
			001.1120	11,199.57
			FEDERAL TAXES: Payment	
			004.1120	1,765.59
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
529	12/4/2020	000119 INTERNAL REVENUE SERVICE	(Continued)	
			006.1120 FEDERAL TAXES: Payment	556.09
			010.1120 FEDERAL TAXES: Payment	626.38
			012.1120 FEDERAL TAXES: Payment	50.21
			016.1120 FEDERAL TAXES: Payment	50.21
			023.1120 FEDERAL TAXES: Payment	56.00
			024.1120 FEDERAL TAXES: Payment	14.61
			041.1120 FEDERAL TAXES: Payment	406.67
			042.1120 FEDERAL TAXES: Payment	195.95
			070.1120 SOCIAL SECURITY: Payment	549.85
			001.1140 MEDICARE: Payment	597.46
			001.1140 MEDICARE: Payment	3,009.33
			004.1140 MEDICARE: Payment	473.16
			006.1140	135.92
			Total :	**20,249.08**
530	12/4/2020	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	4,309.43
			STATE TAXES: Payment 004.1130	742.83
			STATE TAXES: Payment 006.1130	212.84
			STATE TAXES: Payment 010.1130	305.81

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
530	12/4/2020	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			012.1130	30.43
			STATE TAXES: Payment	
			016.1130	30.42
			STATE TAXES: Payment	
			023.1130	14.84
			STATE TAXES: Payment	
			024.1130	4.77
			STATE TAXES: Payment	
			041.1130	165.59
			STATE TAXES: Payment	
			042.1130	69.96
			STATE TAXES: Payment	
			070.1130	242.48
			Total :	**6,129.40**
81998	12/4/2020	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	109.95
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	12.82
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.26
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	211.30
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.69
			AFLAC DISABILITY INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81998	12/4/2020	003804 AFLAC WWHQ	(Continued)	
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC DENTAL: Payment	6.70
			001.1181 AFLAC DENTAL: Payment	27.87
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.66
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.57
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.98
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.48
			016.1181	1.48
			Total :	**527.31**
81999	12/4/2020	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT ARROWHEAD UNITED WAY: Payment	
			001.1180 ARROWHEAD UNITED WAY: Payment	11.26
			004.1180 ARROWHEAD UNITED WAY: Payment	0.78
			041.1180 ARROWHEAD UNITED WAY: Payment	2.27
			070.1180	0.69

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
81999	12/4/2020	000433	000433 ARROWHEAD UNITED WAY	(Continued)	Total :	15.00
6 Vouchers for bank code : wfb					Bank total :	55,966.25
6 Vouchers in this report					Total vouchers :	55,966.25

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82000	12/8/2020	000043 BALLARD PLUMBING HEATING & AIR	CORP YARD HVAC MAINT		
			CORP YARD HVAC MAINT		
			004.8310.4588		625.00
				Total :	**625.00**
82001	12/8/2020	000085 EAST VALLEY WATER DISTRICT	LMD'S-NOV		
			LMD'S-NOV		
			012.8500.4030		8,528.85
			CANYON OAKS PARK-NOV		
			CANYON OAKS PARK-NOV		
			016.8540.4030		612.85
			BEATTIE IRRIGATION-NOV		
			BEATTIE IRRIGATION-NOV		
			001.6000.4030		2,840.91
			OAK CREEK PARK-NOV		
			OAK CREEK PARK-NOV		
			016.8540.4030		1,276.54
				Total :	**13,259.15**
82002	12/8/2020	000108 HIGH TECH SECURITY	BURG SYSTEMS-JAN		
			CITY HALL MONIT-JAN		
			042.9510.4066		25.00
			CITY HALL MAINT-JAN		
			042.9510.4066		15.00
			COMMUNITY PARK MONIT-JAN		
			001.6000.4066		25.00
			COMMUNITY PARK MAINT-JAN		
			001.6000.4066		15.00
			CORP YARD MONIT-JAN		
			004.8310.4066		25.00
			CORP YARD MAINT-JAN		
			004.8310.4066		20.00
			CITY HALL MONIT-JAN		
			042.9510.4066		25.00
			CITY HALL MAINT-JAN		
			042.9510.4066		15.00
			CORP YARD: CELLULAR FIRE ALARM BACK UP S		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82002	12/8/2020	000108 HIGH TECH SECURITY	(Continued)	
			CORP YARD: CELLULAR FIRE ALARM BACK UP	
			004.8310.4070	35.00
			FIRE SYSTEMS-JAN	
			CORP YARD MONIT-JAN	
			004.8310.4066	35.00
			CORP YARD MAINT-JAN	
			004.8310.4066	15.00
			LIBRARY MONIT-JAN	
			001.6000.4066	35.00
			LIBRARY MAINT-JAN	
			001.6000.4066	15.00
			CITY HALL MONIT-JAN	
			042.9510.4066	35.00
			CITY HALL MAINT-JAN	
			042.9510.4066	15.00
			FIRE STATION #3 MONIT-JAN	
			028.2050.4066	17.50
			FIRE STATION #3 MONIT-JAN	
			029.2100.4066	17.50
			FIRE STATION #3 MAINT-JAN	
			028.2050.4066	7.50
			FIRE STATION #3 MAINT-JAN	
			029.2100.4066	7.50
			YMCA MONIT-JAN	
			001.6000.4066	35.00
			YMCA MAINT-JAN	
			001.6000.4066	15.00
			POLICE: CELLULAR FIRE ALARM BACK UP	
			001.2000.4066	35.00
			POLICE MONIT-JAN	
			001.2000.4066	25.00
			POLICE 24 HR TIMER TEST	
			001.2000.4066	10.00
			POLICE MAINT-JAN	
			001.2000.4066	15.00
			CCTV SYSTEMS-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82002	12/8/2020	000108 HIGH TECH SECURITY	(Continued)		
			AURANTIA PARK MAINT-JAN		
			001.6000.4066		25.00
			COMMUNITY PARK MAINT-JAN		
			001.6000.4066		50.00
			CITY HALL MAINT-JAN		
			042.9510.4066		25.00
			CORP YARD MAINT-JAN		
			004.8310.4066		25.00
			CANYON OAKS PARK MAINT-JAN		
			016.8540.4066		25.00
				Total :	**685.00**
82003	12/8/2020	000127 K & L HARDWARE	GRAFFITI SUPPLIES		
			GRAFFITI SUPPLIES		
			001.6010.4206		38.25
			CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4206		155.03
			PARKS SUPPLIES		
			PARKS SUPPLIES		
			001.6000.4206		155.03
			STATION #1 SUPPLIES		
			STATION #1 SUPPLIES		
			028.2050.4070		15.71
			STATION #1 SUPPLIES		
			029.2100.4070		15.70
				Total :	**379.72**
82004	12/8/2020	000165 AT&T	POLICE ALARM-NOV		
			POLICE ALARM-NOV		
			001.2000.4060		643.73
				Total :	**643.73**
82005	12/8/2020	000165 AT&T	CORP YARD-NOV		
			CORP YARD-NOV		
			004.8310.4060		466.03

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82005	12/8/2020	000165 000165 AT&T	(Continued)	Total :	466.03
82006	12/8/2020	000165 AT&T	CITY HALL-NOV		
			CITY HALL-NOV		
			042.9510.4060		308.67
				Total :	308.67
82007	12/8/2020	000165 AT&T	BASELINE LITTLE LEAGUE-NOV		
			BASELINE LITTLE LEAGUE-NOV		
			001.6000.4060		308.67
				Total :	308.67
82008	12/8/2020	000165 AT&T	CITY HALL-NOV		
			CITY HALL-NOV		
			042.9510.4060		308.67
				Total :	308.67
82009	12/8/2020	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC SIG PALM/CYPRESS-NOV		
			TRAFFIC SIG PALM/CYPRESS-NOV		
			013.8510.4011		31.35
			TRAFFIC SIG PALM/CYPRESS-NOV		
			TRAFFIC SIG PALM/CYPRESS-NOV		
			004.8310.4580		51.45
			SMART N FINAL SCE FEES-NOV		
			SMART N FINAL SCE FEES-NOV		
			013.8510.4011		22.30
			REAL JOURNEY ACADEMY LMD ZONE 73-NOV		
			REAL JOURNEY ACADEMY LMD ZONE 73-NOV		
			012.8500.4010		13.26
			STATION #3-NOV		
			STATION #3-NOV		
			028.2050.4010		553.41
			STATION #3-NOV		
			029.2100.4010		553.40
			EVC STATIONS-NOV		
			EVC STATIONS-NOV		
			042.9510.4012		259.19
			LMD#48C-NOV		
			LMD#48C-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82009	12/8/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010 LMD #55-NOV LMD #55-NOV	13.46
			012.8500.4010 CITY HALL-NOV CITY HALL-NOV	13.46
			042.9510.4010 POLICE STATION-NOV POLICE STATION-NOV	783.21
			001.2000.4010 CORP YARD-NOV CORP YARD-NOV	4,151.30
			004.8310.4010 LIBRARY/ELC-NOV LIBRARY/ELC-NOV	645.81
			001.6000.4010 LS#2-NOV LS#2-NOV	3,249.68
			013.8510.4011 LS2-B-NOV LS2-B-NOV	679.87
			013.8510.4011 LS#3-NOV LS#3-NOV	12.06
			013.8510.4011 LS#3-NOV LS#3-NOV	18.72
			013.8510.4011 LS-3 METERS-NOV LS-3 METERS-NOV	18.81
			013.8510.4011 LS-3 METERS-NOV LS-3 METERS-NOV	59.52
			013.8510.4011 LS#3-NOV LS#3-NOV	300.27
			013.8510.4011	104.24

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82009	12/8/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			SIGNALS-NOV	
			SIGNALS-NOV	
			004.8310.4580	44.52
			SIGNALS-NOV	
			013.8510.4011	38.69
			OAK CREEK PARK-NOV	
			OAK CREEK PARK-NOV	
			016.8540.4010	14.53
			LMD#48C-NOV	
			LMD#48C-NOV	
			012.8500.4010	325.93
			LMD#48B-NOV	
			LMD#48B-NOV	
			012.8500.4010	13.74
			UPLIGHTING LMD 48-NOV	
			UPLIGHTING LMD 48-NOV	
			012.8500.4010	2.86
			UPLIGHTING LMD 48-NOV	
			013.8510.4011	32.33
			HIGHLAND AVE ALPR-NOV	
			HIGHLAND AVE ALPR-NOV	
			001.2000.4062	12.31
			HIGHLAND AVE ALPR-NOV	
			HIGHLAND AVE ALPR-NOV	
			001.2000.4062	13.35
			BASELINE MEDIAN-NOV	
			BASELINE MEDIAN-NOV	
			004.8310.4010	2.68
			BASELINE MEDIAN-NOV	
			BASELINE MEDIAN-NOV	
			004.8310.4010	36.27
			LMD 13-NOV	
			LMD 13-NOV	
			012.8500.4010	10.86
				Total : 12,082.84
82010	12/8/2020	000204 SOCALGAS	CITY HALL-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82010	12/8/2020	000204 SOCALGAS	(Continued)	
			CITY HALL-NOV	
			042.9510.4020	53.06
			STATION #3-NOV	
			STATION #3-NOV	
			029.2100.4020	48.51
			STATION #3-NOV	
			028.2050.4020	48.51
			STATION #1-NOV	
			STATION #1-NOV	
			028.2050.4020	28.88
			STATION #1-NOV	
			029.2100.4020	28.87
			POLICE-NOV	
			POLICE-NOV	
			001.2000.4020	928.14
			STATION #2-NOV	
			STATION #2-NOV	
			028.2050.4020	67.05
			STATION #2-NOV	
			029.2100.4020	67.04
			Total :	**1,270.06**
82011	12/8/2020	000207 KONICA MINOLTA	COPIER MAINT-NOV	
			COPIER MAINT-NOV	
			042.9510.4205	1,118.27
			COPIER MAINT-NOV	
			001.2000.4205	9.92
			Total :	**1,128.19**
82012	12/8/2020	000222 UNDERGROUND SERVICE ALERT	DIG ALERT TICKETS-DEC	
			DIG ALERT TICKETS-DEC	
			004.8310.4553	90.85
			DIG ALERT TICKETS-OCT	
			DIG ALERT TICKETS-OCT	
			004.8310.4553	105.70
			DIG SAFE BOARD FEES-OCT	
			DIG SAFE BOARD FEES-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82012	12/8/2020	000222 UNDERGROUND SERVICE ALERT	(Continued)		
			004.8310.4553		
			DIG SAFE BOARD FEES-DEC		67.69
			DIG SAFE BOARD FEES-DEC		
			004.8310.4553		67.69
				Total :	**331.93**
82013	12/8/2020	000233 WAXIE SANITARY SUPPLY	COVID19: DISINFECTANT WIPES		
			COVID19: DISINFECTANT WIPES		
			030.8495.4349		312.45
			COVID19: DISINFECTING SUPPLIES		
			COVID19: DISINFECTING SUPPLIES		
			030.8495.4349		354.54
				Total :	**666.99**
82014	12/8/2020	000424 SAN BERNARDINO COUNTY FIRE	CUPA PERMITS-CORP YARD		
			CUPA PERMITS-CORP YARD		
			001.4200.4596		556.00
			CUPA PERMITS-POLICE STATION		
			CUPA PERMITS-POLICE STATION		
			001.4200.4596		874.00
			CUPA PERMITS-STATION #3		
			CUPA PERMITS-STATION #3		
			001.4200.4596		420.00
				Total :	**1,850.00**
82015	12/8/2020	000487 SMART & FINAL	BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		87.87
				Total :	**87.87**
82016	12/8/2020	000533 UNITED STATES POSTAL SERVICE	REFILL POSTAGE MACHINE		
			REFILL POSTAGE MACHINE		
			001.0400		10,000.00
				Total :	**10,000.00**
82017	12/8/2020	000662 HI WAY SAFETY INC	VEH#130: ARROW BOARD REPL CYCL		
			VEH#130: ARROW BOARD REPL CYCL		
			004.8310.4240		433.51

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82017	12/8/2020	000662 000662 HI WAY SAFETY INC	(Continued)	Total :	433.51
82018	12/8/2020	000727 JP COOKE COMPANY	DOG TAGS: 2021, 2022, 2024		
			DOG TAGS: 2021, 2022, 2024		
			001.2200.4200		451.25
				Total :	451.25
82019	12/8/2020	000979 VERIZON WIRELESS	AIR CARDS-NOV		
			AIR CARDS-NOV		
			001.2000.4061		76.02
				Total :	76.02
82020	12/8/2020	001072 AUTO ZONE	VEH#107 SUPPLIES		
			VEH#107 SUPPLIES		
			004.8310.4240		138.10
			VEH#107 CREDIT INV 2851987844		
			VEH#107 CREDIT INV 2851987844		
			004.8310.4240		-18.00
				Total :	120.10
82021	12/8/2020	001122 GALLS, LLC	UNIFORM: G. CHAMBERS		
			UNIFORM: G. CHAMBERS		
			001.4600.4249		156.79
				Total :	156.79
82022	12/8/2020	001123 NATIONAL CONSTRUCTION RENTALS	COVID19: TEMP PARK FENCING		
			COVID19: TEMP PARK FENCING		
			030.8495.4349		240.43
			COVID19: TEMP PARK FENCING		
			COVID19: TEMP PARK FENCING		
			030.8495.4349		81.32
			COVID19: TEMP PARK FENCING		
			COVID19: TEMP PARK FENCING		
			030.8495.4349		92.40
			COVID19: TEMP PARK FENCING		
			COVID19: TEMP PARK FENCING		
			030.8495.4349		540.96
			COVID19: TEMP PARK FENCING		
			COVID19: TEMP PARK FENCING		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82022	12/8/2020	001123 NATIONAL CONSTRUCTION RENTALS	(Continued)	
			030.8495.4349 COVID19: TEMP PARK FENCING	244.20
			COVID19: TEMP PARK FENCING 030.8495.4349 COVID19: TEMP PARK FENCING	52.80
			COVID19: TEMP PARK FENCING 030.8495.4349 COVID19: TEMP PARK FENCING	66.00
			COVID19: TEMP PARK FENCING 030.8495.4349 COVID19: TEMP PARK FENCING	653.40
			COVID19: TEMP PARK FENCING 030.8495.4349 COVID19: TEMP PARK FENCING	244.20
			COVID19: TEMP PARK FENCING 030.8495.4349 COVID19: TEMP PARK FENCING	52.80
			COVID19: TEMP PARK FENCING 030.8495.4349	66.00
			Total :	**2,334.51**
82023	12/8/2020	001414 RICHARDS, WATSON & GERSHON	GENERAL-OCT GENERAL-OCT 001.1450.4520 PERSONNEL & LABOR RELATIONS-OCT	8,558.93
			PERSONNEL & LABOR RELATIONS-OCT 001.1450.4520 COVID-19 DECLARATION OF EMERGENCY-OCT	69.00
			COVID-19 DECLARATION OF EMERGENCY-OCT 030.8495.4520 GENERAL-OCT	816.00
			GENERAL-OCT 001.1450.4520 TAX ALLOCATION REFUNDING BONDS, ISSUE	255.00
			TAX ALLOCATION REFUNDING BONDS, ISSUE 089.8090.4520	276.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82023	12/8/2020	001414 001414 RICHARDS, WATSON & GERSHON	(Continued)	Total :	9,975.43
82024	12/8/2020	001473 COUNTY OF SAN BERNARDINO	RADIO ACCESS-OCT RADIO ACCESS-OCT 028.2050.4209		598.18
			RADIO ACCESS-OCT 029.2100.4209		598.18
				Total :	1,196.36
82025	12/8/2020	001476 TIME WARNER CABLE	POLICE TELE/INT SERVICES-DEC POLICE TELE/INT SERVICES-DEC 001.2000.4065		990.68
			CORP YARD TELE/INT-DEC CORP YARD TELE/INT-DEC 004.8310.4060		664.76
				Total :	1,655.44
82026	12/8/2020	001527 SHRED-IT, C/O STERICYLCE INC.	SHREDDING SERVICES-NOV SHREDDING SERVICES-NOV 001.1200.4626		89.34
				Total :	89.34
82027	12/8/2020	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-SEP MONTHLY REIMB-SEP 001.6000.4526		32,107.00
			MONTHLY REIMB-OCT MONTHLY REIMB-OCT 001.6000.4526		32,180.00
				Total :	64,287.00
82028	12/8/2020	002408 PEOPLEREADY	TEMP LABOR FOR STORM DRAINS TEMP LABOR FOR STORM DRAINS 004.8310.4666		918.08
			TEMP LABOR FOR STORM DRAINS TEMP LABOR FOR STORM DRAINS 004.8310.4666		1,147.60
				Total :	2,065.68
82029	12/8/2020	002479 CAM PROPERTY SERVICES	BRG04005 RDA07-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82029	12/8/2020	002479 CAM PROPERTY SERVICES	(Continued)		
			BRG04005 RDA07-NOV		
			010.3830.6813		430.00
				Total :	**430.00**
82030	12/8/2020	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDER FEES-NOV		
			DOCUMENT RECORDER FEES-NOV		
			001.1200.4506		140.00
			DOCUMENT RECORDER FEES-NOV		
			DOCUMENT RECORDER FEES-NOV		
			001.1200.4506		240.00
			NOTARY PUBLIC RENEWAL: C. FLOREZ		
			NOTARY PUBLIC RENEWAL: C. FLOREZ		
			001.4200.4310		107.00
				Total :	**487.00**
82031	12/8/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 PS&E RDA07-OCT		
			STR18001 PS&E RDA07-OCT		
			010.3830.6550		4,977.07
			STR18001 PS&E IVDA-OCT		
			STR18001 PS&E IVDA-OCT		
			027.8490.6550		4,974.48
			STR18001 PS&E SMBMI-OCT		
			STR18001 PS&E SMBMI-OCT		
			027.8490.6550		4,974.48
			STR18001 PS&E EDA-OCT		
			STR18001 PS&E EDA-OCT		
			030.8495.6550		10,808.50
			STR18001 R/W RDA07-OCT		
			STR18001 R/W RDA07-OCT		
			010.3830.6550		3,609.23
			STR18001 R/W IVDA-OCT		
			STR18001 R/W IVDA-OCT		
			027.8490.6550		3,607.37
			STR18001 R/W SMBMI-OCT		
			STR18001 R/W SMBMI-OCT		
			027.8490.6550		3,607.37
			STR18001 R/W EDA-OCT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82031	12/8/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)		
			STR18001 R/W EDA-OCT		
			030.8495.6550		7,838.04
				Total :	**44,396.54**
82032	12/8/2020	002960 BURRTEC WASTE INDUSTRIES INC	PAVEMENT IMPACT FEES		
			PAVEMENT IMPACT FEES 18/19		
			023.3890.4450		67,973.66
			PAVEMENT IMPACT FEES 19/20		
			023.3890.4450		59,064.48
				Total :	**127,038.14**
82033	12/8/2020	003673 JOHNSON CONTROLS, INC	POLICE: HVAC UNIT REPAIR		
			POLICE: HVAC UNIT REPAIR		
			001.2000.4588		1,003.34
				Total :	**1,003.34**
82034	12/8/2020	003689 TPX COMMUNICATIONS	CORP YARD/CITY HALL PHONES-DEC		
			CITY HALL PHONES-DEC		
			042.9510.4060		266.45
			CORP YARD PHONES-DEC		
			004.8310.4060		1,181.84
				Total :	**1,448.29**
82035	12/8/2020	003690 DELL MARKETING L.P.	NETWORK SERVERS		
			NETWORK SERVERS		
			042.9510.4203		5,877.78
				Total :	**5,877.78**
82036	12/8/2020	003713 SATCOM GLOBAL LTD.	SATELLITE PHONES-DEC		
			SATELLITE PHONES-DEC		
			042.9510.4061		42.75
			SATELLITE PHONES-DEC		
			029.2100.4061		21.37
			SATELLITE PHONES-DEC		
			001.2000.4061		42.75
			SATELLITE PHONES-DEC		
			028.2050.4061		21.38

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82036	12/8/2020	003713 003713 SATCOM GLOBAL LTD.	(Continued)	Total :	128.25
82037	12/8/2020	004206 #1 SON PLUMBING	LMD 48 EMERGENCY REPAIR		
			LMD 48 EMERGENCY REPAIR		
			012.8500.4030		1,724.03
				Total :	1,724.03
82038	12/8/2020	004920 TKE ENGINEERING	ATP5 GRANT DE RDA07-AUG		
			ATP5 GRANT DE RDA07-AUG		
			010.3830.6533		2,826.00
			ATP5 GRANT DE COSB-AUG		
			ATP5 GRANT DE COSB-AUG		
			027.8490.6533		2,888.80
			ATP5 GRANT DE SBCO-AUG		
			ATP5 GRANT DE SBCO-AUG		
			027.8490.6533		565.20
			STR12005 CE MSRI-SEP		
			STR12005 CE MSRI-SEP		
			017.8350.6530		2,760.00
			STR12004 CON DIF LOC-SEP		
			STR12004 CON DIF LOC-SEP		
			007.8330.6530		920.00
			GENERAL ENG SRVS CAPITAL PROJECTS-OCT		
			GENERAL ENG SRVS CAPITAL PROJECTS-OCT		
			023.3890.4550		3,740.00
			STR11005 PM RDA04-OCT		
			STR11005 PM RDA04-OCT		
			010.3830.6530		115.00
			STR11006 PM RDA04-OCT		
			STR11006 PM RDA04-OCT		
			010.3830.6530		115.00
			GENERAL ENGINEERING SERVICES-OCT		
			GENERAL ENGINEERING SERVICES-OCT		
			001.3200.4550		110.00
			BRG04004A PM DIF REG-OCT		
			BRG04004A PM DIF REG-OCT		
			007.8330.6813		680.00
			STR15002 PM RDA04-OCT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82038	12/8/2020	004920 TKE ENGINEERING	(Continued)	
			STR15002 PM RDA04-OCT	
			010.3830.6550	630.00
			BRG12001 PM DIF REG-OCT	
			BRG12001 PM DIF REG-OCT	
			007.8330.6813	920.00
			BRG07001 PM RDA07-OCT	
			BRG07001 PM RDA07-OCT	
			010.3830.6813	575.00
			STR17001 PM RDA04-OCT	
			STR17001 PM RDA04-OCT	
			010.3830.6550	685.00
			STR17002 PM CCF 2017-OCT	
			STR17002 PM CCF 2017-OCT	
			027.8490.6550	575.00
			SDR17001 PM RDA04-OCT	
			SDR17001 PM RDA04-OCT	
			010.3830.6600	115.00
			OLA18001 PM MSRI-OCT	
			OLA18001 PM MSRI-OCT	
			017.8350.6550	170.00
			OLA19001 PM MSRI-OCT	
			OLA19001 PM MSRI-OCT	
			017.8350.6550	115.00
			OLA20001 PM MSRI-OCT	
			OLA20001 PM MSRI-OCT	
			017.8350.6550	115.00
			STR19003 PM GCF-OCT	
			STR19003 PM GCF-OCT	
			023.3890.6530	115.00
			STR18001 PM IVDA AGMT-OCT	
			STR18001 PM IVDA AGMT-OCT	
			027.8490.6550	1,930.00
			STR12005 CE MSRI-OCT	
			STR12005 CE MSRI-OCT	
			017.8350.6530	195.00
			STR12004 CON DIF LOC-OCT	
			STR12004 CON DIF LOC-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82038	12/8/2020	004920 TKE ENGINEERING	(Continued)	
			007.8330.6530 ATP5 GRANT DE RDA07-OCT ATP5 GRANT DE RDA07-OCT	65.00
			010.3830.6533 ATP5 GRANT DE COSB-OCT ATP5 GRANT DE COSB-OCT	49.50
			027.8490.6533 ATP5 GRANT DE SBCO-OCT ATP5 GRANT DE SBCO-OCT	50.60
			027.8490.6533	9.90
			Total :	**21,035.00**
82039	12/8/2020	005015 UNITED PACIFIC SERVICES, INC.	CITYWIDE TREE MAINTENANCE CITYWIDE TREE MAINTENANCE	
			004.8310.4680 CITYWIDE TREE MAINTENANCE-LMD CITYWIDE TREE MAINTENANCE-LMD	32,825.13
			012.8500.4585 DENNIS JOHNSON MEMORIAL TREE PLANTING DENNIS JOHNSON MEMORIAL TREE PLANTING	6,276.21
			051.1487 CITYWIDE TREE MAINTENANCE-PARKS CITYWIDE TREE MAINTENANCE-PARKS	274.25
			001.6000.4680 CITYWIDE TREE MAINTENANCE-CITY HALL CITYWIDE TREE MAINTENANCE-CITY HALL	4,942.25
			042.9510.4680 CITYWIDE TREE MAINTENANCE CITYWIDE TREE MAINTENANCE-CUNNINGHAM	1,998.82
			016.8540.4680 CITYWIDE TREE MAINTENANCE-SEELY PARK	4,396.60
			016.8540.4680 CITYWIDE TREE MAINTENANCE-PD CITYWIDE TREE MAINTENANCE-PD	303.40
			001.2000.4680 CITYWIDE TREE MAINTENANCE-FIRE STATION CITYWIDE TREE MAINTENANCE-FIRE STATION	1,983.48

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82039	12/8/2020	005015 UNITED PACIFIC SERVICES, INC.	(Continued)	
			028.2050.4680 CITYWIDE TREE MAINTENANCE-FIRE STATION	414.13
			029.2100.4680 CITYWIDE TREE MAINTENANCE-STORM DRAIN CITYWIDE TREE MAINTENANCE-STORM DRAIN	414.12
			024.8470.4680 TREE BLOWN OVER-7191 BOULDER TREE BLOWN OVER-7191 BOULDER	1,020.26
			004.8310.4680 TREE DOWN-WIND EVENT-VARIOUS LOCATIONS TREE DOWN-WIND EVENT-VARIOUS LOCATIONS	1,382.22
			004.8310.4680	6,412.92
			Total :	**62,643.79**
82040	12/8/2020	005018 FLYERS ENERGY, LLC	FUEL-NOV FUEL-NOV	
			001.2000.4220 FUEL-NOV	3,645.99
			004.8310.4220 FUEL-NOV	246.28
			001.4200.4220 FUEL-NOV	22.35
			001.4500.4220 FUEL-NOV	16.65
			001.4600.4220 FUEL-NOV	191.06
			001.6000.4220 FUEL-NOV	167.84
			001.6010.4220 FUEL-NOV	84.14
			042.9510.4220 FUEL-NOV	7.89
			004.8310.4220 FUEL-NOV	17.37
			001.6000.4220 FUEL-NOV	72.13
			028.2050.4220	613.33

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82040	12/8/2020	005018 FLYERS ENERGY, LLC	(Continued)		
			FUEL-NOV		
			029.2100.4220		613.32
				Total :	**5,698.35**
82041	12/8/2020	005285 LA VERNE POWER EQUIPMENT INC	STATION #1 EQUIPMENT MAINTENANCE		
			STATION #1 EQUIPMENT MAINTENANCE		
			028.2050.4245		2.16
			STATION #1 EQUIPMENT MAINTENANCE		
			029.2100.4245		2.15
				Total :	**4.31**
82042	12/8/2020	005310 KOA CORPORATION	STR17001-DE COSB-AUG		
			STR17001-DE COSB-AUG		
			027.8490.6530		19.50
			STR17001-DE RDA04-AUG		
			STR17001-DE RDA04-AUG		
			010.3830.6530		4,027.44
			STR17001-DE ART3-AUG		
			STR17001-DE ART3-AUG		
			005.8320.6530		7,420.73
			STR17001-DE COSB-SEP		
			STR17001-DE COSB-SEP		
			027.8490.6530		25.62
			STR17001-DE RDA04-SEP		
			STR17001-DE RDA04-SEP		
			010.3830.6530		5,292.34
			STR17001-DE ART3-SEP		
			STR17001-DE ART3-SEP		
			005.8320.6530		9,751.35
				Total :	**26,536.98**
82043	12/8/2020	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL SERVICES-OCT		
			FIRE MARSHALL SERVICES-OCT		
			029.2100.4540		4,335.00
				Total :	**4,335.00**
82044	12/8/2020	005326 RP LANDSCAPE & IRRIGATION	LANDSCAPING LMD-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82044	12/8/2020	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LANDSCAPING LMD-NOV	
			012.8500.4585	17,515.00
			LANDSCAPING-NOV	
			MEMORIAL PARK LANDSCAPING-NOV	
			001.6000.4585	400.00
			POLICE STATION LANDSCAPING-NOV	
			001.2000.4585	500.00
			CITY HALL LANDSCAPING-NOV	
			042.9510.4585	500.00
			LIBRARY LANDSCAPING-NOV	
			001.6000.4585	600.00
			YMCA LANDSCAPING-NOV	
			001.6000.4585	600.00
			CORP YARD LANDSCAPING-NOV	
			004.8310.4585	400.00
			AURANTIA PARK LANDSCAPING-NOV	
			001.6000.4585	933.00
			COMMUNITY PARK LANDSCAPING-NOV	
			001.6000.4585	3,691.00
			CANYON OAK PARK LANDSCAPING-NOV	
			016.8540.4585	356.00
			CUNNINGHAM PARK LANDSCAPING-NOV	
			016.8540.4585	453.00
			SEELEY PARK LANDSCAPING-NOV	
			016.8540.4585	299.00
			OAK CREEK PARK LANDSCAPING-NOV	
			016.8540.4585	556.00
			Total :	**26,803.00**
82045	12/8/2020	005358 FLEET SERVICES INC	IS543 AIR COMPRESSOR REPAIR	
			IS543 AIR COMPRESSOR REPAIR	
			028.2050.4240	209.96
			IS543 AIR COMPRESSOR REPAIR	
			029.2100.4240	209.96
			E543A REPAIR	
			E543A REPAIR	
			028.2050.4240	44.97

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82045	12/8/2020	005358 FLEET SERVICES INC	(Continued)	
			E543A REPAIR	
			029.2100.4240	44.96
			Total :	**509.85**
82046	12/8/2020	005516 BASE HILL INC., DBA JAN POINT	MONTHLY JANITORIAL SERVICES-NOV	
			CITY HALL-NOV	
			042.9510.4504	1,562.00
			COUNCIL CHAMBERS-NOV	
			042.9510.4504	311.00
			AURANTIA PARK-NOV	
			001.6000.4504	1,454.00
			COMMUNITY PARK-NOV	
			001.6000.4504	1,950.00
			POLICE DEPT-NOV	
			001.2000.4504	1,080.00
			Total :	**6,357.00**
82047	12/8/2020	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL ATHLETIC CENTER/YMCA	
			PEST CONTROL ATHLETIC CENTER/YMCA	
			001.6000.4589	89.00
			PEST CONTROL CITY HALL	
			PEST CONTROL CITY HALL	
			042.9510.4589	60.00
			PEST CONTROL POLICE STATION	
			PEST CONTROL POLICE STATION	
			001.2000.4589	95.00
			PEST CONTROL FIRE STATION #1	
			PEST CONTROL FIRE STATION #1	
			028.2050.4589	23.00
			PEST CONTROL FIRE STATION #1	
			029.2100.4589	23.00
			PEST CONTROL FIRE STATION #2	
			PEST CONTROL FIRE STATION #2	
			028.2050.4589	23.00
			PEST CONTROL FIRE STATION #2	
			029.2100.4589	23.00
			PEST CONTROL FIRE STATION #3	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82047	12/8/2020	005553 CLARK PEST CONTROL OF STOCKTON	(Continued)		
			PEST CONTROL FIRE STATION #3		
			028.2050.4589		23.00
			PEST CONTROL FIRE STATION #3		
			029.2100.4589		23.00
				Total :	**382.00**
82048	12/8/2020	005554 IMPERIAL SPRINKLER SUPPLY	IRRIGATION SUPPLIES		
			IRRIGATION SUPPLIES		
			016.8540.4206		228.99
			IRRIGATION SUPPLIES		
			IRRIGATION SUPPLIES		
			012.8500.4206		228.99
				Total :	**457.98**
82049	12/8/2020	005601 MIGUEL'S NURSERY	MEMORIAL TREE FOR KATHY TOY		
			MEMORIAL TREE FOR KATHY TOY		
			051.1487		350.00
				Total :	**350.00**
82050	12/8/2020	005770 WIRZ, MATTHEW	WIRZ PAYROLL 11/13/20-11/27/20		
			WIRZ PAYROLL 11/13/20-11/27/20		
			001.1700.4400		2,793.16
				Total :	**2,793.16**
82051	12/8/2020	005771 AMAZON CAPITAL SERVICES	COVID19: NON CONTRACT TEMPERATURE GUNS		
			COVID19: NON CONTRACT TEMPERATURE GUNS		
			030.8495.4349		111.92
			20 DESKTOP CAMERAS		
			20 DESKTOP CAMERAS		
			030.8495.4349		409.20
			SNAKE PROTECTION GEAR		
			SNAKE PROTECTION GEAR		
			004.8310.4666		127.99
				Total :	**649.11**
82052	12/8/2020	005832 PHO T&T VIETNAMESE RESTAURANT	SMALL BUSINESS ASST PROGRAM CARES ACT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			030.8495.4349		2,500.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82052	12/8/2020	005832	005832 PHO T&T VIETNAMESE RESTAURAN (Continued)	Total :	2,500.00
82053	12/8/2020	005833	JENNY'S FAMILY DINER		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			030.8495.4349		2,500.00
				Total :	2,500.00
82054	12/8/2020	005834	MUTT HUT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			030.8495.4349		2,500.00
				Total :	2,500.00
82055	12/8/2020	005835	THE HOME DEPOT PRO		
			COVID19: DISINFECANT WIPES		
			COVID19: DISINFECANT WIPES		
			030.8495.4349		72.47
				Total :	72.47
82056	12/8/2020	005836	MI COCINA RESTAURANT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			030.8495.4349		2,500.00
				Total :	2,500.00
82057	12/8/2020	005837	CMG SOLUTION, INC.		
			REFUND REMAINING PLANNING BALANCE		
			REFUND REMAINING PLANNING BALANCE		
			001.4100.4450		3,216.39
				Total :	3,216.39
82058	12/8/2020	005838	CALDWELL & TAYLOR REALTY		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			030.8495.4349		2,500.00
				Total :	2,500.00
82059	12/8/2020	005840	HWAL SOO & OK HYUN SHIN		
			STR18001 R/W IVDA SHIN TRUSTEES		
			STR18001 R/W IVDA SHIN TRUSTEES		
			027.8490.6550		933.64
			STR18001 R/W RDA07 SHIN TRUSTEES		
			STR18001 R/W RDA07 SHIN TRUSTEES		
			010.3830.6550		934.12
			STR18001 R/W SMBMI SHIN TRUSTEES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82059	12/8/2020	005840 HWAL SOO & OK HYUN SHIN	(Continued)	
			STR18001 R/W SMBMI SHIN TRUSTEES 027.8490.6550	933.64
			STR18001 R/W EDA SHIN TRUSTEES	
			STR18001 R/W EDA SHIN TRUSTEES 030.8495.6550	2,028.60
			Total :	**4,830.00**

60 Vouchers for bank code : wfb **Bank total :** **488,951.71**

60 Vouchers in this report **Total vouchers :** **488,951.71**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82060	12/9/2020	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDER FEES-NOV DOCUMENT RECORDER FEES-NOV 001.1200.4506	140.00
			DOCUMENT RECORDER FEES - NOV DOCUMENT RECORDER FEES - NOV 001.1200.4506	240.00
			Total :	**380.00**
82061	12/9/2020	002511 RECORDER-CLERK CO OF SB	NOTARY PUBLIC RENEWAL: C. FLOREZ NOTARY PUBLIC RENEWAL: C. FLOREZ 001.4200.4310	107.00
			Total :	**107.00**
2 Vouchers for bank code :		wfb	**Bank total :**	**487.00**
2 Vouchers in this report			**Total vouchers :**	**487.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82062	12/15/2020	004206 #1 SON PLUMBING	FS#1: WATER HEATER		
			FS#1: WATER HEATER		
			028.2050.4070		1,278.36
			FS#1: WATER HEATER		
			029.2100.4070		1,278.36
				Total :	**2,556.72**
82063	12/15/2020	005737 AGA ENGINEERS, INC.	ON CALL TRAFFIC ENGINEERING SERVICES-NOV		
			ON CALL TRAFFIC ENGINEERING SERVICES-NOV		
			020.8440.4550		1,085.00
			TRAFFIC SIGNAL MONITORING 08/20-07/21		
			TRAFFIC SIGNAL MONITORING 08/20-07/21		
			020.8440.4550		3,200.00
				Total :	**4,285.00**
82064	12/15/2020	005771 AMAZON CAPITAL SERVICES	NETWORK SUPPLIES		
			NETWORK SUPPLIES		
			042.9510.4208		78.45
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.4500.4200		51.72
				Total :	**130.17**
82065	12/15/2020	000774 ARROWHEAD CREDIT UNION-DEPT 91	COVID19 SUPPLIES		
			COVID19 SUPPLIES		
			030.8495.4349		357.54
				Total :	**357.54**
82066	12/15/2020	000774 ARROWHEAD CREDIT UNION-DEPT 91	ULTIMATE INTERNET ACCESS		
			ULTIMATE INTERNET ACCESS		
			042.9510.4208		40.00
			DRI CRASH PLAN		
			DRI CRASH PLAN		
			042.9510.4208		19.98
			COVID19: FREE CONFERENCE CALL.COM		
			COVID19: FREE CONFERENCE CALL.COM		
			030.8495.4349		0.96

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82066	12/15/2020	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)		
			COVID19: ZOOM CONFERENCING		
			COVID19: ZOOM CONFERENCING		
			030.8495.4349		110.00
				Total :	**170.94**
82067	12/15/2020	000165 AT&T	WHITE PAGES-DEC		
			WHITE PAGES-DEC		
			042.9510.4066		18.17
				Total :	**18.17**
82068	12/15/2020	001072 AUTO ZONE	ME543 LIGHT BULBS		
			ME543 LIGHT BULBS		
			028.2050.4240		8.21
			ME543 LIGHT BULBS		
			029.2100.4240		8.21
				Total :	**16.42**
82069	12/15/2020	002960 BURRTEC WASTE INDUSTRIES INC	RECYCLE SERVICE-NOV		
			RECYCLE SERVICE-NOV		
			004.8310.4666		425.58
				Total :	**425.58**
82070	12/15/2020	005238 CALIFORNIA MUNICIPAL STATISTIC	DOD STATEMENT 06/30/2020		
			DOD STATEMENT 06/30/2020		
			001.1700.4510		500.00
				Total :	**500.00**
82071	12/15/2020	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL LMD 48A		
			PEST CONTROL LMD 48A		
			012.8500.4589		55.00
			PEST CONTROL LMD 48B		
			PEST CONTROL LMD 48B		
			012.8500.4589		55.00
				Total :	**110.00**
82072	12/15/2020	004860 CRIME SCENE STERI-CLEAN, LLC	PD UNITS COVID CLEANING		
			PD UNITS COVID CLEANING		
			030.8495.4349		600.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82072	12/15/2020	004860	004860 CRIME SCENE STERI-CLEAN, LLC (Continued)		Total :	600.00
82073	12/15/2020	005846	DANCE MOVE LIVE	SMALL BUSINESS ASST PROGRAM CARES ACT SMALL BUSINESS ASST PROGRAM CARES ACT 030.8495.4349		2,500.00
					Total :	2,500.00
82074	12/15/2020	001230	DEPARTMENT OF FORESTRY	MEDIC SERVICES 07/20-09/20 MEDIC SERVICES 07/20-09/20 030.8495.4567		182,500.00
				MEDIC SERVICES 07/20-09/20 MEDIC SERVICES 07/20-09/20 030.8495.4567		175,458.91
				FIRE SERVICES 07/20-09/20 FIRE SERVICES 07/20-09/20 030.8495.4569		182,500.00
				FIRE SERVICES 07/20-09/20 FIRE SERVICES 07/20-09/20 030.8495.4569		189,541.09
				FIRE SERVICES 07/20-09/20 FIRE SERVICES 07/20-09/20 029.2100.4569		228,311.41
					Total :	958,311.41
82075	12/15/2020	001764	DEPENDABLE COFFEE & WATER SVC.	BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200		13.44
				BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200		10.45
				BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200		13.44
				BREAKROOM SUPPLIES BREAKROOM SUPPLIES 042.9510.4200		13.44
				BREAKROOM SUPPLIES BREAKROOM SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82075	12/15/2020	001764 DEPENDABLE COFFEE & WATER SVC.	(Continued)		
			042.9510.4200 BREAKROOM SUPPLIES BREAKROOM SUPPLIES		10.45
			042.9510.4200		66.39
				Total :	**127.61**
82076	12/15/2020	005848 DIVAS NAILS SPA	SMALL BUSINESS ASST PROGRAM CARES ACT SMALL BUSINESS ASST PROGRAM CARES ACT		
			030.8495.4349		2,500.00
				Total :	**2,500.00**
82077	12/15/2020	005599 DM CONTRACTING, INC.	STR12004 RET REL-CON DIF-LOC NON PART STR12004 RET REL-CON DIF-LOC NON PART		
			007.8330.6530 STR12004 RET REL-CON DIF-LOC NON PART STR12004 RET REL-CON DIF-LOC NON PART		-45.32
			007.1350 STR12004 RET REL-CON DIF-LOC NON PART STR12004 RET REL-CON DIF-LOC NON PART		3,000.00
			007.1350 STR12005 RET REL-CON MSRI STR12005 RET REL-CON MSRI		34,028.90
			017.8350.6530 STR12005 RET REL-CON MSRI STR12005 RET REL-CON MSRI		17,333.74
			017.1350 STR12005 RET REL-CON MSRI STR12005 RET REL-CON MSRI		3,135.00
			017.1350		13,261.59
				Total :	**70,713.91**
82078	12/15/2020	000085 EAST VALLEY WATER DISTRICT	LMD'S-NOV LMD'S-NOV		
			012.8500.4030 CORP YARD-NOV CORP YARD-NOV		329.97
			004.8310.4030		70.27

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82078	12/15/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	121.76
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	560.46
			ATHLETIC CTR-NOV	
			ATHLETIC CTR-NOV	
			001.6000.4030	35.14
			ATHLETIC CTR-NOV	
			ATHLETIC CTR-NOV	
			001.6000.4030	260.98
			YMCA COMMUNITY PARK-NOV	
			YMCA COMMUNITY PARK-NOV	
			001.6000.4030	210.17
			COMMUNITY PARK-NOV	
			COMMUNITY PARK-NOV	
			001.6000.4030	1,898.70
			COMMUNITY PARK-NOV	
			COMMUNITY PARK-NOV	
			001.6000.4030	52.70
			CUNNINGHAM PARK-NOV	
			CUNNINGHAM PARK-NOV	
			016.8540.4030	72.81
			COMMUNITY CTR-NOV	
			COMMUNITY CTR-NOV	
			001.6000.4030	52.70
			COMMUNITY CTR IRRIGATION-NOV	
			COMMUNITY CTR IRRIGATION-NOV	
			001.6000.4030	560.31
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	70.27
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	186.57
			LIBRARY/ELC-NOV	

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82078	12/15/2020	000085	EAST VALLEY WATER DISTRICT	(Continued)		
				LIBRARY/ELC-NOV		
				001.6000.4030		792.89
					Total :	**5,275.70**
82079	12/15/2020	003073	EWING IRRIGATION PRODUCTS INC	LMD SUPPLIES		
				LMD SUPPLIES		
				012.8500.4206		218.41
					Total :	**218.41**
82080	12/15/2020	005358	FLEET SERVICES INC	ME541 ANIT-FREEZE		
				ME541 ANIT-FREEZE		
				028.2050.4240		44.97
				ME541 ANIT-FREEZE		
				029.2100.4240		44.96
				LIGHT REPLACEMENT FOR ME541		
				LIGHT REPLACEMENT FOR ME541		
				028.2050.4240		23.86
				LIGHT REPLACEMENT FOR ME541		
				029.2100.4240		23.85
					Total :	**137.64**
82081	12/15/2020	005340	FORTIN LAW GROUP	GENERAL AUG-NOV		
				GENERAL AUG-NOV		
				041.9500.4390		450.00
					Total :	**450.00**
82082	12/15/2020	000291	HIGHLAND COMMUNITY NEWS	ADVERTISING-NOV		
				ADVERTISING-NOV		
				001.1200.4300		1,370.00
				LEGAL ADS-NOV		
				LEGAL ADS-NOV		
				001.1200.4300		2,265.42
					Total :	**3,635.42**
82083	12/15/2020	001320	HIGHLAND SENIOR CENTER	CDBG CV SENIOR CENTER MEAL PROGRAM		
				CDBG CV SENIOR CENTER MEAL PROGRAM		
				006.8400.4353		5,964.01

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82083	12/15/2020	001320 001320 HIGHLAND SENIOR CENTER	(Continued)	Total :	5,964.01
82084	12/15/2020	005847 HIGHLAND SMOKE SHOP	SMALL BUSINESS ASST PROGRAM CARES ACT SMALL BUSINESS ASST PROGRAM CARES ACT 030.8495.4349		2,500.00
				Total :	2,500.00
82085	12/15/2020	005842 JJ'S SPORTS BAR AND GRILL #2	SMALL BUSINESS ASST PROGRAM CARES ACT SMALL BUSINESS ASST PROGRAM CARES ACT 030.8495.4349		2,500.00
				Total :	2,500.00
82086	12/15/2020	005245 JOHNSON EQUIPMENT COMPANY	FS#2: CHARGING STATION FS#2: CHARGING STATION 029.2100.4245		255.08
			FS#2: CHARGING STATION 028.2050.4245		255.07
				Total :	510.15
82087	12/15/2020	000127 K & L HARDWARE	STATION #3 SUPPLIES STATION #3 SUPPLIES 028.2050.4070		8.08
			STATION #3 SUPPLIES 029.2100.4070		8.07
			STATION #2 SUPPLIES STATION #2 SUPPLIES 028.2050.4070		23.94
			STATION #2 SUPPLIES 029.2100.4070		23.93
			STATION #1 SUPPLIES STATION #1 SUPPLIES 028.2050.4070		12.37
			STATION #1 SUPPLIES 029.2100.4070		12.37
			STATION #3 SUPPLIES STATION #3 SUPPLIES 028.2050.4070		53.60
			STATION #3 SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82087	12/15/2020	000127 K & L HARDWARE	(Continued)		
			029.2100.4070		53.60
			CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4206		29.08
			STATION #2 SUPPLIES		
			STATION #2 SUPPLIES		
			028.2050.4070		21.51
			STATION #2 SUPPLIES		
			029.2100.4070		21.50
			STATION #2 SUPPLIES		
			STATION #2 SUPPLIES		
			028.2050.4070		46.85
			STATION #2 SUPPLIES		
			029.2100.4070		46.85
				Total :	**361.75**
82088	12/15/2020	005845 KUNG FU PHO	SMALL BUSINESS ASST PROGRAM CARES ACT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			030.8495.4349		2,500.00
				Total :	**2,500.00**
82089	12/15/2020	001193 LIFE ASSIST, INC.	FS#1-3: PARAMEDIC SUPPLIES		
			FS#1-3: PARAMEDIC SUPPLIES		
			028.2050.4207		418.93
				Total :	**418.93**
82090	12/15/2020	001224 LIFE MEDIA	EOE AD 2020/2021		
			EOE AD 2020/2021		
			001.1600.4300		295.00
				Total :	**295.00**
82091	12/15/2020	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			042.9510.4200		139.21
				Total :	**139.21**
82092	12/15/2020	002447 PADILLA & ASSOCIATES	BRG04004A DE RDA04-MAY		
			BRG04004A DE RDA04-MAY		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82092	12/15/2020	002447 PADILLA & ASSOCIATES	(Continued)		
			010.3830.6813		750.00
				Total :	**750.00**
82093	12/15/2020	000169 PITNEY BOWES GLOBAL FINANCIAL	POSTAGE MACHINE 10/01/20-12/31/20		
			POSTAGE MACHINE 10/01/20-12/31/20		
			042.9510.4248		407.85
				Total :	**407.85**
82094	12/15/2020	005844 RAMEN KOKO INC	SMALL BUSINESS ASST PROGRAM CARES ACT		
			SMALL BUSINESS ASST PROGRAM CARES ACT		
			030.8495.4349		2,500.00
				Total :	**2,500.00**
82095	12/15/2020	001414 RICHARDS, WATSON & GERSHON	GENERAL-NOV		
			GENERAL-NOV		
			001.1450.4520		5,505.20
			CODE ENFORCEMENT ACTIONS GENERAL-NOV		
			CODE ENFORCEMENT ACTIONS GENERAL-NOV		
			001.4600.4520		3,933.65
			PERSONNEL & LABOR RELATIONS-NOV		
			PERSONNEL & LABOR RELATIONS-NOV		
			030.8495.4520		562.00
			COVID-19 DECLARATION OF EMERGENCY-NOV		
			COVID-19 DECLARATION OF EMERGENCY-NOV		
			030.8495.4520		408.00
				Total :	**10,408.85**
82096	12/15/2020	004416 SIEMENS MOBILITY, INC.	STREET LIGHT MAINTENANCE-AUG		
			STREET LIGHT MAINTENANCE-AUG		
			013.8510.4664		2,528.50
			TRAFFIC SIGNAL MAINTENANCE-AUG		
			TRAFFIC SIGNAL MAINTENANCE-AUG		
			004.8310.4580		3,283.64
			TRAFFIC SIGNAL RESPONSE CALL OUTS-AUG		
			TRAFFIC SIGNAL RESPONSE CALL OUTS-AUG		
			004.8310.4580		10,647.54
				Total :	**16,459.68**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82097	12/15/2020	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4010	514.88
			STATION #2-NOV	
			STATION #2-NOV	
			028.2050.4010	161.36
			STATION #2-NOV	
			029.2100.4010	161.36
			AURANTIA PARK-NOV	
			AURANTIA PARK-NOV	
			001.6000.4010	60.35
			SIGNALS-NOV	
			SIGNALS-NOV	
			004.8310.4580	2,551.57
			CUNNINGHAM PARK-NOV	
			CUNNINGHAM PARK-NOV	
			016.8540.4010	13.43
			HIGHLAND COMMUNITY PARK-NOV	
			HIGHLAND COMMUNITY PARK-NOV	
			001.6000.4010	182.52
			CANYON OAK PARK-NOV	
			CANYON OAK PARK-NOV	
			016.8540.4010	18.37
			SEELEY PARK-NOV	
			SEELEY PARK-NOV	
			016.8540.4010	22.00
			LMD'S-NOV	
			LMD'S-NOV	
			012.8500.4010	526.67
			STATION #1-NOV	
			STATION #1-NOV	
			028.2050.4010	293.40
			STATION #1-NOV	
			029.2100.4010	293.40
				Total : **4,799.31**
82098	12/15/2020	005698 SOUTHERN CALIFORNIA NEWS GROUP	BID NO. 2020-09	
			BID NO. 2020-09	

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82098	12/15/2020	005698	SOUTHERN CALIFORNIA NEWS GROUP	(Continued)		
				001.1200.4300		433.60
				BID NO. 2020-03		
				BID NO. 2020-03		
				001.1200.4300		1,010.00
					Total :	**1,443.60**
82099	12/15/2020	005841	STORMAN, KRISTEN	BUS LIC#013005 REFUND		
				BUS LIC#013005 REFUND		
				001.1450.7450		120.00
				BUS LIC#013005 REFUND		
				051.1493		4.00
					Total :	**124.00**
82100	12/15/2020	005849	THAI SPOON RESTAURANT	SMALL BUSINESS ASST PROGRAM CARES ACT		
				SMALL BUSINESS ASST PROGRAM CARES ACT		
				030.8495.4349		2,500.00
					Total :	**2,500.00**
82101	12/15/2020	000075	THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES		
				EMPLOYEE SUPPORT SERVICES		
				001.1600.4537		375.00
					Total :	**375.00**
82102	12/15/2020	004679	THYSSENKRUPP ELEVATOR CORP	POLICE DEPT ELEVATOR MAINTENANCE		
				POLICE DEPT ELEVATOR MAINTENANCE		
				001.2000.4587		657.17
					Total :	**657.17**
82103	12/15/2020	001476	TIME WARNER CABLE	CITY HALL TELE/INT-DEC		
				CITY HALL TELE/INT-DEC		
				042.9510.4065		2,275.97
					Total :	**2,275.97**
82104	12/15/2020	005839	TRUSTED TECH TEAM	WINDOWS SERVER & REMOTE DESKTOP LICENSES		
				WINDOWS SERVER LICENSES		
				042.9510.4203		4,249.99
				REMOTE DESKTOP SERVER LICENSE		
				030.8495.4349		6,089.95

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82104	12/15/2020	005839	005839 TRUSTED TECH TEAM	(Continued)	Total :	10,339.94
82105	12/15/2020	000979	VERIZON WIRELESS	CELL PHONES/AIR CARDS-DEC		
				CELL PHONES-DEC		
				004.8310.4061		119.15
				CELL PHONES-DEC		
				001.2000.4061		157.52
				AIR CARDS-DEC		
				001.2000.4062		1,064.34
				CELL PHONES-DEC		
				001.3200.4061		26.28
				CELL PHONES-DEC		
				001.4200.4061		74.33
				AIR CARDS-DEC		
				001.4500.4062		114.03
				CELL PHONES-DEC		
				001.4600.4061		106.18
				AIR CARDS-DEC		
				001.4600.4062		114.03
				CELL PHONES-DEC		
				001.6000.4061		66.48
				CELL PHONES-DEC		
				001.6010.4061		29.61
				CELL PHONES-DEC		
				001.6020.4061		26.07
				CELL PHONES-DEC		
				004.8310.4061		143.47
				AIR CARDS-DEC		
				004.8310.4062		38.01
				CELL PHONES-DEC		
				028.2050.4061		143.71
				AIR CARDS-DEC		
				028.2050.4062		266.07
				CELL PHONES-DEC		
				042.9510.4061		332.22
					Total :	2,821.50
82106	12/15/2020	000233	WAXIE SANITARY SUPPLY	STATION #2 JANITORAL SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82106	12/15/2020	000233 WAXIE SANITARY SUPPLY	(Continued)	
			STATION #2 JANITORAL SUPPLIES	
			028.2050.4055	67.77
			STATION #2 JANITORAL SUPPLIES	
			029.2100.4055	67.77
			FS#1: JANITORIAL SUPPLIES	
			FS#1: JANITORIAL SUPPLIES	
			029.2100.4055	147.67
			FS#1: JANITORIAL SUPPLIES	
			028.2050.4055	147.65
			FS#1-3: COVID SUPPLIES	
			FS#1-3: COVID SUPPLIES	
			030.8495.4349	437.78
			FS#1: JANITORIAL SUPPLIES	
			FS#1: JANITORIAL SUPPLIES	
			029.2100.4055	1.89
			FS#1: JANITORIAL SUPPLIES	
			028.2050.4055	1.90
			COVID19: DISINFECTING SUPPLIES	
			COVID19: DISINFECTING SUPPLIES	
			030.8495.4349	770.25
			FS#2: JANITORIAL SUPPLIES	
			FS#2: JANITORIAL SUPPLIES	
			029.2100.4055	14.21
			FS#2: JANITORIAL SUPPLIES	
			028.2050.4055	14.21
			FS#1-3: COVID SUPPLIES	
			FS#1-3: COVID SUPPLIES	
			030.8495.4349	433.26
				Total : **2,104.36**
82107	12/15/2020	005824 WESTERN EXTRICATION SPECIALIST	FS#1-3: EXTRICATION TOOL MAINTENANCE	
			FS#1-3: EXTRICATION TOOL MAINTENANCE	
			029.2100.4245	843.79
			FS#1-3: EXTRICATION TOOL MAINTENANCE	
			028.2050.4245	843.78
				Total : **1,687.57**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82108	12/15/2020	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-NOV	
			CDBG MONTHLY REIMB-NOV	
			006.8400.4348	1,828.80
			Total :	**1,828.80**
82109	12/15/2020	005843 YOUCAN TAN	SMALL BUSINESS ASST PROGRAM CARES ACT	
			SMALL BUSINESS ASST PROGRAM CARES ACT	
			030.8495.4349	2,500.00
			Total :	**2,500.00**
48	**Vouchers for bank code :**	wfb	**Bank total :**	**1,132,213.29**
48	**Vouchers in this report**		**Total vouchers :**	**1,132,213.29**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
531	12/18/2020	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	6,894.78
			ICMA DEFERRED COMP 457: Payment 010.1170	294.00
			ICMA DEFERRED COMP 457: Payment 012.1170	12.50
			ICMA DEFERRED COMP 457: Payment 016.1170	12.50
			ICMA DEFERRED COMP 457: Payment 041.1170	316.34
			ICMA DEFERRED COMP 457: Payment 070.1170	237.04
			ICMA DEFERRED COMP 457: Payment 004.1170	430.10
			Total :	**8,197.26**
532	12/18/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 001.1145	626.63
			EPMC: Payment 004.1145	94.39
			EPMC: Payment 006.1145	19.54
			EPMC: Payment 010.1145	23.75
			EPMC: Payment 012.1145	2.35
			EPMC: Payment 016.1145	2.35
			EPMC: Payment 023.1145	6.55
			EPMC: Payment 024.1145	0.56
			EPMC: Payment 041.1145	31.22

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
532	12/18/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			042.1145	11.38
			EPMC: Payment	
			070.1145	51.36
			PERS: Payment	
			001.1145	14,357.71
			PERS: Payment	
			004.1145	2,326.32
			PERS: Payment	
			006.1145	669.98
			PERS SURVIVOR: Payment	
			023.1145	0.23
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.33
			PERS SURVIVOR: Payment	
			042.1145	0.75
			PERS SURVIVOR: Payment	
			070.1145	0.65
			PERS: Payment	
			010.1145	832.31
			PERS: Payment	
			012.1145	169.03
			PERS: Payment	
			016.1145	169.02
			PERS: Payment	
			023.1145	93.53
			PERS: Payment	
			024.1145	18.79
			PERS: Payment	
			041.1145	445.94
			PERS: Payment	
			042.1145	311.52
			PERS: Payment	
			070.1145	734.08

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
532	12/18/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			001.1145	26.74
			PERS SURVIVOR: Payment	
			004.1145	4.05
			PERS SURVIVOR: Payment	
			006.1145	1.30
			PERS SURVIVOR: Payment	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.55
			PERS SURVIVOR: Payment	
			016.1145	0.55
			Total :	**21,034.58**
533	12/18/2020	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			012.1140	41.02
			MEDICARE: Payment	
			016.1140	41.04
			MEDICARE: Payment	
			023.1140	18.88
			MEDICARE: Payment	
			024.1140	4.40
			MEDICARE: Payment	
			041.1140	86.02
			MEDICARE: Payment	
			042.1140	71.20
			MEDICARE: Payment	
			070.1140	147.48
			FEDERAL TAXES: Payment	
			001.1120	20,107.18
			FEDERAL TAXES: Payment	
			004.1120	1,800.16
			FEDERAL TAXES: Payment	
			006.1120	557.88
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
533	12/18/2020	000119 INTERNAL REVENUE SERVICE	(Continued)	
			010.1120 FEDERAL TAXES: Payment	625.18
			012.1120 FEDERAL TAXES: Payment	33.92
			016.1120 FEDERAL TAXES: Payment	33.90
			023.1120 FEDERAL TAXES: Payment	55.75
			024.1120 FEDERAL TAXES: Payment	15.47
			041.1120 FEDERAL TAXES: Payment	406.05
			042.1120 FEDERAL TAXES: Payment	201.15
			070.1120 SOCIAL SECURITY: Payment	692.16
			001.1140 MEDICARE: Payment	594.32
			001.1140 MEDICARE: Payment	3,832.38
			004.1140 MEDICARE: Payment	478.28
			006.1140 MEDICARE: Payment	136.54
			010.1140	163.76
			Total :	**30,144.12**
534	12/18/2020	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130 STATE TAXES: Payment	7,424.85
			004.1130 STATE TAXES: Payment	756.55
			006.1130 STATE TAXES: Payment	213.61
			010.1130	305.23

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
534	12/18/2020	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			012.1130	24.24
			STATE TAXES: Payment	
			016.1130	24.24
			STATE TAXES: Payment	
			023.1130	14.73
			STATE TAXES: Payment	
			024.1130	5.13
			STATE TAXES: Payment	
			041.1130	165.31
			STATE TAXES: Payment	
			042.1130	71.85
			STATE TAXES: Payment	
			070.1130	308.69
			Total :	**9,314.43**
82110	12/18/2020	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	109.94
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	12.81
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.27
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	211.32
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.69
			AFLAC DISABILITY INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82110	12/18/2020	003804 AFLAC WWHQ	(Continued)	
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			016.1181 AFLAC DENTAL: Payment	6.71
			001.1181 AFLAC DENTAL: Payment	27.88
			004.1181 AFLAC DENTAL: Payment	0.55
			041.1181 AFLAC DENTAL: Payment	1.66
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.57
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.96
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.49
			016.1181	1.49
			Total :	**527.31**
82111	12/18/2020	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT ARROWHEAD UNITED WAY: Payment	
			001.1180 ARROWHEAD UNITED WAY: Payment	11.27
			004.1180 ARROWHEAD UNITED WAY: Payment	0.77
			041.1180 ARROWHEAD UNITED WAY: Payment	2.25
			070.1180	0.71

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82111	12/18/2020	000433	000433 ARROWHEAD UNITED WAY	(Continued)		
					Total :	15.00
6	Vouchers for bank code : wfb				Bank total :	69,232.70
6	Vouchers in this report				Total vouchers :	69,232.70

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82112	12/22/2020	000011 ADVANCE TELECO USA	RELOCATE PHONES AT CITY HALL		
			RELOCATE PHONES AT CITY HALL		
			042.9510.4245		100.00
				Total :	**100.00**
82113	12/22/2020	000043 BALLARD PLUMBING HEATING & AIR	COVID19 AIR PURIFIER SYSTEMS		
			CITY HALL: COVID19 AIR PURIFIER SYSTEMS		
			030.8495.4349		8,796.56
			FS#1: COVID19 AIR PURIFIER SYSTEMS		
			030.8495.4349		1,599.38
			FS#2: COVID19 AIR PURIFIER SYSTEMS		
			030.8495.4349		1,599.38
			FS#3: COVID19 AIR PURIFIER SYSTEMS		
			030.8495.4349		799.68
				Total :	**12,795.00**
82114	12/22/2020	000047 BEST COMPUTER	REMOTE MEETING COMPUTERS		
			REMOTE MEETING COMPUTERS		
			030.8495.4349		2,516.40
				Total :	**2,516.40**
82115	12/22/2020	000071 DAVIS FARR LLP	GASB 34 INFRASTRUCTURE UPDATE		
			GASB 34 INFRASTRUCTURE UPDATE		
			001.1700.4510		2,750.00
				Total :	**2,750.00**
82116	12/22/2020	000085 EAST VALLEY WATER DISTRICT	SEELEY PARK-DEC		
			SEELEY PARK-DEC		
			016.8540.4030		176.05
			LMD#76-DEC		
			LMD#76-DEC		
			012.8500.4030		69.80
			LMD 11-DEC		
			LMD 11-DEC		
			012.8500.4030		200.56
			LMD 16-DEC		
			LMD 16-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82116	12/22/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 17-A-DEC LMD 17-A-DEC	34.49
			012.8500.4030 LMD 17-B-DEC LMD 17-B-DEC	91.70
			012.8500.4030 LMD 17-C-DEC LMD 17-C-DEC	400.15
			012.8500.4030 LMD 17-D-DEC LMD 17-D-DEC	185.87
			012.8500.4030 LMD 25-DEC LMD 25-DEC	76.60
			012.8500.4030 LMD B-39-NOV LMD B-39-NOV	410.32
			012.8500.4030 LMD 43-DEC LMD 43-DEC	1,304.15
			012.8500.4030 LMD 47-DEC LMD 47-DEC	73.51
			012.8500.4030 LMD 55-DEC LMD 55-DEC	85.46
			012.8500.4030	425.14
			Total :	**3,533.80**
82117	12/22/2020	000086 TYLER TECHNOLOGIES, INC, EDEN SYS	EDEN SUPPORT 2021 EDEN SUPPORT 2021	
			001.1700.4255	55,565.67
			Total :	**55,565.67**
82118	12/22/2020	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82118	12/22/2020	000090 FEDEX	(Continued)		
			001.4100.4210		35.53
				Total :	**35.53**
82119	12/22/2020	000100 GOVERNMENT FINANCE OFFICERS, AS	GFOA CAFR AWARD 2019/2020		
			GFOA CAFR AWARD 2019/2020		
			001.1700.4310		610.00
				Total :	**610.00**
82120	12/22/2020	000127 K & L HARDWARE	CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4206		13.98
			CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4206		31.76
				Total :	**45.74**
82121	12/22/2020	000166 PUBLIC AGENCY RISK SHARING	ADD'L GL PREM 19/20		
			ADD'L GL PREM 19/20		
			041.9500.4360		-117.00
			ADD'L W/C PREM 19/20		
			041.9500.4360		4,467.00
				Total :	**4,350.00**
82122	12/22/2020	000190 SAN BERNARDINO COUNTY	ICH09001 PM IVDA AGMT-AUG		
			ICH09001 PM IVDA AGMT-AUG		
			027.8490.6813		13,718.02
			ICH09001 PS&E IVDA AGMT-AUG		
			ICH09001 PS&E IVDA AGMT-AUG		
			027.8490.6813		8,068.66
			ICH09001 CON IVDA AGMT-AUG		
			ICH09001 CON IVDA AGMT-AUG		
			027.8490.6813		1,456,471.23
			ICH09001 R/W IVDA AGMT-AUG		
			ICH09001 R/W IVDA AGMT-AUG		
			027.8490.6813		3,086.73
			ICH09001 PM IVDA AGMT-OCT		
			ICH09001 PM IVDA AGMT-OCT		
			027.8490.6813		7,109.42

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82122	12/22/2020	000190 SAN BERNARDINO COUNTY	(Continued)		
			ICH09001 PS&E IVDA AGMT-OCT		
			ICH09001 PS&E IVDA AGMT-OCT		
			027.8490.6813		4,776.88
			ICH09001 CON IVDA AGMT-OCT		
			ICH09001 CON IVDA AGMT-OCT		
			027.8490.6813		714,177.77
			ICH09001 R/W IVDA AGMT-OCT		
			ICH09001 R/W IVDA AGMT-OCT		
			027.8490.6813		292.80
				Total :	**2,207,701.51**
82123	12/22/2020	000192 SAM'S CLUB/SYNCHRONY BANK	ANNUAL MEMBERSHIP FEE		
			ANNUAL MEMBERSHIP FEE		
			001.6020.4310		140.00
				Total :	**140.00**
82124	12/22/2020	000203 SOUTHERN CALIFORNIA EDISON	LS#1-NOV		
			LS#1-NOV		
			013.8510.4011		7,342.74
			LS#3-NOV		
			LS#3-NOV		
			013.8510.4011		982.73
			LS#3-DEC		
			LS#3-DEC		
			013.8510.4011		100.68
			LS 2 B CITY WIDE STREET LIGHTS-NOV		
			LS 2 B CITY WIDE STREET LIGHTS-NOV		
			013.8510.4011		19,649.68
			LS3 METER-NOV		
			LS3 METER-NOV		
			013.8510.4011		34.43
			LMD#76-DEC		
			LMD#76-DEC		
			012.8500.4010		13.85
				Total :	**28,124.11**
82125	12/22/2020	000207 KONICA MINOLTA	COPIER LEASE-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82125	12/22/2020	000207 KONICA MINOLTA	(Continued)	
			COPIER LEASE-JAN	
			042.9510.4205	1,054.54
			COPIER LEASE-JAN	
			001.2000.4205	625.29
			Total :	**1,679.83**
82126	12/22/2020	000233 WAXIE SANITARY SUPPLY	PD: JANITORIAL SUPPLIES	
			PD: JANITORIAL SUPPLIES	
			001.2000.4055	599.37
			COVID19: DISINFECTANT WIPES	
			COVID19: DISINFECTANT WIPES	
			030.8495.4349	445.01
			Total :	**1,044.38**
82127	12/22/2020	000370 HYDRO TEK SYSTEMS INC	GRAFFITI REMOVAL EQUIP SUPPLIES	
			GRAFFITI REMOVAL EQUIP SUPPLIES	
			001.6010.4245	40.82
			Total :	**40.82**
82128	12/22/2020	000744 D&T AUTO REPAIR	VEH#127: SERVICE	
			VEH#127: SERVICE	
			001.4600.4240	131.29
			Total :	**131.29**
82129	12/22/2020	001072 AUTO ZONE	VEH#110: REPLACEMENT BATTERIES	
			VEH#110: REPLACEMENT BATTERIES	
			004.8310.4240	523.96
			VEH#115 BATTERY	
			VEH#115 BATTERY	
			004.8310.4245	138.95
			VEH#102 BATTERY	
			VEH#102 BATTERY	
			004.8310.4245	101.74
			VEH#116 BATTERY	
			VEH#116 BATTERY	
			004.8310.4245	97.39
			Total :	**862.04**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82130	12/22/2020	001122 GALLS, LLC	UNIFORM: B. OWENS CREDIT INV 016506331		
			UNIFORM: B. OWENS CREDIT INV 016506331		
			001.4600.4249		-76.48
			UNIFORM: B. OWNENS		
			UNIFORM: B. OWNENS		
			001.4600.4249		48.29
			UNIFORM: B. OWENS		
			UNIFORM: B. OWENS		
			001.4600.4249		14.00
			UNIFORM: B. OWENS		
			UNIFORM: B. OWENS		
			001.4600.4249		53.80
			UNIFORM: G. CHAMBERS		
			UNIFORM: G. CHAMBERS		
			001.4600.4249		52.50
			UNIFORM: G. CHAMBERS		
			UNIFORM: G. CHAMBERS		
			001.4600.4249		52.51
				Total :	**144.62**
82131	12/22/2020	001320 HIGHLAND SENIOR CENTER	MONTHLY REIMBURSEMENT-NOV		
			MONTHLY REIMBURSEMENT-NOV		
			006.8400.4348		2,019.50
				Total :	**2,019.50**
82132	12/22/2020	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1700.4200		46.77
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1200.4200		66.17
				Total :	**112.94**
82133	12/22/2020	001476 TIME WARNER CABLE	STATION #1 TELE INT-NOV		
			STATION #1 TELE INT-NOV		
			028.2050.4065		159.14
			STATION #1 TELE INT-NOV		
			029.2100.4065		159.13

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82133	12/22/2020	001476 TIME WARNER CABLE	(Continued)	
			STATION #2 TELE/INT-NOV	
			STATION #2 TELE/INT-NOV	
			028.2050.4065	195.67
			STATION #2 TELE/INT-NOV	
			029.2100.4065	195.67
			STATION #3 TELE/INT-NOV	
			STATION #3 TELE/INT-NOV	
			028.2050.4065	98.91
			STATION #3 TELE/INT-NOV	
			029.2100.4065	98.91
			Total :	**907.43**
82134	12/22/2020	001527 SHRED-IT, C/O STERICYLCE INC.	SHREDDING SERVICES-NOV	
			SHREDDING SERVICES-NOV	
			001.1200.4626	89.34
			Total :	**89.34**
82135	12/22/2020	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-NOV	
			PROFESSIONAL SERVICES-NOV	
			023.3890.4554	3,000.00
			Total :	**3,000.00**
82136	12/22/2020	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-DEC	
			PARCEL MAP REVISIONS-DEC	
			001.4100.4310	4.00
			Total :	**4.00**
82137	12/22/2020	001993 STATE WATER RESOURCE CONTROL	ANNUAL FEE-WASTE DISCHARGE REQUIREMENT	
			ANNUAL FEE-WASTE DISCHARGE REQUIREMENT	
			001.4200.4665	22,475.00
			Total :	**22,475.00**
82138	12/22/2020	002190 ENGINEERING RESOURCES OF SO CA	STR20001 DE MSRI-NOV	
			STR20001 DE MSRI-NOV	
			017.8350.6550	6,182.50
			Total :	**6,182.50**
82139	12/22/2020	002479 CAM PROPERTY SERVICES	BRG04005 RDA07-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82139	12/22/2020	002479 CAM PROPERTY SERVICES	(Continued)		
			BRG04005 RDA07-DEC		
			010.3830.6813		430.00
				Total :	**430.00**
82140	12/22/2020	002710 HERNANDEZ, KROONE & ASSOCIATES	TR18893 MEDITERRA RESIDENTIAL PROJ-AUG		
			TR18893 MEDITERRA RESIDENTIAL PROJ-AUG		
			001.3200.4551		704.00
			TRF19001-OCT		
			TRF19001-OCT		
			001.3200.4551		405.00
			CHURCH STREET-TRAFFIC SUPPORT-AUG		
			CHURCH STREET-TRAFFIC SUPPORT-AUG		
			023.3890.4582		131.25
			CHURCH STREET-TRAFFIC SUPPORT-SEP		
			CHURCH STREET-TRAFFIC SUPPORT-SEP		
			023.3890.4582		710.64
			TRF15002-AUG		
			TRF15002-AUG		
			001.3200.4551		1,400.00
				Total :	**3,350.89**
82141	12/22/2020	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 11/21/20-12/14/20		
			SOLID WASTE PROG 11/21/20-12/14/20		
			051.1496		1,637,786.15
				Total :	**1,637,786.15**
82142	12/22/2020	003044 THOMSON REUTERS WEST	CODEBOOKS		
			CODEBOOKS		
			001.1200.4626		1,162.14
				Total :	**1,162.14**
82143	12/22/2020	003073 EWING IRRIGATION PRODUCTS INC	CITY HALL SUPPLIES		
			CITY HALL SUPPLIES		
			042.9510.4070		134.85
			PARKS SUPPLIES		
			PARKS SUPPLIES		
			016.8540.4206		239.36

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82143	12/22/2020	003073 003073 EWING IRRIGATION PRODUCTS INC	(Continued)	Total :	374.21
82144	12/22/2020	003360 DIRECTV	POLICE SATELLITE CABLE-DEC POLICE SATELLITE CABLE-DEC 001.2000.4065		84.25
				Total :	84.25
82145	12/22/2020	004416 SIEMENS MOBILITY, INC.	TRAFFIC SIGNAL MAINTENANCE-OCT TRAFFIC SIGNAL MAINTENANCE-OCT 004.8310.4580		3,283.64
			STREET LIGHT MAINTENANCE-OCT STREET LIGHT MAINTENANCE-OCT 013.8510.4664		2,528.50
			STREET LIGHT RESPONSE CALL OUTS-OCT STREET LIGHT RESPONSE CALL OUTS-OCT 013.8510.4664		200.56
			TRAFFIC SIGNAL RESPONSE CALL OUTS-SEP TRAFFIC SIGNAL RESPONSE CALL OUTS-SEP 004.8310.4580		7,268.84
				Total :	13,281.54
82146	12/22/2020	004860 CRIME SCENE STERI-CLEAN, LLC	PD UNIT COVID CLEANING PD UNIT COVID CLEANING 030.8495.4349		300.00
				Total :	300.00
82147	12/22/2020	005326 RP LANDSCAPE & IRRIGATION	LANDSCAPING-DEC LANDSCAPING-DEC 012.8500.4585		17,515.00
			LANDSCAPING-DEC MEMORIAL PARK LANDSCAPING-DEC 001.6000.4585		400.00
			POLICE STATION LANDSCAPING-DEC 001.2000.4585		500.00
			CITY HALL LANDSCAPING-DEC 042.9510.4585		500.00
			LIBRARY LANDSCAPING-DEC 001.6000.4585		600.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82147	12/22/2020	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			YMCA LANDSCAPING-DEC	
			001.6000.4585	600.00
			CORP YARD LANDSCAPING-DEC	
			004.8310.4585	400.00
			AURANTIA PARK LANDSCAPING-DEC	
			001.6000.4585	933.00
			COMMUNITY PARK LANDSCAPING-DEC	
			001.6000.4585	3,691.00
			CANYON OAK PARK LANDSCAPING-DEC	
			016.8540.4585	356.00
			CUNNINGHAM PARK LANDSCAPING-DEC	
			016.8540.4585	453.00
			SEELEY PARK LANDSCAPING-DEC	
			016.8540.4585	299.00
			OAK CREEK PARK LANDSCAPING-DEC	
			016.8540.4585	556.00
			Total :	**26,803.00**
82148	12/22/2020	005394 DATA TICKET, INC.	PARKING CITATIONS-NOV	
			PARKING CITATIONS-NOV	
			001.1700.4516	25.40
			Total :	**25.40**
82149	12/22/2020	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL ATHLETIC CENTER/YMCA	
			PEST CONTROL ATHLETIC CENTER/YMCA	
			001.6000.4589	89.00
			PEST CONTROL CITY HALL	
			PEST CONTROL CITY HALL	
			042.9510.4589	60.00
			Total :	**149.00**
82150	12/22/2020	005554 IMPERIAL SPRINKLER SUPPLY	IRRIGATION SUPPLIES	
			IRRIGATION SUPPLIES	
			012.8500.4206	245.35
			IRRIGATION SUPPLIES	
			IRRIGATION SUPPLIES	
			016.8540.4206	247.56

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82150	12/22/2020	005554 005554 IMPERIAL SPRINKLER SUPPLY	(Continued)	Total :	492.91
82151	12/22/2020	005739 GORITZ, CAMILLE	MILEAGE REIMB-GORITZ MILEAGE REIMB-GORITZ 001.4100.4332		8.63
				Total :	8.63
82152	12/22/2020	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 001.0500		61.30
			NETWORK SUPPLIES NETWORK SUPPLIES 042.9510.4208		44.47
			FINANCE: 2021 CALENDERS FINANCE: 2021 CALENDERS 001.1700.4200		94.12
			PLN: 2021 CALENDARS PLN: 2021 CALENDARS 001.4100.4200		94.74
			FS#1-3: COVID19 SUPPLIES FS#1-3: COVID19 SUPPLIES 030.8495.4349		3,874.91
			B&S: 2021 CALENDARS B&S: 2021 CALENDARS 001.4500.4200		74.91
			P/W: 2021 CALENDARS P/W: 2021 CALENDARS 001.1700.4200		66.95
			CM: 2021 CALENDAR CM: 2021 CALENDAR 001.1450.4200		43.05
				Total :	4,354.45
82153	12/22/2020	005831 KIVU CONSULTING, INC	NETWORK CONSULTING NETWORK CONSULTING 042.9510.4627		36,335.24
				Total :	36,335.24
82154	12/22/2020	005850 GREENSPOT 13, INC.	SUB#05.01 TR#16448 MON DEP RELEASE		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82154	12/22/2020	005850 GREENSPOT 13, INC.	(Continued)	
			SUB#05.01 TR#16448 MON DEP RELEASE	
			051.1420	2,300.00
			DRA#16.10 TR16448 EC DEP RELEASE	
			DRA#16.10 TR16448 EC DEP RELEASE	
			051.1440	4,700.00
			Total :	**7,000.00**
82155	12/22/2020	005851 COAHUILA TIRE SHOP	SMALL BUSINESS ASSISTANCE PROG CARES ACT	
			SMALL BUSINESS ASSISTANCE PROG CARES ACT	
			030.8495.4349	2,500.00
			Total :	**2,500.00**
82156	12/22/2020	005852 THE CAN MAN	SMALL BUSINESS ASSISTANCE PROG CARES ACT	
			SMALL BUSINESS ASSISTANCE PROG CARES ACT	
			030.8495.4349	2,500.00
			Total :	**2,500.00**
82157	12/22/2020	005853 HIGHLAND AREA CHAMBER OF	SMALL BUSINESS ASSISTANT PROG CARES ACT	
			SMALL BUSINESS ASSISTANT PROG CARES ACT	
			030.8495.4349	2,500.00
			Total :	**2,500.00**
82158	12/22/2020	005854 MARISCOS EL KORITA INC.	SMALL BUSINESS ASSISTANT PROG CARES ACT	
			SMALL BUSINESS ASSISTANT PROG CARES ACT	
			030.8495.4349	2,500.00
			Total :	**2,500.00**

47 Vouchers for bank code : wfb — **Bank total :** **4,098,899.26**

47 Vouchers in this report — **Total vouchers :** **4,098,899.26**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82159	12/23/2020	000030 SAN BERNARDINO COUNTY SHERIFFS	VEHICLE MAINTENANCE 07/2020-09/2020	
			VEHICLE MAINTENANCE 07/2020-09/2020	
			001.2000.4240	20,525.63
			CELL PHONES 07/2020-09/2020	
			CELL PHONES 07/2020-09/2020	
			001.2000.4061	610.28
			TRANSCRIPTIONS 07/2020-09/2020	
			TRANSCRIPTIONS 07/2020-09/2020	
			001.2000.4560	4,234.76
			O/T & ON-CALL 07/2020-09/2020	
			O/T & ON-CALL 07/2020-09/2020	
			001.2000.4560	56,839.96
			POLICE SERVICES-DECEMBER	
			POLICE SERVICES-DECEMBER	
			001.2000.4560	483,656.93
			POLICE SERVICES-DECEMBER	
			POLICE SERVICES-DECEMBER	
			030.8495.4560	90,026.07
			POLICE SERVICES-DECEMBER	
			POLICE SERVICES-DECEMBER	
			030.8495.4560	318,080.00
			O/T MFF 07/2020-09/2020	
			O/T MFF 07/2020-09/2020	
			001.2000.4560	1,847.03
			PERSONNEL CREDIT 07/2020-09/2020	
			PERSONNEL CREDIT 07/2020-09/2020	
			001.2000.4560	-103,127.44
			Total :	**872,693.22**

1 Vouchers for bank code : wfb **Bank total : 872,693.22**

1 Vouchers in this report **Total vouchers : 872,693.22**

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82160	12/29/2020	005771	AMAZON CAPITAL SERVICES	ENG: 2021 CALENDARS		
				ENG: 2021 CALENDARS		
				001.3200.4200		84.74
					Total :	84.74
82161	12/29/2020	002480	CASC ENGINEERING & CONSULTING	CWQ19001-AUG		
				CWQ19001-AUG		
				001.3200.4551		367.50
				CWQ19004-AUG		
				CWQ19004-AUG		
				001.3200.4551		1,987.50
				CWQ20003-AUG		
				CWQ20003-AUG		
				001.3200.4551		17.50
				#301003 RADOS GRAVITY SEWER-AUG		
				#301003 RADOS GRAVITY SEWER-AUG		
				001.3200.4551		140.00
				#301006 BALFOUR DEL ROSA UTILITIES-AUG		
				#301006 BALFOUR DEL ROSA UTILITIES-AUG		
				001.3200.4551		140.00
				#301004 WEKA 30" EFFLUENT LINE-AUG		
				#301004 WEKA 30" EFFLUENT LINE-AUG		
				001.3200.4551		140.00
				FWQ19002-AUG		
				FWQ19002-AUG		
				001.3200.4551		280.00
				CWQ19001-SEP		
				CWQ19001-SEP		
				001.3200.4551		1,517.50
				CWQ19004-SEP		
				CWQ19004-SEP		
				001.3200.4551		487.50
				FWQ17002-SEP		
				FWQ17002-SEP		
				001.3200.4551		140.00
				FWQ19002-SEP		
				FWQ19002-SEP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82161	12/29/2020	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			001.3200.4551 DRA16010-OCT DRA16010-OCT	140.00
			001.3200.4551 CWQ19001-OCT CWQ19001-OCT	87.50
			001.3200.4551 CWQ19005-OCT CWQ19005-OCT	852.50
			001.3200.4551 FWQ20002-OCT FWQ20002-OCT	500.00
			001.3200.4551 CWQ20002-OCT CWQ20002-OCT	1,270.00
			001.3200.4551 TRANSITION PROPERTIES PM19797 PARCEL-OCT TRANSITION PROPERTIES PM19797 PARCEL-OCT	865.00
			001.3200.4551 7-ELEVEN CONVENIENCE STORE-OCT 7-ELEVEN CONVENIENCE STORE-OCT	280.00
			001.3200.4551 TR19915-NOV TR19915-NOV	280.00
			001.3200.4551 CWQ19005-NOV CWQ19005-NOV	2,102.50
			001.3200.4551 FWQ20002-NOV FWQ20002-NOV	535.00
			001.3200.4551 #301003 RADOS GRAVITY SEWER-NOV #301003 RADOS GRAVITY SEWER-NOV	192.50
			001.3200.4551 TRANSITION PROPERTIES PM19797 PARCEL-NOV TRANSITION PROPERTIES PM19797 PARCEL-NOV	210.00
			001.3200.4551	140.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82161	12/29/2020	002480 CASC ENGINEERING & CONSULTING	(Continued)		
			7-ELEVEN CONVENIENCE STORE-NOV		
			7-ELEVEN CONVENIENCE STORE-NOV		
			001.3200.4551		240.00
			MEDITERRA-NOV		
			MEDITERRA-NOV		
			001.3200.4551		500.00
				Total :	**13,412.50**
82162	12/29/2020	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL SERVICES-NOV		
			FIRE MARSHALL SERVICES-NOV		
			029.2100.4540		3,825.00
				Total :	**3,825.00**
82163	12/29/2020	000143 COMMUNITY WORKS DESIGN GROUP	ICH09001 PM IVDA AGMT NOV		
			ICH09001 PM IVDA AGMT NOV		
			027.8490.6813		155.00
			PUD13001 NOV		
			PUD13001 NOV		
			001.4100.4547		310.00
			DRA19008 NOV		
			DRA19008 NOV		
			001.4100.4547		310.00
			PUD13001 REIMBURSABLE EXPENSE NOV		
			PUD13001 REIMBURSABLE EXPENSE NOV		
			001.4100.4547		20.90
				Total :	**795.90**
82164	12/29/2020	005743 DAY WIRELESS SYSTEMS	PD: EOC RADIO/ANTENNA CABLES		
			PD: EOC RADIO/ANTENNA CABLES		
			023.3890.4203		939.86
				Total :	**939.86**
82165	12/29/2020	000085 EAST VALLEY WATER DISTRICT	CITY HALL- DEC		
			CITY HALL- DEC		
			042.9510.4030		255.61
			CITY HALL-DEC		
			CITY HALL-DEC		
			042.9510.4030		35.14

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82165	12/29/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	1,081.54
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	52.70
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	52.70
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4030	168.07
			STATION #1-DEC	
			STATION #1-DEC	
			029.2100.4030	273.92
			STATION #1-DEC	
			028.2050.4030	273.92
			STATION #2-DEC	
			STATION #2-DEC	
			029.2100.4030	62.99
			STATION #2-DEC	
			028.2050.4030	62.98
			STATION #2-DEC	
			STATION #2-DEC	
			029.2100.4030	17.57
			STATION #2-DEC	
			028.2050.4030	17.57
			STATION #3-DEC	
			STATION #3-DEC	
			029.2100.4030	119.29
			STATION #3-DEC	
			028.2050.4030	119.29
			STATION #3-DEC	
			STATION #3-DEC	
			029.2100.4030	26.35
			STATION #3-DEC	
			028.2050.4030	26.35

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82165	12/29/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			STATION #3-DEC	
			STATION #3-DEC	
			029.2100.4030	31.30
			STATION #3-DEC	
			028.2050.4030	31.29
			AURANTIA PARK-DEC	
			AURANTIA PARK-DEC	
			001.6000.4030	1,015.80
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	150.43
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	203.52
			LMD 04-DEC	
			LMD 04-DEC	
			012.8500.4030	59.98
			LMD 07-DEC	
			LMD 07-DEC	
			012.8500.4030	107.78
			LMD 15-A-DEC	
			LMD 15-A-DEC	
			012.8500.4030	96.52
			LMD 15-B-DEC	
			LMD 15-B-DEC	
			012.8500.4030	183.87
			LMD 21-A-DEC	
			LMD 21-A-DEC	
			012.8500.4030	63.61
			LMD 21-B-DEC	
			LMD 21-B-DEC	
			012.8500.4030	389.29
			LMD 29-DEC	
			LMD 29-DEC	
			012.8500.4030	60.59
			LMD 37-DEC	
			LMD 37-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82165	12/29/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030		384.97
			LMD 44-DEC		
			LMD 44-DEC		
			012.8500.4030		1,478.58
			LMD 73-DEC		
			LMD 73-DEC		
			012.8500.4030		65.13
				Total :	**6,968.65**
82166	12/29/2020	000461 JON'S FLAGS & POLES	FLAGS: US, CA, POW & COH		
			FLAGS: US, CA, POW & COH		
			001.0500		2,973.24
				Total :	**2,973.24**
82167	12/29/2020	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-DEC		
			PETTY CASH-DEC		
			001.0020		126.35
				Total :	**126.35**
82168	12/29/2020	001404 LOWE'S	CORP YARD: GRINDER & SAWSALL		
			CORP YARD: GRINDER & SAWSALL		
			004.8310.4203		285.59
			ASPHALT REPAIR MATERIAL		
			ASPHALT REPAIR MATERIAL		
			004.8310.4206		219.49
			FS#2: DELTA KITCHEN FAUCET		
			FS#2: DELTA KITCHEN FAUCET		
			029.2100.4203		81.39
			FS#2: DELTA KITCHEN FAUCET		
			028.2050.4203		81.37
			EOC ROOM SUPPLIES		
			EOC ROOM SUPPLIES		
			001.2000.4206		75.94
			EOC ROOM SUPPLIES		
			EOC ROOM SUPPLIES		
			001.2000.4206		14.50
				Total :	**758.28**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82169	12/29/2020	001439 OFFICE SOLUTIONS	RECYCLED COPY PAPER & SUPPLIES		
			RECYCLED COPY PAPER & SUPPLIES		
			001.1700.4200		13.59
			RECYCLED COPY PAPER & SUPPLIES		
			042.9510.4200		266.25
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1700.4200		242.11
				Total :	**521.95**
82170	12/29/2020	000204 SOCALGAS	STATION #3-DEC		
			STATION #3-DEC		
			029.2100.4020		75.24
			STATION #3-DEC		
			028.2050.4020		75.23
				Total :	**150.47**
82171	12/29/2020	000203 SOUTHERN CALIFORNIA EDISON	LS#3-DEC		
			LS#3-DEC		
			013.8510.4011		69.17
			TRAFFIC SIG PALM/CYPRESS-DEC		
			TRAFFIC SIG PALM/CYPRESS-DEC		
			013.8510.4011		31.02
			REAL JOURNEY ACADEMY LMD ZONE 73-DEC		
			REAL JOURNEY ACADEMY LMD ZONE 73-DEC		
			012.8500.4010		12.47
				Total :	**112.66**
82172	12/29/2020	000237 WILLDAN ASSOCIATES	BUILDING AND SAFETY PLAN CHECK-NOV		
			BUILDING AND SAFETY PLAN CHECK-NOV		
			001.4500.4540		2,945.00
			INSPECTION SERVICES-NOV		
			INSPECTION SERVICES-NOV		
			001.4500.4540		13,472.50
			PERMIT TECHNICIAN SERVICES-NOV		
			PERMIT TECHNICIAN SERVICES-NOV		
			001.4500.4540		1,592.50
			BUILDING OFFICIAL SERVICES-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82172	12/29/2020	000237 WILLDAN ASSOCIATES	(Continued) BUILDING OFFICIAL SERVICES-NOV 001.4500.4540	250.00
			Total :	18,260.00
13 Vouchers for bank code : wfb			Bank total :	48,929.60
13 Vouchers in this report			Total vouchers :	48,929.60

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
535	12/31/2020	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	3,913.93
			ICMA DEFERRED COMP 457: Payment 004.1170	430.12
			ICMA DEFERRED COMP 457: Payment 010.1170	294.01
			ICMA DEFERRED COMP 457: Payment 012.1170	12.50
			ICMA DEFERRED COMP 457: Payment 016.1170	12.50
			ICMA DEFERRED COMP 457: Payment 041.1170	316.32
			ICMA DEFERRED COMP 457: Payment 070.1170	237.09
			Total :	**5,216.47**
536	12/31/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 001.1145	596.77
			EPMC: Payment 004.1145	94.42
			EPMC: Payment 006.1145	19.57
			EPMC: Payment 010.1145	23.75
			EPMC: Payment 012.1145	2.34
			EPMC: Payment 016.1145	2.34
			EPMC: Payment 023.1145	6.55
			EPMC: Payment 024.1145	0.55
			EPMC: Payment 041.1145	31.21

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
536	12/31/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			042.1145	11.40
			EPMC: Payment	
			070.1145	51.36
			PERS: Payment	
			001.1145	14,280.99
			PERS: Payment	
			004.1145	2,326.34
			PERS: Payment	
			006.1145	672.78
			PERS: Payment	
			010.1145	832.31
			PERS: Payment	
			012.1145	169.02
			PERS: Payment	
			016.1145	168.98
			PERS: Payment	
			023.1145	93.52
			PERS: Payment	
			024.1145	18.78
			PERS: Payment	
			041.1145	445.94
			PERS: Payment	
			042.1145	311.55
			PERS: Payment	
			070.1145	734.09
			PERS SURVIVOR: Payment	
			001.1145	25.77
			PERS SURVIVOR: Payment	
			004.1145	4.05
			PERS SURVIVOR: Payment	
			006.1145	1.30
			PERS SURVIVOR: Payment	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.56

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
536	12/31/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment 016.1145	0.55
			PERS SURVIVOR: Payment 023.1145	0.23
			PERS SURVIVOR: Payment 024.1145	0.05
			PERS SURVIVOR: Payment 041.1145	0.33
			PERS SURVIVOR: Payment 042.1145	0.79
			PERS SURVIVOR: Payment 070.1145	0.64
			Total :	**20,929.90**
537	12/31/2020	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment 001.1120	9,806.81
			FEDERAL TAXES: Payment 004.1120	1,417.97
			FEDERAL TAXES: Payment 006.1120	565.00
			FEDERAL TAXES: Payment 010.1120	556.16
			FEDERAL TAXES: Payment 012.1120	19.49
			FEDERAL TAXES: Payment 016.1120	19.48
			FEDERAL TAXES: Payment 023.1120	36.88
			FEDERAL TAXES: Payment 024.1120	9.68
			FEDERAL TAXES: Payment 041.1120	429.27
			FEDERAL TAXES: Payment 042.1120	126.52
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
537	12/31/2020	000119 INTERNAL REVENUE SERVICE	(Continued)	
			070.1120 SOCIAL SECURITY: Payment	551.89
			001.1140 MEDICARE: Payment	227.80
			001.1140 MEDICARE: Payment	2,647.95
			004.1140 MEDICARE: Payment	415.31
			006.1140 MEDICARE: Payment	133.36
			010.1140 MEDICARE: Payment	154.64
			012.1140 MEDICARE: Payment	32.00
			016.1140 MEDICARE: Payment	31.98
			023.1140 MEDICARE: Payment	14.32
			024.1140 MEDICARE: Payment	3.36
			041.1140 MEDICARE: Payment	86.63
			042.1140 MEDICARE: Payment	54.14
			070.1140	127.39
			Total :	**17,468.03**
538	12/31/2020	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	3,499.50
			STATE TAXES: Payment 004.1130	559.55
			STATE TAXES: Payment 006.1130	198.14
			STATE TAXES: Payment 010.1130	266.76

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
538	12/31/2020	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment 012.1130	10.01
			STATE TAXES: Payment 016.1130	10.01
			STATE TAXES: Payment 023.1130	7.79
			STATE TAXES: Payment 024.1130	2.66
			STATE TAXES: Payment 041.1130	153.58
			STATE TAXES: Payment 042.1130	35.92
			STATE TAXES: Payment 070.1130	219.97
			Total :	**4,963.89**
82173	12/31/2020	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment 001.1181	109.93
			AFLAC ACCIDENT INSURANCE: Payment 004.1181	12.82
			AFLAC ACCIDENT INSURANCE: Payment 012.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment 016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment 023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment 024.1181	0.26
			AFLAC CANCER INSURANCE: Payment 001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment 001.1181	211.30
			AFLAC DISABILITY INSURANCE: Payment 004.1181	24.70
			AFLAC DISABILITY INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82173	12/31/2020	003804 AFLAC WWHQ	(Continued)	
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.50
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC DENTAL: Payment	6.70
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.66
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.55
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.98
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.48
			016.1181	1.48
			Total :	**527.31**
82174	12/31/2020	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT ARROWHEAD UNITED WAY: Payment	
			001.1180 ARROWHEAD UNITED WAY: Payment	11.26
			004.1180 ARROWHEAD UNITED WAY: Payment	0.76
			041.1180 ARROWHEAD UNITED WAY: Payment	2.26
			070.1180	0.72

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82174	12/31/2020	000433	000433 ARROWHEAD UNITED WAY	(Continued)	Total :	15.00
6	Vouchers for bank code : wfb				Bank total :	49,120.60
6	Vouchers in this report				Total vouchers :	49,120.60

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82175	1/5/2021	000085 EAST VALLEY WATER DISTRICT	CANYON OAKS PARK-DEC	
			CANYON OAKS PARK-DEC	
			016.8540.4030	582.97
			LMD 36-DEC	
			LMD 36-DEC	
			012.8500.4030	137.52
			BEATTIE IRRIGATION-DEC	
			BEATTIE IRRIGATION-DEC	
			001.6000.4030	3,210.04
			LMD 00 BASELINE-DEC	
			LMD 00 BASELINE-DEC	
			012.8500.4030	63.20
			LMD 01 A-DEC	
			LMD 01 A-DEC	
			012.8500.4030	70.42
			LMD 01 B-DEC	
			LMD 01 B-DEC	
			012.8500.4030	115.68
			LMD 02 A-DEC	
			LMD 02 A-DEC	
			012.8500.4030	65.13
			LMD 02 B-DEC	
			LMD 02 B-DEC	
			012.8500.4030	340.25
			LMD 02 C-DEC	
			LMD 02 C-DEC	
			012.8500.4030	250.76
			LMD 02 D-DEC	
			LMD 02 D-DEC	
			012.8500.4030	119.79
			LMD 02 E-DEC	
			LMD 02 E-DEC	
			012.8500.4030	72.81
			LMD 03 BASELINE-DEC	
			LMD 03 BASELINE-DEC	
			012.8500.4030	163.48
			LMD 03 YARNELL-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82175	1/5/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 03 YARNELL-DEC	
			012.8500.4030	76.25
			LMD 06-DEC	
			LMD 06-DEC	
			012.8500.4030	41.71
			LMD 08-DEC	
			LMD 08-DEC	
			012.8500.4030	216.56
			LMD 13-DEC	
			LMD 13-DEC	
			012.8500.4030	270.61
			LMD 20 BASELINE-DEC	
			LMD 20 BASELINE-DEC	
			012.8500.4030	94.94
			LMD 20 STREATER-DEC	
			LMD 20 STREATER-DEC	
			012.8500.4030	247.26
			LMD 22-DEC	
			LMD 22-DEC	
			012.8500.4030	97.47
			LMD 30-DEC	
			LMD 30-DEC	
			012.8500.4030	321.60
			LMD 31-DEC	
			LMD 31-DEC	
			012.8500.4030	115.40
			LMD 35-DEC	
			LMD 35-DEC	
			012.8500.4030	59.43
			LMD B 39-DEC	
			LMD B 39-DEC	
			012.8500.4030	2,126.28
			LMD B 39-DEC	
			LMD B 39-DEC	
			012.8500.4030	997.99
			LMD B 39-DEC	
			LMD B 39-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82175	1/5/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030 LMD 48-DEC LMD 48-DEC		276.17
			012.8500.4030 LMD 48 B-DEC LMD 48 B-DEC		777.53
			012.8500.4030		695.83
				Total :	**11,607.08**
82176	1/5/2021	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL		
			001.4100.4210		30.22
				Total :	**30.22**
82177	1/5/2021	000127 K & L HARDWARE	PUBLIC SERVICES SUPPLIES PUBLIC SERVICES SUPPLIES		
			001.4200.4200		113.11
				Total :	**113.11**
82178	1/5/2021	000155 NEW YORK LIFE	NEW YORK LIFE-JAN NEW YORK LIFE-JAN		
			001.1180 NEW YORK LIFE-JAN		9.75
			004.1180 NEW YORK LIFE-JAN		0.65
			041.1180 NEW YORK LIFE-JAN		1.95
			070.1180		0.65
				Total :	**13.00**
82179	1/5/2021	000165 AT&T	POLICE ALARM-DEC POLICE ALARM-DEC		
			001.2000.4060		653.39
				Total :	**653.39**
82180	1/5/2021	000165 AT&T	CITY HALL-DEC CITY HALL-DEC		
			042.9510.4060		310.92

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82180	1/5/2021	000165 000165 AT&T	(Continued)	Total :	310.92
82181	1/5/2021	000165 AT&T	BASELINE LITTLE LEAGUE-DEC		
			BASELINE LITTLE LEAGUE-DEC		
			001.6000.4060		310.92
				Total :	310.92
82182	1/5/2021	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-JAN		
			PRINCIPAL-JAN		
			001.1200.3590		42.54
			PRINCIPAL-JAN		
			001.1450.3590		82.12
			PRINCIPAL-JAN		
			001.1700.3590		89.94
			PRINCIPAL-JAN		
			001.3200.3590		35.23
			PRINCIPAL-JAN		
			001.4100.3590		113.04
			PRINCIPAL-JAN		
			001.4200.3590		66.28
			PRINCIPAL-JAN		
			001.4500.3590		33.96
			PRINCIPAL-JAN		
			001.4600.3590		46.70
			PRINCIPAL-JAN		
			001.6000.3590		15.87
			PRINCIPAL-JAN		
			001.6010.3590		15.95
			PRINCIPAL-JAN		
			001.6020.3590		10.73
			PRINCIPAL-JAN		
			004.8310.3590		84.05
			PRINCIPAL-JAN		
			006.8400.3590		28.95
			PRINCIPAL-JAN		
			010.3830.3590		23.64
			PRINCIPAL-JAN		
			012.8500.3590		7.83

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82182	1/5/2021	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)		
			PRINCIPAL-JAN		
			016.8540.3590		7.83
			PRINCIPAL-JAN		
			023.3890.3590		3.58
			PRINCIPAL-JAN		
			024.8470.3590		0.83
			PRINCIPAL-JAN		
			041.9500.3590		13.83
			PRINCIPAL-JAN		
			042.9510.3590		13.41
			PRINCIPAL-JAN		
			070.7000.3590		26.79
			PRINCIPAL-JAN		
			001.1600.3590		7.81
				Total :	**770.91**
82183	1/5/2021	000197 U.S. BANK	2017 TARB ADMIN 10/20-09/21		
			2017 TARB ADMIN 10/20-09/21		
			089.8090.4554		2,200.00
				Total :	**2,200.00**
82184	1/5/2021	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC SIG PALM/CYPRESS-DEC		
			TRAFFIC SIG PALM/CYPRESS-DEC		
			004.8310.4580		54.75
			SMART N FINAL SCE FEES-DEC		
			SMART N FINAL SCE FEES-DEC		
			013.8510.4011		22.81
				Total :	**77.56**
82185	1/5/2021	000204 SOCALGAS	STATION #2-DEC		
			STATION #2-DEC		
			028.2050.4020		97.20
			STATION #2-DEC		
			029.2100.4020		97.20
			POLICE-DEC		
			POLICE-DEC		
			001.2000.4020		1,164.33

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82185	1/5/2021	000204 SOCALGAS	(Continued)		
			STATION #1-DEC		
			STATION #1-DEC		
			028.2050.4020		47.06
			STATION #1-DEC		
			029.2100.4020		47.05
			CITY HALL-DEC		
			CITY HALL-DEC		
			042.9510.4020		284.87
				Total :	1,737.71
82186	1/5/2021	000207 KONICA MINOLTA	COPIER MAINT-DEC		
			COPIER MAINT-DEC		
			042.9510.4205		868.99
			COPIER MAINT-DEC		
			001.2000.4205		9.23
				Total :	878.22
82187	1/5/2021	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-JAN		
			LONG TERM DISABILITY-JAN		
			001.1180		600.44
			LONG TERM DISABILITY-JAN		
			004.1180		33.30
			LONG TERM DISABILITY-JAN		
			006.1180		18.50
			LONG TERM DISABILITY-JAN		
			010.1180		22.20
			LONG TERM DISABILITY-JAN		
			041.1180		25.46
			LONG TERM DISABILITY-JAN		
			070.1180		51.80
				Total :	751.70
82188	1/5/2021	000237 WILLDAN ASSOCIATES	STR11005 CE RDA04-NOV		
			STR11005 CE RDA04-NOV		
			010.3830.6530		2,656.64
			STR11006 CE RDA04-NOV		
			STR11006 CE RDA04-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
82188	1/5/2021	000237 WILLDAN ASSOCIATES	(Continued)		
			010.3830.6530		1,330.73
				Total :	**3,987.37**
82189	1/5/2021	001476 TIME WARNER CABLE	POLICE TELE/INT SERVICES-JAN		
			POLICE TELE/INT SERVICES-JAN		
			001.2000.4065		993.82
			CORP YARD TELE/INT-JAN		
			CORP YARD TELE/INT-JAN		
			004.8310.4060		669.77
				Total :	**1,663.59**
82190	1/5/2021	002149 SB CO DEPT OF PUBLIC HEALTH	ANIMAL CONTROL SERVICES 07/01-09/30/2020		
			ANIMAL CONTROL SERVICES 07/01-09/30/2020		
			001.2200.4565		114,473.00
				Total :	**114,473.00**
82191	1/5/2021	002479 CAM PROPERTY SERVICES	BRG04005 RDA07-JUN 2020		
			BRG04005 RDA07-JUN 2020		
			010.3830.6813		430.00
			BRG04005 RDA07-FEB 2019		
			BRG04005 RDA07-FEB 2019		
			010.3830.6813		430.00
			BRG04005 RDA07-MAR 2019		
			BRG04005 RDA07-MAR 2019		
			010.3830.6813		430.00
			BRG04005 RDA07-APR 2019		
			BRG04005 RDA07-APR 2019		
			010.3830.6813		430.00
			BRG04005 RDA07-MAY 2019		
			BRG04005 RDA07-MAY 2019		
			010.3830.6813		430.00
			BRG04005 RDA07-JUN 2019		
			BRG04005 RDA07-JUN 2019		
			010.3830.6813		430.00
			BRG04005 RDA07-JUL 2019		
			BRG04005 RDA07-JUL 2019		
			010.3830.6813		430.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82191	1/5/2021	002479 CAM PROPERTY SERVICES	(Continued)	
			BRG04005 RDA07-AUG 2019	
			BRG04005 RDA07-AUG 2019	
			010.3830.6813	430.00
			BRG04005 RDA07-JUL 2020	
			BRG04005 RDA07-JUL 2020	
			010.3830.6813	430.00
			BRG04005 RDA07-AUG 2020	
			BRG04005 RDA07-AUG 2020	
			010.3830.6813	430.00
			Total :	**4,300.00**
82192	1/5/2021	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDER FEES-DEC	
			DOCUMENT RECORDER FEES-DEC	
			001.1200.4506	80.00
			Total :	**80.00**
82193	1/5/2021	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDER FEES-DEC	
			DOCUMENT RECORDER FEES-DEC	
			001.1200.4506	60.00
			Total :	**60.00**
82194	1/5/2021	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDER FEES-DEC	
			DOCUMENT RECORDER FEES-DEC	
			001.1200.4506	60.00
			Total :	**60.00**
82195	1/5/2021	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDER FEES-DEC	
			DOCUMENT RECORDER FEES-DEC	
			001.1200.4506	40.00
			Total :	**40.00**
82196	1/5/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 PS&E RDA07-NOV	
			STR18001 PS&E RDA07-NOV	
			010.3830.6550	4,556.29
			STR18001 PS&E IVDA-NOV	
			STR18001 PS&E IVDA-NOV	
			027.8490.6550	4,553.93
			STR18001 PS&E SMBMI-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82196	1/5/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)	
			STR18001 PS&E SMBMI-NOV	
			027.8490.6550	4,553.93
			STR18001 PS&E EDA-NOV	
			STR18001 PS&E EDA-NOV	
			030.8495.6550	9,894.73
			STR18001 R/W RDA07-NOV	
			STR18001 R/W RDA07-NOV	
			010.3830.6550	1,231.74
			STR18001 R/W IVDA-NOV	
			STR18001 R/W IVDA-NOV	
			027.8490.6550	1,231.10
			STR18001 R/W SMBMI-NOV	
			STR18001 R/W SMBMI-NOV	
			027.8490.6550	1,231.10
			STR18001 R/W EDA-NOV	
			STR18001 R/W EDA-NOV	
			030.8495.6550	2,674.92
				Total : **29,927.74**
82197	1/5/2021	003044 THOMSON REUTERS WEST	CODEBOOKS	
			CODEBOOKS	
			001.1200.4626	1,162.14
				Total : **1,162.14**
82198	1/5/2021	004193 AECOM USA INC.	BRG07001 DES HBP-OCT	
			BRG07001 DES HBP-OCT	
			030.8495.6813	53,065.63
			BRG07001 DES RDA07-OCT	
			BRG07001 DES RDA07-OCT	
			010.3830.6813	6,875.22
				Total : **59,940.85**
82199	1/5/2021	004860 CRIME SCENE STERI-CLEAN, LLC	PD UNIT COVID CLEANING	
			PD UNIT COVID CLEANING	
			001.2000.4240	300.00
			PD UNIT COVID CLEANING	
			PD UNIT COVID CLEANING	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82199	1/5/2021	004860 CRIME SCENE STERI-CLEAN, LLC	(Continued)	
			001.2000.4240	300.00
			Total :	**600.00**
82200	1/5/2021	004939 GUARDIAN	DENTAL-JAN	
			DENTAL-JAN	
			010.1160	71.95
			DENTAL-JAN	
			012.1160	9.63
			DENTAL-JAN	
			016.1160	9.63
			DENTAL-JAN	
			023.1160	14.13
			DENTAL-JAN	
			024.1160	3.24
			DENTAL-JAN	
			041.1160	30.27
			DENTAL-JAN	
			042.1160	28.64
			DENTAL-JAN	
			070.1160	15.72
			DENTAL-JAN	
			001.1160	1,238.72
			DENTAL-JAN	
			004.1160	317.92
			DENTAL-JAN	
			006.1160	14.13
			Total :	**1,753.98**
82201	1/5/2021	004956 FIDELITY SECURITY	VISION-JAN	
			VISION-JAN	
			042.1160	8.50
			VISION-JAN	
			070.1160	3.57
			VISION-JAN	
			001.1160	220.74
			VISION-JAN	
			001.1700.4400	30.42

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82201	1/5/2021	004956 FIDELITY SECURITY	(Continued)	
			VISION-JAN	
			004.1160	41.98
			VISION-JAN	
			006.1160	15.79
			VISION-JAN	
			010.1160	9.13
			VISION-JAN	
			012.1160	5.18
			VISION-JAN	
			016.1160	5.18
			VISION-JAN	
			023.1160	7.61
			VISION-JAN	
			024.1160	0.52
			VISION-JAN	
			041.1160	1.64
			Total :	**350.26**
82202	1/5/2021	005018 FLYERS ENERGY, LLC	FUEL-DEC	
			FUEL-DEC	
			001.2000.4220	1,136.59
			FUEL-DEC	
			004.8310.4220	76.77
			FUEL-DEC	
			001.4200.4220	6.97
			FUEL-DEC	
			001.4500.4220	5.19
			FUEL-DEC	
			001.4600.4220	59.56
			FUEL-DEC	
			001.6000.4220	52.32
			FUEL-DEC	
			001.6010.4220	26.23
			FUEL-DEC	
			042.9510.4220	2.46
			FUEL-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82202	1/5/2021	005018 FLYERS ENERGY, LLC	(Continued)	
			004.8310.4220 FUEL-DEC	5.74
			001.6000.4220 FUEL-DEC	23.82
			028.2050.4220 FUEL-DEC	202.58
			029.2100.4220 FUEL-DEC FUEL-DEC	202.59
			001.2000.4220 FUEL-DEC	4,736.49
			004.8310.4220 FUEL-DEC	319.94
			001.4200.4220 FUEL-DEC	29.03
			001.4500.4220 FUEL-DEC	21.63
			001.4600.4220 FUEL-DEC	248.21
			001.6000.4220 FUEL-DEC	218.04
			001.6010.4220 FUEL-DEC	109.30
			042.9510.4220 FUEL-DEC	10.25
			004.8310.4220 FUEL-DEC	23.91
			001.6000.4220 FUEL-DEC	99.28
			028.2050.4220 FUEL-DEC	844.23
			029.2100.4220 FUEL-DEC FUEL-DEC	844.23
			001.2000.4220 FUEL-DEC	2,747.75

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82202	1/5/2021	005018 FLYERS ENERGY, LLC	(Continued)	
			004.8310.4220 FUEL-DEC	185.61
			001.4200.4220 FUEL-DEC	16.84
			001.4500.4220 FUEL-DEC	12.55
			001.4600.4220 FUEL-DEC	143.99
			001.6000.4220 FUEL-DEC	126.49
			001.6010.4220 FUEL-DEC	63.41
			042.9510.4220 FUEL-DEC	5.94
			004.8310.4220 FUEL-DEC	13.87
			001.6000.4220 FUEL-DEC	57.59
			028.2050.4220 FUEL-DEC	489.76
			029.2100.4220	489.76
			Total :	**13,658.92**
82203	1/5/2021	005310 KOA CORPORATION	STR17001 DE COSB-NOV STR17001 DE COSB-NOV	
			027.8490.6530 STR17001 DE RDA04-NOV STR17001 DE RDA04-NOV	15.89
			010.3830.6530 STR17001 DE ART3-NOV STR17001 DE ART3-NOV	3,282.49
			005.8320.6530	6,048.12
			Total :	**9,346.50**
82204	1/5/2021	005580 CIVICPLUS, LLC.	NEW CITY WEBSITE NEW CITY WEBSITE	
			042.9510.4623	10,732.71

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
82204	1/5/2021	005580	005580 CIVICPLUS, LLC.	(Continued)	Total :	10,732.71
82205	1/5/2021	005771	AMAZON CAPITAL SERVICES	C/E: 2021 CALENDARS		
				C/E: 2021 CALENDARS		
				001.4600.4200		66.76
				6 DESKTOP CAMERAS		
				6 DESKTOP CAMERAS		
				042.9510.4208		142.14
				COVID19: HAND SANITIZER		
				COVID19: HAND SANITIZER		
				042.9510.4055		275.44
					Total :	484.34
1001756753	1/5/2021	000004	PUBLIC EMPLOYEE RETIREMENT SYS	PERS RETIREMENT-JAN		
				PERS RETIREMENT-JAN		
				006.8400.3560		1,267.46
				PERS RETIREMENT-JAN		
				012.8500.3560		543.20
				PERS RETIREMENT-JAN		
				016.8540.3560		543.20
				PERS RETIREMENT-JAN		
				023.3890.3560		226.33
				PERS RETIREMENT-JAN		
				041.9500.3560		316.86
				PERS RETIREMENT-JAN		
				042.9510.3560		769.53
				PERS RETIREMENT-JAN		
				070.7000.3560		633.73
				PERS RETIREMENT-JAN		
				024.8470.3560		45.27
				PERS RETIREMENT-JAN		
				010.3830.3560		1,041.13
				PERS RETIREMENT-JAN		
				001.1200.3560		1,765.37
				PERS RETIREMENT-JAN		
				001.1450.3560		3,103.29
				PERS RETIREMENT-JAN		
				001.1600.3560		226.33

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1001756753	1/5/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS RETIREMENT-JAN	
			001.1700.3560	4,073.97
			PERS RETIREMENT-JAN	
			001.3200.3560	1,222.19
			PERS RETIREMENT-JAN	
			001.4100.3560	4,571.90
			PERS RETIREMENT-JAN	
			001.4200.3560	2,715.98
			PERS RETIREMENT-JAN	
			001.4500.3560	1,855.92
			PERS RETIREMENT-JAN	
			001.4600.3560	2,625.45
			PERS RETIREMENT-JAN	
			001.6000.3560	1,041.13
			PERS RETIREMENT-JAN	
			001.6010.3560	905.33
			PERS RETIREMENT-JAN	
			001.6020.3560	679.00
			PERS RETIREMENT-JAN	
			004.8310.3560	3,938.17
			Total :	**34,110.74**
1001756754	1/5/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-JAN	
			PERS HEALTH-JAN	
			001.1150	10,733.20
			PERS HEALTH-JAN	
			004.1150	1,140.10
			PERS HEALTH-JAN	
			006.1150	736.51
			PERS HEALTH-JAN	
			010.1150	732.94
			PERS HEALTH-JAN	
			012.1150	180.22
			PERS HEALTH-JAN	
			016.1150	180.22
			PERS HEALTH-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1001756754	1/5/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			041.1150 PERS HEALTH-JAN	369.37
			070.1150 PERS HEALTH-JAN	310.55
			001.1450.3511 PERS HEALTH-JAN	50.06
			041.9500.3515	2,400.00
			Total :	**16,833.17**
1001756755	1/5/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	REPLACEMENT BENEFIT CONTRIBUTION 2021 REPLACEMENT BENEFIT CONTRIBUTION 2021	
			001.1450.3560	8,448.72
			Total :	**8,448.72**
1001756756	1/5/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS RETIREMENT-JAN PERS RETIREMENT-JAN	
			001.1450.3560	291.69
			Total :	**291.69**
35	**Vouchers for bank code :**	wfb	**Bank total :**	**331,760.46**
35	**Vouchers in this report**		**Total vouchers :**	**331,760.46**

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer

SUBJECT: Treasurer's Report for November 2020

RECOMMENDATION: City Council to receive and file the Treasurer's Report for November 2020.

FISCAL IMPACT: Cash and Investments:

General Fund	$ 2,691,150.59
Special Revenue Funds	$29,080,768.33
Internal Service Funds	$ 3,923,877.29
Capital Projects Funds	$20,821,550.48
Housing Authority Fund	$ 3,629,049.76
Agency Funds	$ 1,804,227.96
SARDA Funds	$ 3,034,873.62

PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

BACKGROUND: Increases in the checking account were due to revenues received plus funds wired from LAIF and CAMP. Decreases in the checking account were a result of payments to vendors, payroll and funds wired to LAIF, CAMP and U.S. Bank.

Increases in the fiscal agent accounts (US Bank) resulted from interest and bond payment receipt. Decreases resulted in vendor payments and debt service payments.

Increases in the CAMP account were due to interest received. Decreases were a result of funds being wired to the city's checking account primarily for payment of public works projects.

The maximum limit on regular accounts is $65M.

Approved _____ Motion _____ Second _____ Agenda Item No. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

Betty Hughes
City Clerk

City Manager

CITY OF HIGHLAND
Treasurer's Report
as of November 30, 2020

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #*******236	8,283,548.78

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	0.576%		
General Fund			4,563,354.23	
Special Revenue Funds			18,037,998.00	
Internal Service Funds			4,514,270.00	
Capital Projects Funds			13,436,428.00	
Total City LAIF Funds				40,552,050.23
Housing Authority Fund			3,538,472.27	
Total Housing Authority LAIF Funds				3,538,472.27
Total LAIF Funds				44,090,522.50

1) Maximum limits on accounts are $65M City and $65M Housing Authority.
2) Quarterly interest earnings are deposited directly to accounts.
3) Funds are available within 24 hours or less depending on time of wire.
4) Pooled Money Investment Board Report dated October 2020 on-line for listing of investments.
5) Market Value is based on the September 30, 2020 applicable percentage of 1.004114534.
6) Market Value is $44,271,934.45 ($44,090,522.50 x 1.004114534).

California Asset Management Program (CAMP)	n/a	0.140%		
General Fund			131,690.09	
Special Revenue Funds			1,553,103.00	
Capital Projects Funds			8,145,666.00	
Total CAMP Funds				9,830,459.09
INVESTMENTS: FISCAL AGENT ACCOUNTS				
US Bank Corporate Trust Services (Community Facilities Districts)				
Community Facilities District (CFD) 90-1				
Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	80,469.21	80,469.21
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	49,927.53	49,927.53
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	18,466.31	18,466.31
Community Facilities District (CFD) 2001-1				
Special Tax Fund #149239000				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	44,681.71	44,681.71
Interest Account #149239001				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	1,070.54	1,070.54
Principal Account #149239002				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	0.02	0.02
Reserve Fund #149239003				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	480,279.06	480,279.06
Administrative Expense Fund #149239004				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	24,152.52	24,152.52
Surplus Fund #149239006				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	59,099.99	59,099.99
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	7,476.67	7,476.67
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	2,019.76	2,029.76
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	750.50	750.50
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				768,403.82

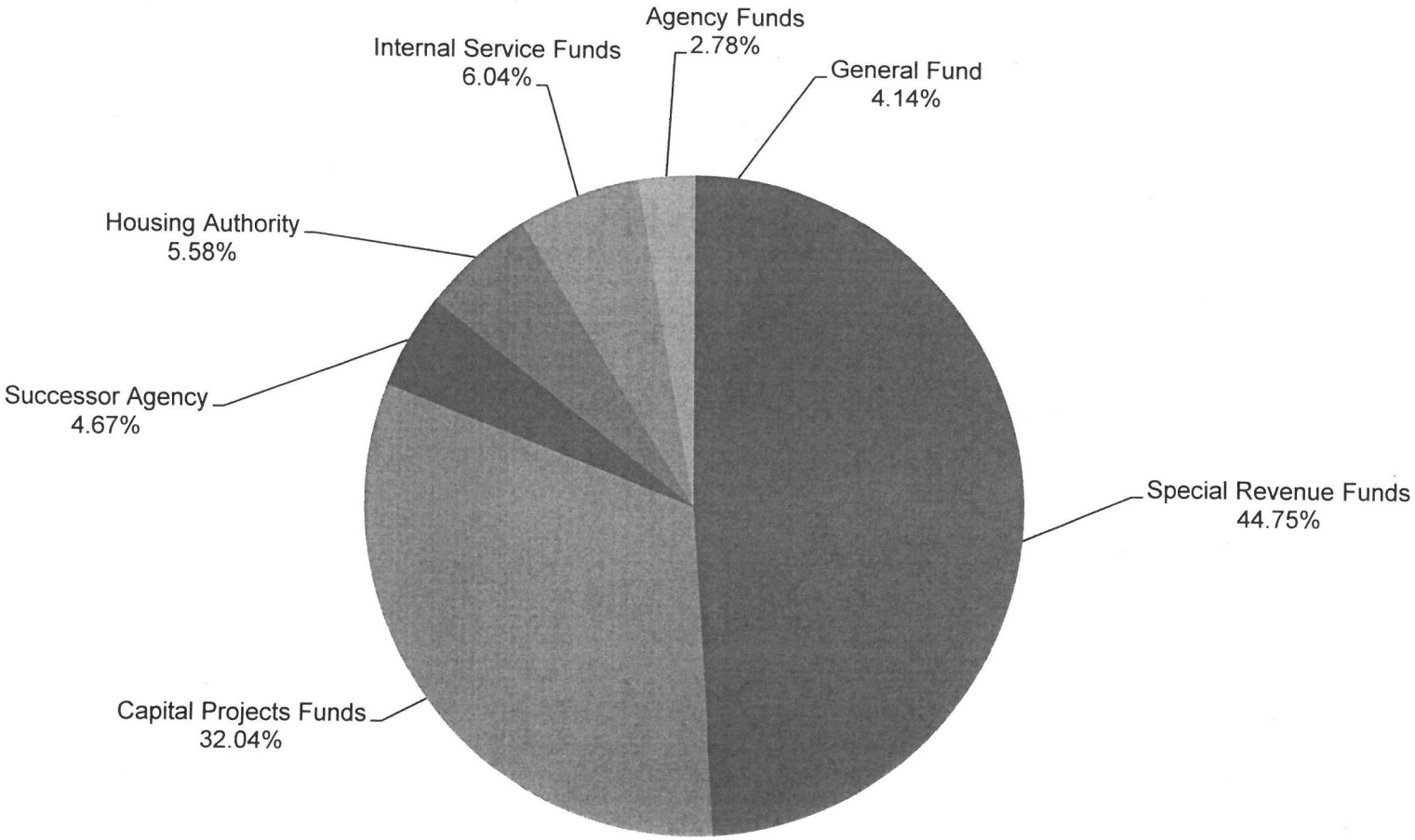
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	254,841.29	254,841.29
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	48.96	48.96
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	176,433.80	176,433.80
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	608,133.87	608,133.87
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	428.63	428.63
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	956,934.70	956,934.70
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	13,503.65	13,503.65
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	1,388.24	1,388.24
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	0.70	0.70
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				2,011,713.84
TOTAL CASH AND INVESTMENTS				**64,985,798.03**

All investments are placed in accordance with City of Highland's Investment Policy and Guidelines. The above summary provides sufficient cash flow liquidity to meet the next six month's estimated expenditures. This report is in accordance with Government Code Section 53646.

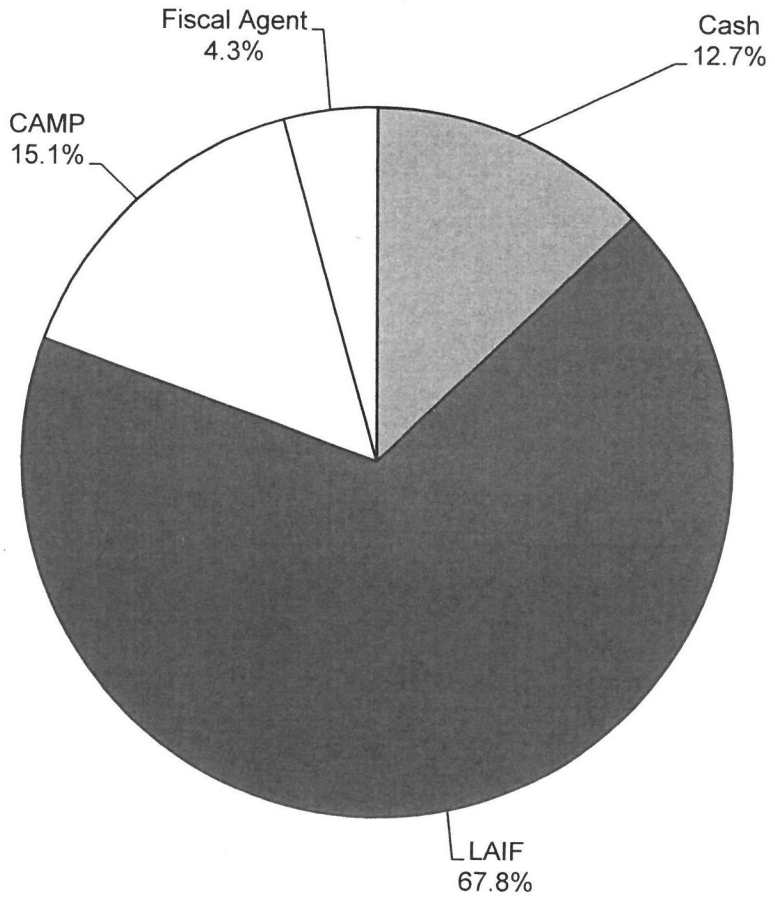
SIGNED: _____
Joseph A. Hughes
CITY MANAGER

SIGNED: _____
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE SERVICES/CITY TREASURER

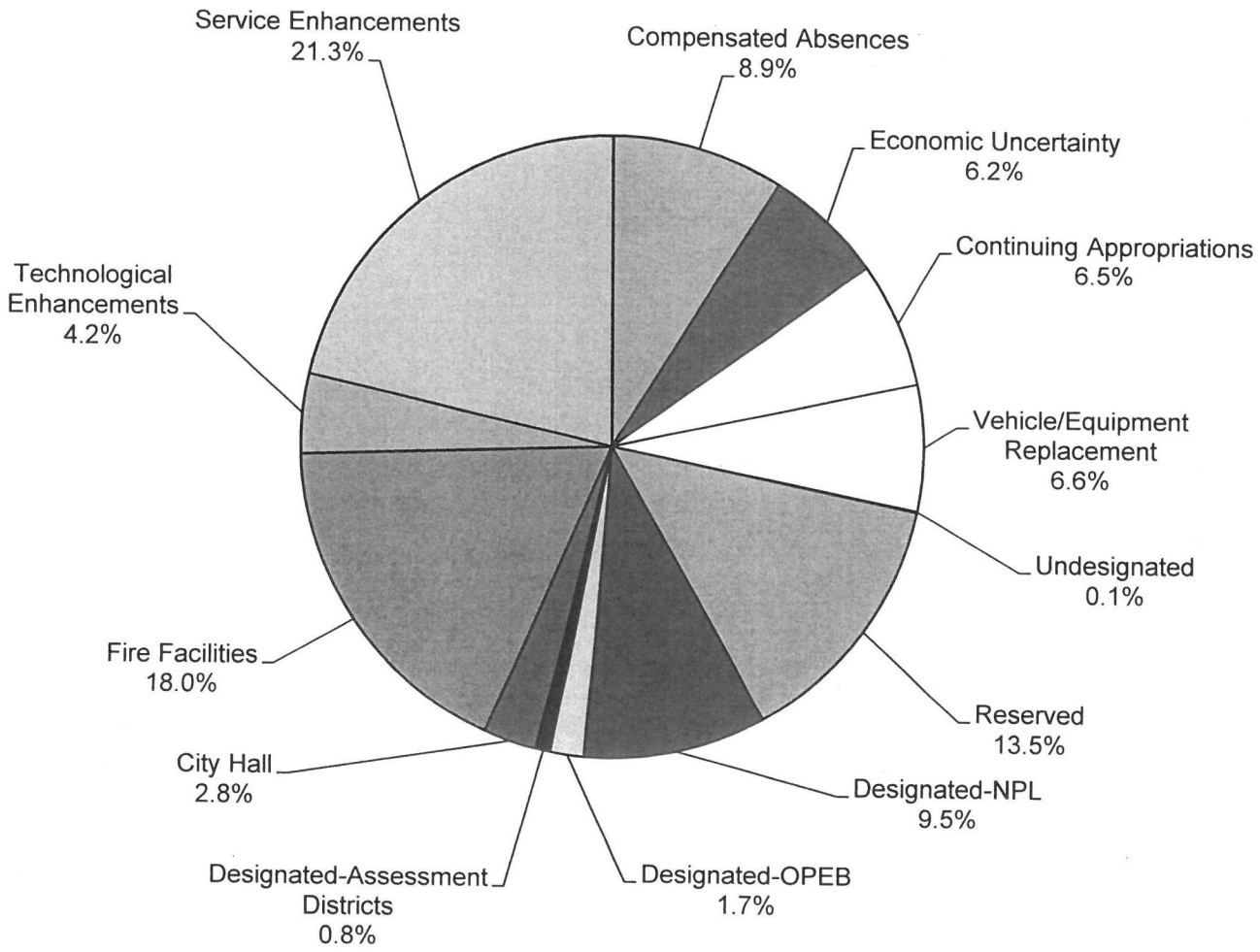
Cash & Investments



Treasurer's Report



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

REVIEWED BY: Chuck Dantuono, Director of Administrator Services/City Treasurer
Nancy Wayne, George Hills Company, Claims Adjusters

SUBJECT: Claim Consideration – Mercury Insurance as Subrogee of Billy Leever

RECOMMENDATION: George Hills Company recommends the City Council reject the claims.

BACKGROUND: The Claims were received in the City Clerk's Office on November 30, 2020. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

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Approved _____	Motion	Second	Agenda Item No. 5
Denied _____	_____	_____	
Continued _____	Ayes _____		File No. _____
Tabled _____	Noes _____		
	Abstain _____		
	Absent _____		
B Hughes			
City Clerk		City Manager	

GEORGE HILLS
Our minds over your matters

December 21, 2020

Betty Hughes
City of Highland

RE:		
	Client:	City of Highland
	Claim Number:	GHC0033955
	Date of Loss:	10/26/2020
	Claimant:	Mercury Insurance/Billy Leever

Dear Ms. Hughes:

We have reviewed the above captioned claim and request that you take the action indicated below:

- **Please issue a standard rejection to commence the statute of limitations.**

Please provide us with a copy of the notice sent.

Should you have any questions, please feel free to contact the undersigned.

Kindest Regards,
George Hills Company, Inc.

Samantha Morgan

Samantha Morgan
Sr. Claims Adjuster
Direct Dial: (909)763-7475
Email: Samantha.morgan@georgehills.com

City of
HIGHLAND
Inc. 1987

December 1, 2020

Samantha Morgan
Senior Claims Adjuster
George Hills Company, Inc.
2910 Inland Empire Boulevard, Suite 104
Ontario, CA 91764

Re: Claimant(s): Mercury Insurance as Subrogee of Billy Leever
Incident Date: October 26, 2020

Dear Samantha:

Enclosed is a copy of a Claim received and filed in the Office of the City Clerk on November 30, 2020, by the above referenced claimant(s). Please review and advise this office on the appropriate action to be taken. This item will be tentatively scheduled for the City Council regular meeting of Tuesday, January 12, 2021, pending your recommendation.

If you have any questions, please contact Chuck Dantuono at (909) 864-6861, ext. 224 or myself at ext. 226.

Sincerely,

Betty Hughes

Betty Hughes, MMC
City Clerk

cc: Joseph Hughes, City Manager
Chuck Dantuono, Director of Administrative Services
Maricela Marroquin, City Attorney

claims/george hills letters/gh mercury billy leever ltr.docx

Mayor Larry McCallon | **Mayor Pro Tem** Penny Lilburn | **City Council** Jesse Chavez | **City Council** Anaeli Solano | **City Council** John P. Timmer | **City Manager** Joseph A. Hughes

27215 Base Line • Highland, CA 92346
Tel: 909.864.6861 • Fax: 909.862.3180 • www.cityofhighland.org

MERCURY INSURANCE

P.O. Box 10730
Santa Ana, CA 92711-0730

RECEIVED
NOV 30 2020
CITY OF HIGHLAND

November 20, 2020

City of Highland
27215 Base Line
Highland, CA 92346

RE: OUR INSURED: BILLY LEEVER
OUR CLAIM NUMBER: CAPA-01508719
DATE OF LOSS: OCTOBER 26, 2020

Dear City of Highland:

We have obtained information suggesting that the damages incurred from the above-referenced loss were caused by your insured's negligence.

Enclosed for your review, please find copies of our supporting documentation. The breakdown of our payments is as follows:

Initial Repairs	$11,477.48
Deductible	$500.00
Supplements	
Rental Expense	
Out of Pocket Expense	
Other	
Salvage	
VLF, if applicable	
Total	$11,977.48
Total Amount Due	$11,977.48

Other:
Please review for payment.

If we receive a payment that is less than the amount shown above, it will be processed and applied as a partial payment only. This will not indicate any acceptance of liability or agreement to compromise the claim amount. Note that "Full or final settlement" or similar wording, whether on the payment itself or on accompanying correspondence, does not function as a release.

Should you have any questions or need additional information, please do not hesitate to contact me. Thank you for your cooperation.

Sincerely,
Mercury Insurance Company

Claims Department
888-917-6372

Encl.

C21 07/2015

Tiffany M. Pinnell

From: noreply@civicplus.com
Sent: Friday, November 20, 2020 6:33 AM
To: Tiffany M. Pinnell
Subject: Online Form Submittal: Claim Master Form

External eMail: Do not open attachments or click on links unless you expected to receive them from a trusted sender.

Claim Master Form

Claim Against the City of Highland
For damages to persons or personal property. A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to the City Clerk at 27215 Base Line Street in Highland, CA 92346. They can be reached at 909-864-6861, ext. 226.

Warning
It is a criminal offense to file a false claim, Penal Code S72; Insurance Code S556.1.

Notice
Per Government Code Section 910.4, this form must be used in order to comply with sections 910 and 910.2 of the government code.

To the Honorable Mayor and City Council of the City of Highland
The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

Name	Mercury Insurance as subrogee of Billy Leever
Date of Birth	5/16/1984
Address	PO Box 10730
City	Santa Ana
State	CA
Zip Code	92711
Phone Number	888-917-6372
Name, telephone and address to which claimant	*Field not completed.*

desires notices to be sent, if other than listed prior.	

Occurrence or Event from Which the Claim Arise

Date and Time of Occurrence	10/26/2020 2:00 PM
Place of occurrence (Exact and specific location)	7009 San Francisco St
City	Highland
State	CA
Zip Code	*Field not completed.*
How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).	City tree fell on our insured's parked and unoccupied vehicle.
What particular action by the City, or its employees, caused the alleged damage or injury?	City tree fell on vehicle causing damages.
A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".	Damages to 2014 GMC Sierra C1500 SLT. Damages are to roof and truck bed of vehicle.
Give the name(s) of the City employee(s) causing the damage or injury.	N/A. City tree claim.
Name and address of any other person injured.	N/A
Name and address of the owner of any damaged property.	Billy Leever, 176 Vista Ln, Calimesa, CA 92320.

Damages Claimed

Amount Claimed as of This Date	11977.48
Estimate Amount of Future Cost	*Field not completed.*
Total Amount Claimed	11977.48
Basis for computation of amounts claimed. Include copies of all bills, invoices, estimates, etc.	Repairs- $11977.48
Names and addresses of all witnesses, hospitals, doctors, etc.	N/A
Any additional information which might be helpful in considering this claim	Mercury Insurance claim # CAPA-01508719. All supports will be mailed with copy of claim form.
By acknowledging, "yes", I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.	Yes

Desktop Claim (CAPA-01508719) Search Address Book Dashboard Team Administration Vacation External Links

| Pol: **040109170309251 (MIC)** | Insd: **BILLY LEEVER** | DOL: **10/26/2020** | Adj: **Irvin Juarez (Central Claims - Morales)** | Supv: **Gua**

Actions

Financials (Total Incurred: $11,477.48): Summary

Scheduled Send D...	Issue Date	Check Numbe...	Check Type	Pay To	Amount
11/06/2020	11/06/2020	5502123226	Indemnity	ROUNSVILLE AUTO BOD...	$11,477.48

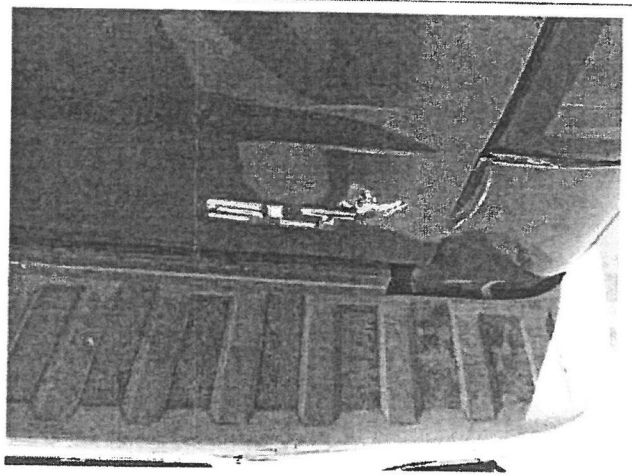
Workspace (1)

Claim: CAPA-0150871900101 01

BILLY LEEVER



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20201030_100844.jpg



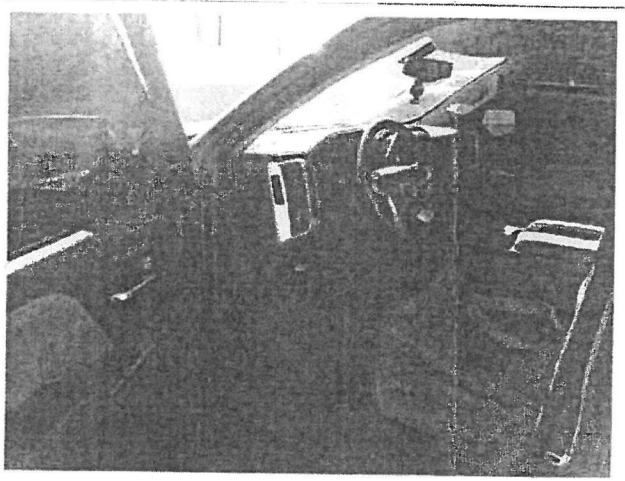
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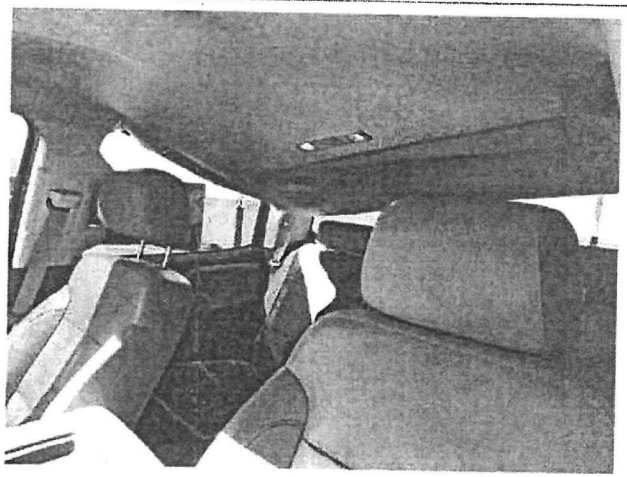
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Claim: CAPA-0150871900101 01

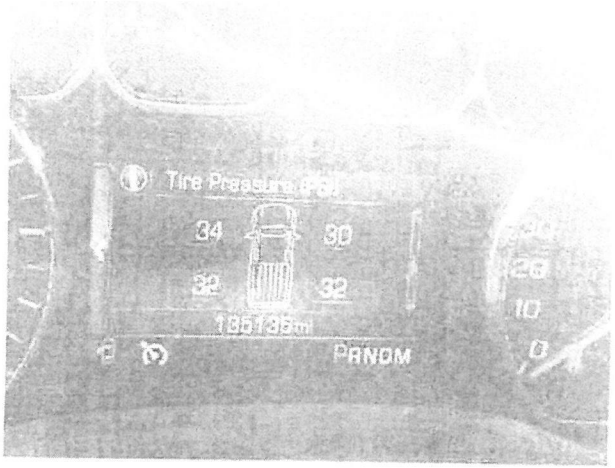
BILLY LEEVER



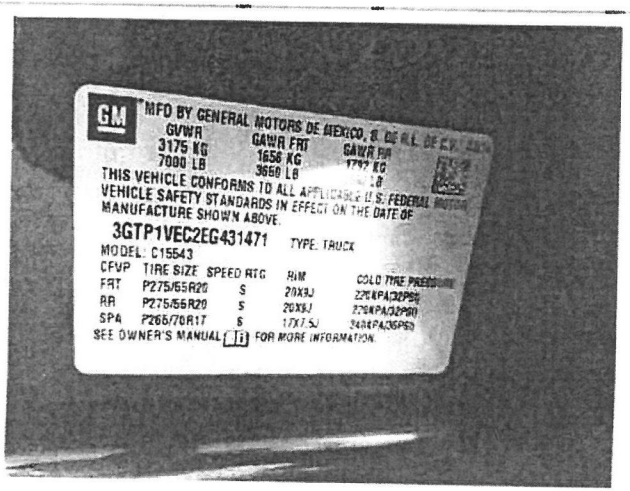
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headliner



20201030_101010.jpg



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Claim: CAPA-0150871900101 01

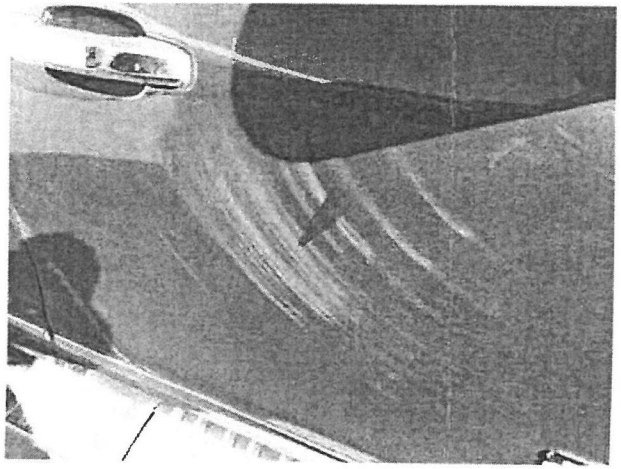
BILLY LEEVER



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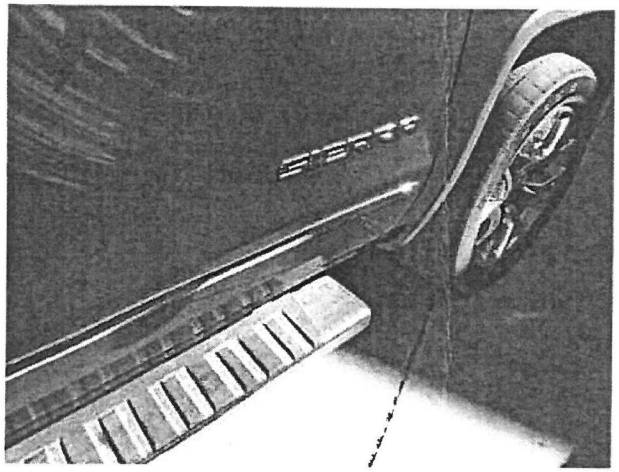
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RT FR DOOR



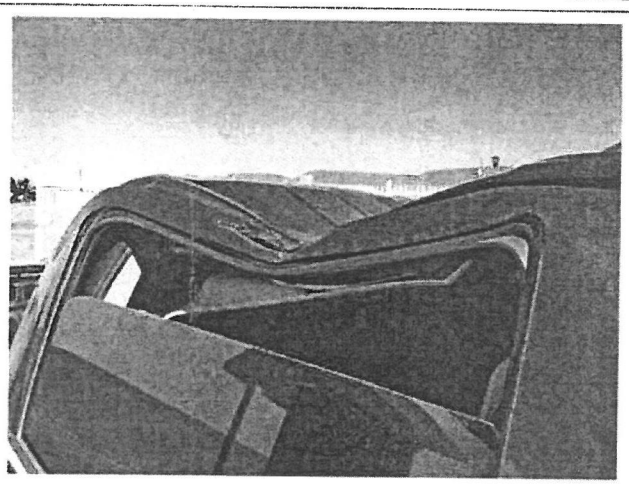
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RT MIRROR

Claim: CAPA-0150871900101 01

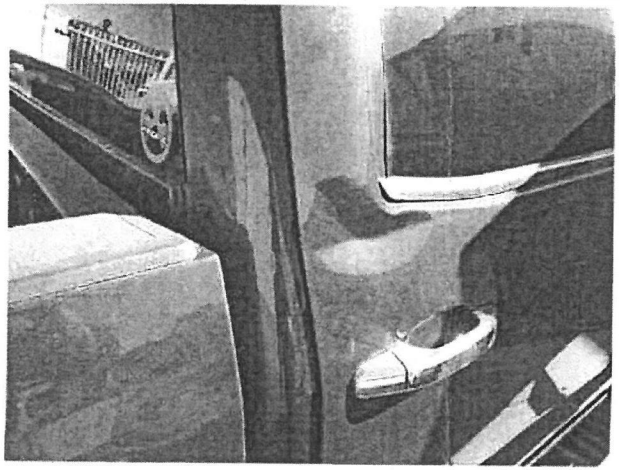
BILLY LEEVER



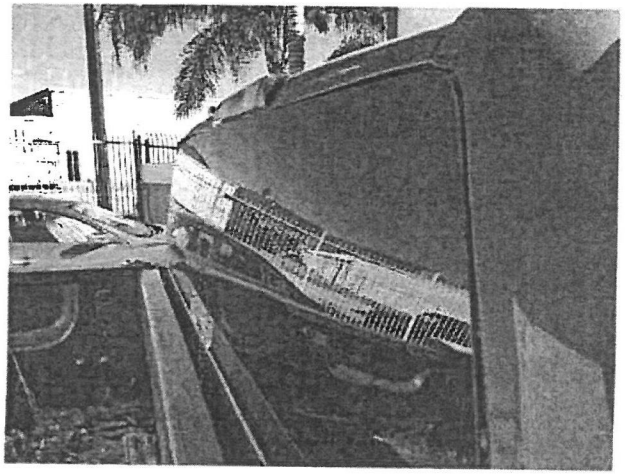
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ROOF



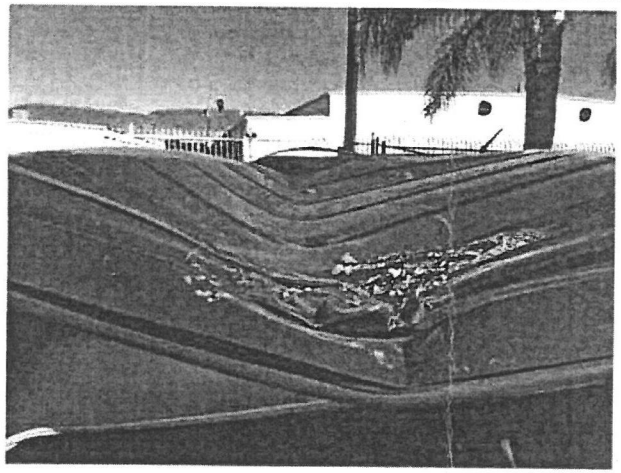
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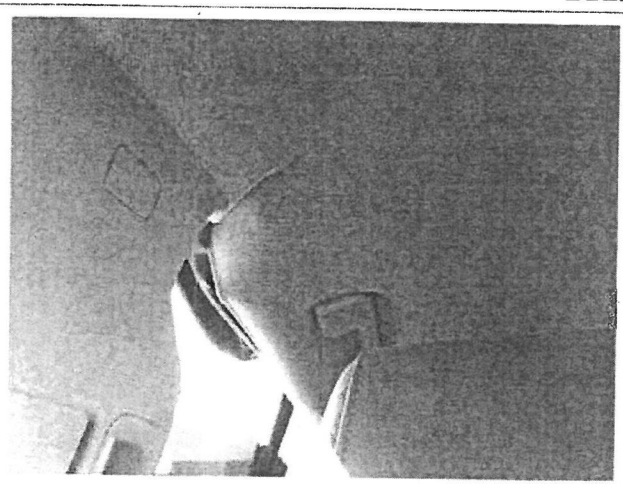
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REAR GLASSS

Claim: CAPA-0150871900101 01

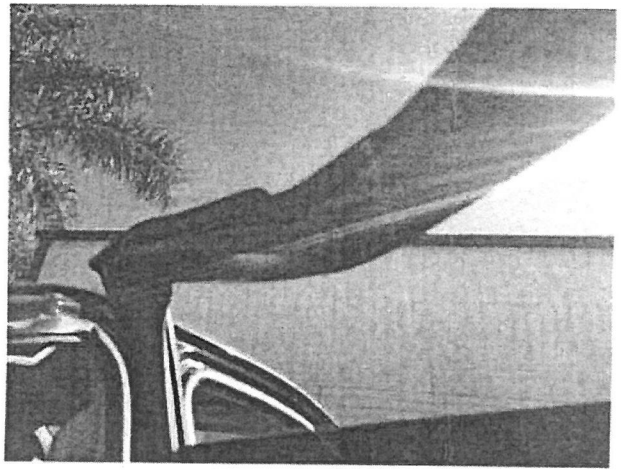
BILLY LEEVER



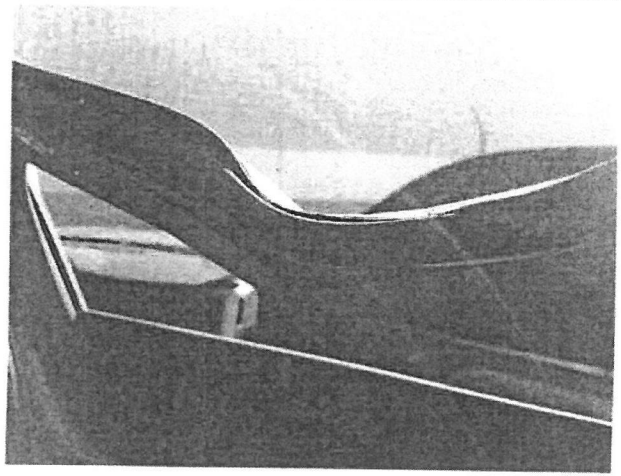
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ROOF



20201030_101148.jpg
HEADLINER



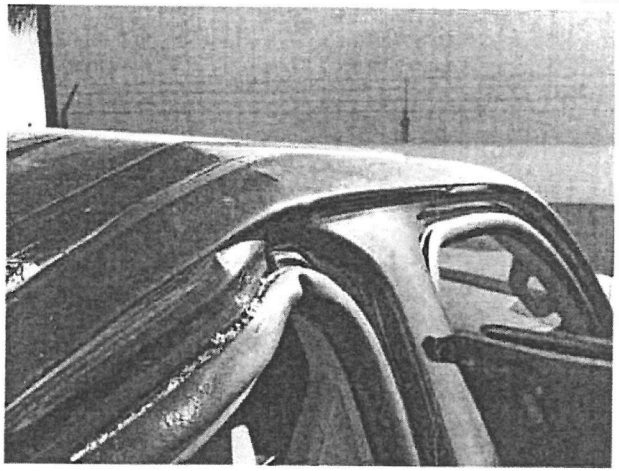
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RT DORO UPPER TRIM



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DOOR SEAL RT REAR

Claim: CAPA-0150871900101 01

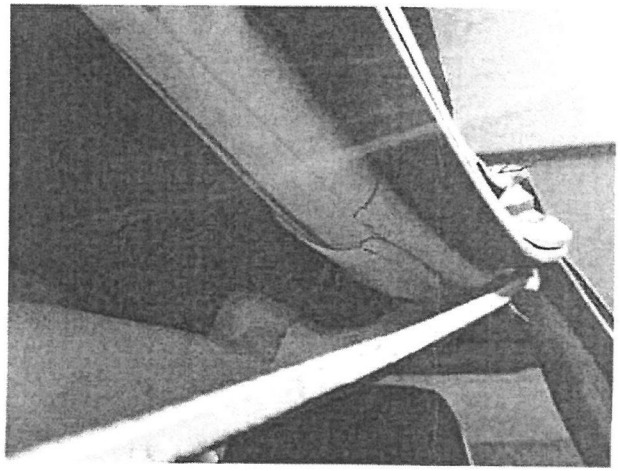
BILLY LEEVER



20201030_101214.jpg
RT CENTER POST



20201030_101224.jpg
ROOF BOWS



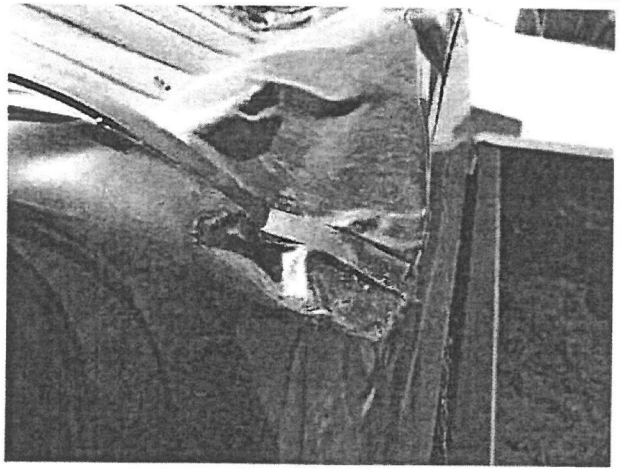
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RT ROOF AIR BAG



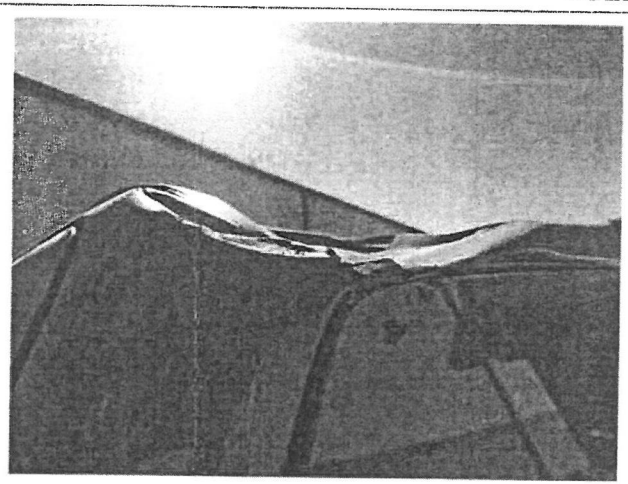
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ROOF BAG

Claim: CAPA-0150871900101 01

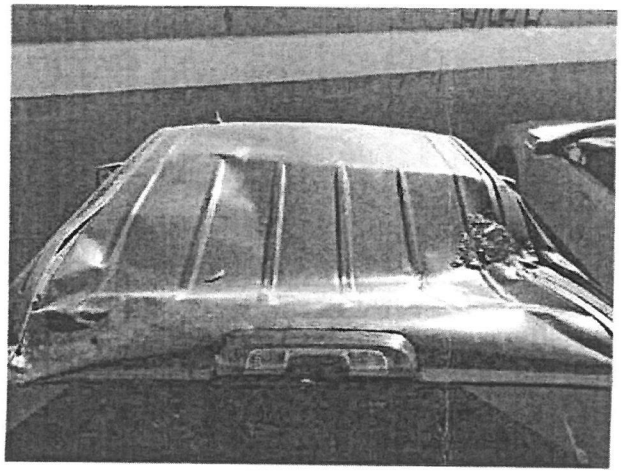
BILLY LEEVER



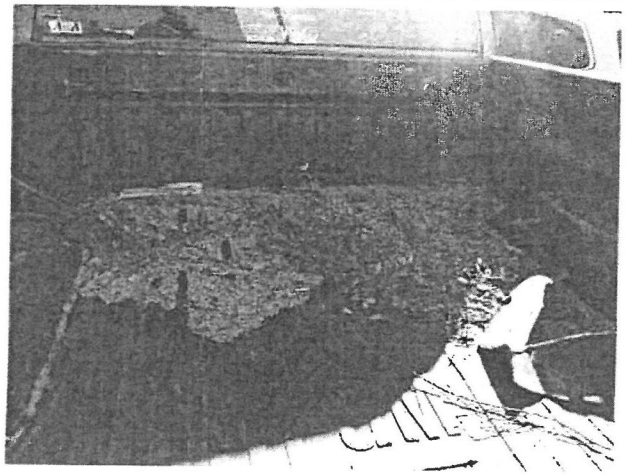
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RT CAB CORNER



20201030_101335.jpg
LT REAR CORNER



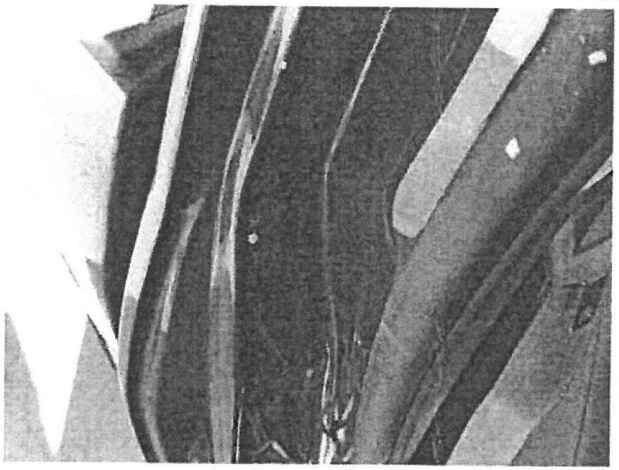
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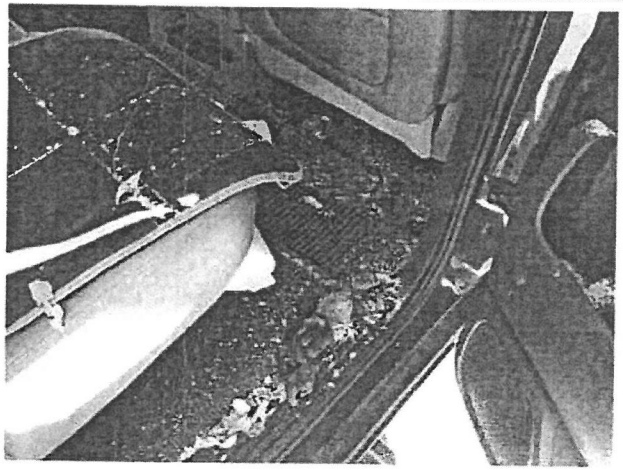
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Claim: CAPA-0150871900101 01

BILLY LEEVER



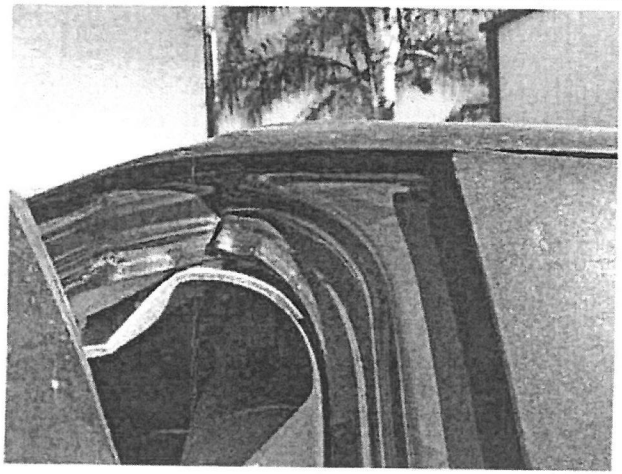
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RT REAR CORNER



20201030_101518.jpg



20201030_101534.jpg
RT REAR DOOR SEAL



20201030_101544.jpg
RT ROOF RAIL

Claim: CAPA-0150871900101 01

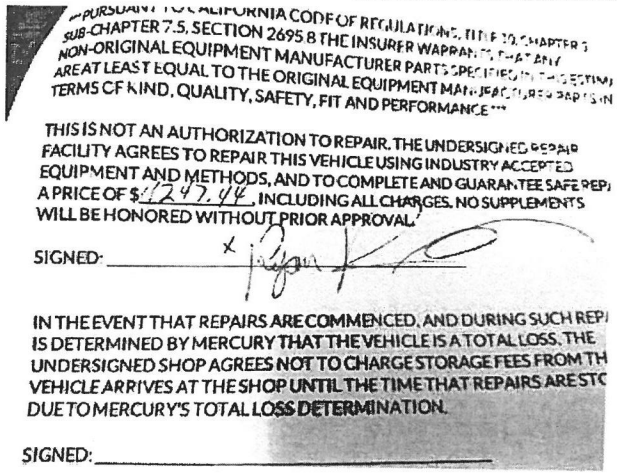
BILLY LEEVER



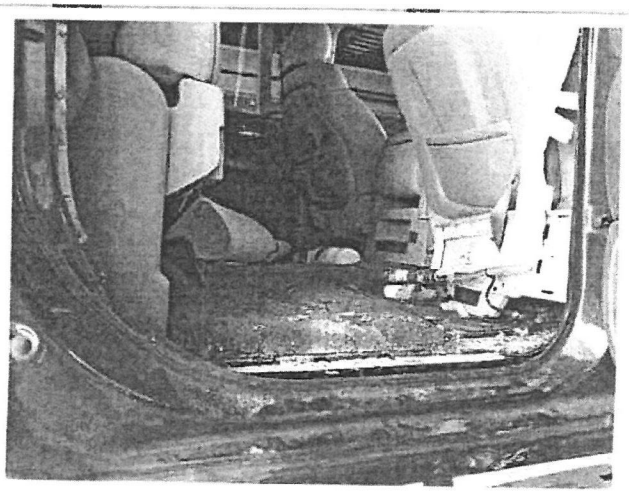
20201030_101555.jpg
RT CAB CORNER



20201030_101556.jpg
RT CAB CORNER



20201030_105514.jpg



gmc (2).jpg
TEARDOWN

Claim: CAPA-0150871900101 01

BILLY LEEVER



gmc (3).jpg
TEARDOWN



gmc.jpg
TEARDOWN

Mercury Insurance Company
11000 EUCALYPTUS STREET,, RANCHO CUCAMONGA, CA 91729
Office: (909) 477-9455
BKNISS@MERCURYINSURANCE.COM

Estimate ID
5911876
S1

Quote ID
75884516
Claim Number
CAPA-0150871900
101

****

E-MAIL ALL SUPPLEMENTS TO MY ATTENTION BKNISS@MERCURYINSURANCE.COM

****

NO SUPPLEMENTS WILL BE HONORED WITHOUT PRIOR INSPECTION OR APPROVAL

****

**********CALL FILE ADJUSTER TO CONFIRM COVERAGE**********

Owner
BILLY LEEVER
176 Vista Ln
Calimesa, CA 92320
(951) 232-0778 (Mobile)
billyleever@aol.com

Insured
BILLY LEEVER

Appraiser
Brian Kniss
(909) 477-9455 (Work)
bkniss@mercuryinsurance.com

Classification
Field

Supplemented By
Brian Kniss
(909) 477-9455 (Work)
bkniss@mercuryinsurance.com

Classification
Field

MERCURY INSURANCE GROUP

Loss Type
Comprehensive

Claim Number
CAPA-0150871900101

Policy Number
040109170309251

Adjuster
Irvin Juarez
(888) 263-7287+27848 (Work)

Deductible
500.00 - Not Waived

Reported Date
10/26/2020

Loss Date
10/26/2020

Inspection Site
ROUNSVILLE AUTO BODY
24137 E WARD
SAN BERNARDINO, CA
92410

Inspection Date
10/30/2020

Repair Facility
ROUNSVILLE AUTO BODY
24137 E WARD
SAN BERNARDINO, CA
92410
(909) 888-5584 (Work)

2014 GMC C1500 Pickup Sierra SLT 4 Door Crew Cab 144" WB 6 Foot Bed 5.3L 8 Cyl Gas Injected 2WD

Mitchell Cloud Estimating™
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Exterior Color	License	VIN	Condition
74 (Victory Red)		3GTP1VEC2EG431471	Good
Drivable	**Odometer**	**Production Date**	**Mitchell Service Code**
No	135136	03/2014	911635

Primary Point of Impact
Non-Collision (16)

Options

Air Conditioning	Alum/Alloy Wheels	AM-FM Stereo	Anti-Lock Brake Sys. (ABS)	Auto Air Condition
Auxiliary Input	Bluetooth Wireless Connectivity	CD Player	Cruise Control	Daytime Running Lights
Driver Seat With Power Lumbar Support	Driver-Front Air Bag	Dual A/C	Electric Defogger	Electronic Stability Control
Fog Lights	Front Heated Seats	Front Seats With Power Lumbar Support	HD Radio	Heated Mirror
Interior Automatic Day/Night Or Electrochromatic Mirror	Keyless Entry System	Leather Seats	Leather Steering Wheel	Left-Curtain Air Bag
Limited Slip Differential	Memory Seats	MP3 Player	Passenger-Front Air Bag	Power Door Locks
Power Driver Seat	Power Folding Exterior Mirrors	Power Passenger Seat	Power Remote Mirror	Power Steering
Power Windows	Power-Adjustable Pedals	Privacy Glass	Rear Bench Seat	Rearview Camera
Remote Vehicle Starter System	Satellite Radio	Side Airbags	Steering Wheel Mounted Audio Control	Telematic Systems
Theft Deterrent Sys.	Tilt Steering Wheel	Tire Pressure Monitoring System	Traction Control/Electronic	Trailer Hitch
Universal Garage Door Opener				

BILLY LEEVER | 2014 GMC C1500 Pickup Sierra SLT

Parts Profile	Parts Profile Version
BREAAQRP	34.0

			LABOR			PART			
Line #		Description	Operation	Type	Total Units Type		Number	Qty	Total Price	Tax
Air Bag System										
1	100096	Disable & Enable Air Bag System - M	Remove/Replace	Mechanical	0.5					
2	100102	R Air Bag Side Curtain Module -M	Remove/Replace	Mechanical	INC#	New	84487868	1	$799.50	Yes
3	900501	ASSY IS BENT , NOT SAFE TO REUSE								
4	AUTO	Roof Headliner	Remove/Install	Body	INC#					
5	100103	L Air Bag Side Curtain Module -M	Remove/Install	Mechanical	INC#	Existing				
6	900501	REMOVE FOR ROOF REPLACEMENT								
Windshield										
7	101197	W/Shield Adhesive	Remove/Replace	Body	0.0	Aftermarket New		1	$24.00*	Yes
Cab										
S1 8	101991	R Section W/Shield Post & Hinge Pillar	Remove/Replace	Body	5.0*					
S1 9	AUTO	R Windshield Post & Hinge Pillar	Refinish Only	Refinish	1.0 C	Existing				
S1 10	102003	R Section Cab Corner Panel	Remove/Replace	Body	6.5#					

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			LABOR			PART			
Line #		Description	Operation	Type	Total Units Type		Number	Qty	Total Price Tax
S1 11	AUTO	R Cab Corner Panel	Refinish Only	Refinish	2.0 C				
S1 12	102004	L Section Cab Corner Panel	Remove/Replace	Body	6.5#				
S1 13	AUTO	L Cab Corner Panel	Refinish Only	Refinish	1.6 C				
14	102044	Cab Roof Panel	Remove/Replace	Body	17.5	New	22914832	1	$523.27 Yes
15	AUTO	Roof Panel Outside	Refinish Only	Refinish	3.0 C				
16	AUTO	R Add To R&I/R&R Side Curtain Air Bags-M	Remove/Replace	Mechanical	0.8				
17	AUTO	L Add To R&I/R&R Side Curtain Air Bags-M	Remove/Replace	Mechanical	0.8				
18	102046	Frt Cab Bow	Remove/Replace	Body	1.5#	New	20985499	1	$83.98 Yes
19	102048	Rear Cab Bow	Remove/Replace	Body	1.5#	New	23463328	1	$134.19 Yes
20	102049	Rear Cab Header	Remove/Replace	Body	1.0#	New	23135964	1	$67.13 Yes
S1 21	102070	R Cab Door Opening Frame	Remove/Replace	Body	INC#*	New	23233004	1	$593.50 Yes
S1 22	102071	L Cab Door Opening Frame	Remove/Replace	Body	INC#	New	23233003	1	$552.57 Yes
S1 23	102156	R Otr Cab Roof Rail Reinforcement	Remove/Replace	Body	1.0	New	22830230	1	$296.32 Yes
S1 24	102158	R Inr Cab Roof Rail Reinforcement	Remove/Replace	Body	1.5	New	84308336	1	$280.23 Yes
S1 25	102166	R Cab Ctr Pillar Reinf (UHSS)	Repair	Body	2.0*	Existing			
S1 26	102181	L Cab Inner Corner Panel (HSS)	Repair	Body	2.0*	Existing			
27	101676	R Running Board Assy	Remove/Install	Body	0.6	Existing			
28	101677	L Running Board Assy	Remove/Install	Body	0.6	Existing			
29	101687	R Cab Roof Moulding (Adhesive)	Remove/Replace	Body	0.1	New	84293173	1	$113.75 Yes
30	101688	L Cab Roof Moulding (Adhesive)	Remove/Replace	Body	0.1	New	84293172	1	$128.03 Yes
31	103512	R Cab Protector	Remove/Replace	Body	0.2	New	22983160	1	$23.28 Yes
32	103513	L Cab Protector	Remove/Replace	Body	0.2	New	22983160	1	$23.28 Yes
33	102033	Cab Headliner	Remove/Replace	Body	INC#	New	ORDER FROM DEALER	1	$967.30 Yes
34	AUTO	Windshield	Remove/Install	Glass	0.4#				
35	102201	R Rear Cab Door Opening Weatherstrip	Remove/Replace	Body	0.6	New	23446715	1	$82.75 Yes
Front Seat									
36	102666	R Frt Seat Assy	Remove/Install	Body	INC	Existing			
37	103020	L Frt Seat Assy	Remove/Install	Body	INC	Existing			
Rear Seat									
38	103033	Rear Seat Assy	Remove/Install	Body	INC	Existing			
Front Door									
39	101353	R Frt Door Outside	Blend	Refinish	1.1 C	Existing			
40	100020	R Frt Rear View Mirror	Remove/Install	Body	INC#	Existing			
41	AUTO	R Frt Upr Door Window Frame Moulding	Remove/Install	Body	0.2#				
42	100022	R Frt Otr Door Belt Moulding	Remove/Install	Body	0.2#	Existing			
43	100427	R Frt Door Rear View Mirror	Remove/Replace	Body	0.3#	Qual Recycled Part	RA0218	1	$246.00 Yes
44	100441	R Frt Door Adhesive Moulding	Remove/Replace	Body	0.2	New	22775443	1	$82.57 Yes
45	100445	R Frt Door Adhesive Nameplate	Remove/Replace	Body	0.2	New	15129653	1	$69.11 Yes
46	100754	R Frt Door Trim Panel	Remove/Install	Body	0.4	Existing			
47	100461	R Frt Otr Door Handle	Remove/Install	Body	0.3	Existing			
48	101518	R Frt Door Glass Run	Remove/Install	Body	0.2r#	Existing			
Rear Door									

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Line #		Description	Operation	LABOR Type	Total Units	Type	PART Number	Qty	Total Price	Tax
49	100580	L Rear Door Outside	Blend	Refinish	1.0 C	Existing				
50	100515	R Rear Door Shell	Remove/Replace	Body	4.9	Qual Recycled Part	RA2831	1	$680.00	Yes
51	900510	Line Markup 25.0%							$170.00	
52	AUTO	R Rear Door Outside	Refinish Only	Refinish	2.2 C					
53	AUTO	R Rear Add For Jambs & Interior	Refinish Only	Refinish	1.0 C					
54	AUTO	R Rear Add To R&I/R&R Side Air Bag Modul	Remove/Replace	Mechanical	0.3					
55	100549	L Rear Otr Door Belt Moulding	Remove/Install	Body	0.2	Existing				
56	100558	R Rear Door Adhesive Moulding	Remove/Replace	Body	0.1	New	22775450	1	$84.00	Yes
57	100559	L Rear Door Adhesive Moulding	Remove/Replace	Body	0.2	New	22775449	1	$78.30	Yes
58	100869	L Rear Door Trim Panel	Remove/Install	Body	INC	Existing				
59	100892	R Rear Upr Door Window Moulding	Remove/Replace	Body	INC#	Qual Recycled Part		1	INC*	Yes
60	AUTO	R Rear Door Trim Panel	Remove/Install	Body	INC					
61	101539	L Rear Otr Door Handle	Remove/Install	Body	0.7#	Existing				
62	101542	R Rear Door Latch Striker	Remove/Install	Body	INC	Existing				
63	103080	R Rear Door Glass Weatherstrip	Remove/Replace	Glass	INC#	Qual Recycled Part		1	INC*	Yes
64	103081	L Rear Door Glass Weatherstrip	Remove/Install	Glass	0.2r#	Existing				
Back Window										
65	100629	Back Window Adhesive	Remove/Replace	Glass	0.0	Aftermarket New		1	$24.00*	Yes
Pickup Bed										
66	100010	R Bed Outer Side Panel	Blend	Refinish	1.2 C	Existing				
67	100932	Bed Assembly	Remove/Install	Body	2.5	Existing				
68	103500	R Bed Rail Protector	Remove/Install	Body	0.4	Existing				
69	100411	R Bed Wheel Opening Moulding	Remove/Install	Body	0.3#	Existing				
Tailgate										
70	101287	Tailgate Assembly	Remove/Install	Body	0.3	Existing				
Rear Lamps										
71	100409	R Rear Combination Lamp	Remove/Install	Body	0.3	Existing				
Rear Bumper										
72	100707	Rear Bumper Assy	Remove/Install	Body	INC#	Existing				
Additional Costs & Materials										
73	936016	Weld Thru Primer	Additional Cost						$2.00*	Yes
74	936012	Hazardous Waste Disposal	Additional Cost						$5.00*	Yes
75	936019	Caulking Materials	Additional Cost						$25.00*	Yes
76	AUTO	Paint/Materials	Additional Cost						$668.80*	Yes
Additional Operations										
77	933031	Pull For Mash	Additional Operation	Body*	3.0*				$0.00	
78	900501	ROUGH PULL RT ROOF RAIL FOR CENTER POST AND RT CAB CORNER REPAIR.								
79	933006	Frame/Rack Set Up	Additional Operation	Frame	1.0*				$0.00	
80	900501	FLOOR SET UP								
81	933003	Tint Color	Additional Operation	Body*	0.5*				$0.00	

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Line #		Description	LABOR — Operation	Type	Total Units	Type	PART — Number	Qty	Total Price	Tax
82	931128	Post Repair Scan	Additional Operation	Mechanical	0.5*				$0.00	
83	931127	Pre Repair Scan	Additional Operation	Mechanical	0.5*				$0.00	
84	900500	MASK INTERIOR FOR REPAIRS.	Remove/Replace	Body*	0.4*	Aftermarket New		1	$5.00*	Yes
85	933018	Mask For Overspray	Additional Operation	Refinish	0.0				$10.00*	
86	933021	De-Nib And Finesse	Additional Operation	Refinish	2.0*				$0.00	
87	AUTO	Clear Coat	Additional Operation	Refinish	3.5				$0.00	

* Judgment Item
T Included in Two Tone Calculation
Labor Note Applies
d Discontinued by Manufacturer
C Included in Clear Coat Calculation
A Included in Clear Coat and Two Tone Calculation
r CEG R&R Time Used for this Labor Operation

Recycled Part Vendors

LKQ-Keystone- Northern California
2850 Viking Way
Redding CA 96003
(800) 424-2002 (Work)
(630) 563-4022 (Work)

Line	Part #	Total Price	Vehicle	Description	VIN
43	RA0218	$246.00	2018 Chevrolet SILVERADO 1500 PICKUP	R.	3GCPCREC9JG132619
Supplier Notes: RH,POWER MIRROR, W/O TURN SIGNAL; (OPT D					
50	RA2831	$680.00	2015 Chevrolet SILVERADO 1500 PICKUP	R.	1GCRCREC8FZ298369
Supplier Notes: RH,DOUBLE CAB, PRIVACY TINT GLASS (OPT A					

Disclaimer: Recycled part pricing may represent either actual pricing (the price at which the recycler is willing to sell the part for in its existing condition) or undamaged pricing (the price at which the recycler would sell the part if it was in undamaged condition). If you are unsure, please contact the automotive recycler. Some parts located for this quote may be interchangeable but may not be an exact match. If you are unsure, please contact the automotive recycler.

Disclaimer: This estimate has been prepared based on the use of crash parts supplied by a source other than the manufacturer of your motor vehicle. Any warranties applicable to these replacement parts are provided by the manufacturer or distributor of the parts, rather than by the original manufacturer of your vehicle.

Estimate Totals

Labor	Units	Rate	Sublet Add'l Amount	Totals
Mechanical Labor	3.4	$95.00		$323.00
Body Labor	64.2	$50.00		$3,210.00
Refinish Labor	19.6	$50.00	$10.00	$990.00
Glass Labor	0.6	$0.00		$0.00

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Estimate Totals

Frame Labor	1.0	$75.00	$75.00
Total Labor	88.8		$4,598.00
		Taxable	$4,598.00
		Tax (0.000)%	$0.00
		Non-Taxable	$0.00
		Labor Total	$4,598.00

Parts	Amount		
Taxable Parts	$5,962.06		$5,962.06
		Parts Adjustments	$170.00
		Tax (8.000)%	$490.56
		Non-Taxable	$0.00
		Parts Total	$6,622.62

Costs	Amount		
Other Additional Costs	$32.00		$32.00
Paint Materials	$668.80		$668.80
		Taxable	$700.80
		Tax (8.000)%	$56.06
		Non-Taxable	$0.00
		Costs Total	$756.86

Paint Materials Rate: $38.00
Rate Max: 99.9 units
Additional Rate: $0.00

Gross Totals	Amount		
Gross Total	$11,977.48		$11,977.48
		Taxable	$11,430.86
		Tax	$546.62
		Non-Taxable	$0.00
		Gross Total	$11,977.48

Adjustments	Amount	
Deductible	-$500.00	-$500.00
Total Customer Responsibility		-$500.00

Net Estimate Total	$11,477.48
Less Original Net Total	$8,747.44
Net Supplement Amount	$2,730.04
S1: Brian Kniss	$2,730.04

Disclaimers-

*** PURSUANT TO CALIFORNIA CODE OF REGULATIONS, TITLE 10, CHAPTER 5, SUB-CHAPTER 7.5, SECTION 2695.8 THE INSURER WARRANTS THAT ANY NON-ORIGINAL EQUIPMENT MANUFACTURER PARTS SPECIFIED IN THIS ESTIMATE ARE AT LEAST EQUAL TO THE ORIGINAL EQUIPMENT MANUFACTURER PARTS IN TERMS OF KIND, QUALITY, SAFETY, FIT AND PERFORMANCE ***

THIS IS NOT AN AUTHORIZATION TO REPAIR. THE UNDERSIGNED REPAIR FACILITY AGREES TO REPAIR THIS VEHICLE USING INDUSTRY ACCEPTED EQUIPMENT AND METHODS, AND TO COMPLETE AND GUARANTEE SAFE REPAIRS AT A PRICE OF $_____, INCLUDING ALL CHARGES. NO SUPPLEMENTS

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WILL BE HONORED WITHOUT PRIOR APPROVAL.

SIGNED: _____

IN THE EVENT THAT REPAIRS ARE COMMENCED, AND DURING SUCH REPAIRS IT IS DETERMINED BY MERCURY THAT THE VEHICLE IS A TOTAL LOSS, THE UNDERSIGNED SHOP AGREES NOT TO CHARGE STORAGE FEES FROM THE TIME THE VEHICLE ARRIVES AT THE SHOP UNTIL THE TIME THAT REPAIRS ARE STOPPED DUE TO MERCURY'S TOTAL LOSS DETERMINATION.

SIGNED: _____

PRINT NAME: _____

Disclaimer: For your protection California law requires the following statement to appear on this form. Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Estimate Event Log

Job Created	10/29/2020 03:10 PM
Supplement 1 Started	10/30/2020 09:29 AM
Supplement 1 Printed	11/4/2020 01:47 PM
Supplement 1 Committed	11/4/2020 01:47 PM

Date: 11/4/2020 1:47:23 PM
Estimate ID: 5911876
Supplement: 1 - 11/04/2020 1:47:22 PM
Profile ID: LOWER DESERT

Supplement Delta Report
Comparison of Estimate 5911876 Supplement 0 and Supplement 1

Damage Assessed By: Brian Kniss
Supplemented By: Brian Kniss

Insured: BILLY LEEVER
Owner: BILLY LEEVER
Vehicle Description: 2014 GMC C1500 Pickup Sierra SLT
Date of Loss: 10/26/2020

Line Item	Labor Type	Operation	Line Item Description	Part Type/Num	Dollar Amount	Labor Units	CEG Unit
Changed Entries							
11	Refinish	REFINISH	Roof Panel Outside			3.4	3.4
15<	Refinish	REFINISH	Roof Panel Outside			3.0<	3.4
17	Body	REPAIR	R Cab Door Opening Frame	Existing Existing	0.00	8.0*	0.0
21<	Body	REMOVE/REPLACE<	R Cab Door Opening Frame	New< 23233004	593.50<	INC*	25.0T<
56	Body	REMOVE/INSTALL	R Rear Door Latch Striker	Existing Existing	0.00	0.2	0.2
62<	Body	REMOVE/INSTALL	R Rear Door Latch Striker	Existing Existing	0.00	INC	0.2
70		ADD'L COST	Paint/Materials		646.00*		T
76<		ADD'L COST	Paint/Materials		668.80* <		T
20	Refinish	REFINISH	R Cab Corner Panel	Existing Existing	0.00	1.6	2.0
11	Refinish	REFINISH	R Cab Corner Panel			2.0<	2.0
Deleted Entries							
8	Refinish	REFINISH	L Cab Corner Panel	Existing Existing	0.00	1.0*	2.0
9			Modified Refinish With Full Clear Coat				
18			RT CENTER POST TOP, RT CAB CORNER TOP				

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			AND MIDDLE				
19	Refinish	REFINISH	R Cab Center Pillar	Existing Existing	0.00	1.0	1.0

Added Entries

8	Body	REMOVE/REPLACE	R Section W/Shield Post & Hinge Pillar			5.0*	8.3
9	Refinish	REFINISH	R Windshield Post & Hinge Pillar	Existing Existing	0.00	1.0	1.0
10	Body	REMOVE/REPLACE	R Section Cab Corner Panel			6.5	6.5
12	Body	REMOVE/REPLACE	L Section Cab Corner Panel			6.5	6.5
13	Refinish	REFINISH	L Cab Corner Panel			1.6	2.0
22	Body	REMOVE/REPLACE	L Cab Door Opening Frame	New 23233003	552.57	INC	25.0T
23	Body	REMOVE/REPLACE	R Otr Cab Roof Rail Reinforcement	New 22830230	296.32	1.0	1.0T
24	Body	REMOVE/REPLACE	R Inr Cab Roof Rail Reinforcement	New 84308336	280.23	1.5	1.5T
25	Body	REPAIR	R Cab Ctr Pillar Reinf (UHSS)	Existing Existing	0.00	2.0*	0.0
26	Body	REPAIR	L Cab Inner Corner Panel (HSS)	Existing Existing	0.00	2.0*	0.0

Global Changes

No Deductible, Deductible Reduction Credit, Customer Responsibility, Labor Rate, or Part Adjustment changes were made.

		Amount
Original Estimate		8,747.44
Supplement 1	2,730.04	
Orig Total Tax	407.00	
Supp 1 Total Tax	546.62	
Net Supplement Amount		2,730.04
Net Total		11,477.48

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	Program Calc Version	Data Versions
Supp 0	34	OCT_20_V
Supp 1	34	OCT_20_V

Software Version: 20.3

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STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

REVIEWED BY: Chuck Dantuono, Director of Administrator Services/City Treasurer
Nancy Wayne, George Hills Company, Claims Adjusters

SUBJECT: Claim Consideration – Sally Franco

RECOMMENDATION: George Hills Company recommends the City Council reject the claims.

BACKGROUND: The Claims were received in the City Clerk's Office on December 22, 2020. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

C:\MyFiles\WPDATA\StaffReports\cc special STF.wpd

Approved _____	Motion	Second	Agenda Item No. 6a
Denied _____	_____	_____	
Continued _____	Ayes _____		File No. _____
Tabled _____	Noes _____		
	Abstain _____		
	Absent _____		
Betty Hughes			
City Clerk		City Manager	

GEORGE HILLS
Our minds over your matters.

January 5, 2021

Betty Hughes
City of Highland

RE:

Client:	City of Highland
Claim Number:	GHC0034365
Date of Loss:	09/02/2021
Claimant:	Sally Franco

Dear Ms. Hughes:

We have reviewed the above captioned claim and request that you take the action indicated below:

- **Please issue a standard rejection to commence the statute of limitations.**

Please provide us with a copy of the notice sent.

Should you have any questions, please feel free to contact the undersigned.

Kindest Regards,
George Hills Company, Inc.

Samantha Morgan

Samantha Morgan
Sr. Claims Adjuster
Direct Dial: (909)763-7475
Email: Samantha.morgan@georgehills.com

City of
HIGHLAND
Inc. 1987

December 23, 2020

Samantha Morgan
Senior Claims Adjuster
George Hills Company, Inc.
2910 Inland Empire Boulevard, Suite 104
Ontario, CA 91764

Re: Claimant(s): Sally Franco
Incident Date: September 2, 2020

Dear Samantha:

Enclosed is a copy of a Claim received and filed in the Office of the City Clerk on December 22, 2020, by the above referenced claimant(s). Please note the City owns the property but the lessee constructed, operates and maintains the property. Please review and advise this office on the appropriate action to be taken. This item will be tentatively scheduled for the City Council regular meeting of Tuesday, January 12, 2021, pending your recommendation.

If you have any questions, please contact Chuck Dantuono at (909) 864-6861, ext. 224 or myself at ext. 226.

Sincerely,

Betty Hughes

Betty Hughes, MMC
City Clerk

cc: Joseph Hughes, City Manager
Chuck Dantuono, Director of Administrative Services
Maricela Marroquin, City Attorney

claims/george hills letters/gh sally franco ltr.docx

Mayor	Mayor Pro Tem	City Council	City Council	City Council	City Manager
Penny Lilburn	Larry McCallon	Jesse Chavez	Anaeli Solano	John P. Timmer	Joseph A. Hughes

27215 Base Line • Highland, CA 92346
Tel: 909.864.6861 • Fax: 909.862.3180 • www.cityofhighland.org

Law Offices of
MICHAEL MAJID MOJTAHEDI

322 W. 3RD STREET
SANTA ANA, CALIFORNIA 92701

Telephone (714) 569-3030
Facsimile (714) 569-3033
Facsimile (714) 569-9963
mikemojtahedi@yahoo.com

RECEIVED
DEC 22 2020
CITY OF HIGHLAND
CITY CLERK

December 16, 2020
VIA CERTIFIED MAIL

City Clerk
27215 Base Line St.
Highland, CA 92346

RE:	**OUR CLIENT(S)**	**: SALLY FRANCO**
	YOUR INSURED	**: JEFFREY COURT SENIOR APARTMENTS**
	OWNER	**: HIGHLAND HOUSING AUTHORITY**
	DATE OF INCIDENT	**: 09-02-20**

Dear Sir/Madam:

Please be advised that this office has been retained to represent the aforesaid client in her personal injury claim. Enclosed please find a copy of Client Designation form signed by our client.

Our client was injured for this incident and she is now under the care of her physicians.

Pursuant to California Insurance codes, please forward your acknowledgment letter to this office within 30 days. Please be advised that any and all inquiries and communications should be forwarded to this office. Your prompt consideration of this matter is appreciated indeed.

Sincerely Yours,
LAW OFFICES OF MIKE M. MOJTAHEDI

By: Olga Saldarriaga
Olga Saldarriaga
Case Manager
olgas@mojtahedilaw.com

OGS:prm
Encls.

CLIENT DESIGNATION

The California Department of Insurance has promulgated the Unfair Claims Settlement Practices Regulations. These can be found in the California Code of Regulations, Title 10, Chapter 5, Subchapter 7.5, Section 2695.2(c).

The undersigned hereby designates LAW OFFICES OF

MICHAEL M. MOJTAHEDI

and authorizes said law firm to represent the claim of Sally Franco.

SIGNED THIS 30th DAY OF October, 2020 AT Riverside, CALIFORNIA.

Sally Franco
PRINT NAME

⊗ Sally Franco
SIGNATURE

Law Offices of
MICHAEL MAJID MOJTAHEDI
322 W. 3RD STREET
SANTA ANA, CALIFORNIA 92701

Claim Against the City of Highland

For damages to persons or personal property. A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to the City Clerk at 27215 Base Line Street in Highland, CA 92346. They can be reached at 909-864-6861, ext. 226.

RECEIVED

DEC 22 2020

CITY OF HIGHLAND
CITY CLERK

Warning

It is a criminal offense to file a false claim, Penal Code S72; Insurance Code S556.1.

Notice

Per Government Code Section 910.4, this form must be used in order to comply with sections 910 and 910.2 of the government code.

To the Honorable Mayor and City Council of the City of Highland

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

Name

Sally Franco

Date of Birth

10/28/1969

Address

6105 Pegasus Dr. # 5

City

Riverside

State

CA

Zip Code

92503

Phone Number

(951) 548-9155

Name, telephone and address to which claimant desires notices to be sent, if other than listed prior.

Law Offices of Michael Mojtahedi, 322 W. 3rd. St., Santa Ana, CA 92701
(714) 569-3030 Ext. 214, Fax (714) 569-9963, olgas@mojtahedilaw.com.

Occurrence or Event from Which the Claim Arise

Date and Time of Occurrence

09/02/2020 11:30 AM

Place of occurrence (Exact and specific location)

7367 Central Ave., Jeffrey Court Senior Apartments

City

Highland

State

CA

Zip Code

92346

Select Language

How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

I wanted to visit my friend and when I got out of my car I tripped and fell in the parking lot due to cracked and lifted pavement.

What particular action by the City, or its employees, caused the alleged damage or injury?

Highland City and/or Jeffrey Court Senior Apartments failed to properly maintain the parking lot creating a hazard and dangerous conditions for their residents and visitors.

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

I injured my left knee, left ankle and the left side of my body.

Give the name(s) of the City employee(s) causing the damage or injury.

City of Highland / Highland Housing Authority

Name and address of any other person injured.

N/A

Name and address of the owner of any damaged property.

City of Highland / Highland Housing Authority

Damages Claimed

Amount Claimed as of This Date

Unknown

Estimate Amount of Future Cost

Unknown

Total Amount Claimed

$100,000.00

Basis for computation of amounts claimed. Include copies of all bills, invoices, estimates, etc.

Medical bills and reports will be submitted upon available.

Names and addresses of all witnesses, hospitals, doctors, etc.

Dr. Michael Rodriguez, 5083 Arlington Ave, Riverside, CA 92504, (951) 689-5738
Dr. Harry Webb, 502 W Valley Blvd Colton, CA 92324-2249, (909) 825-3202

Any additional information which might be helpful in considering this claim

N/A

Select Language

By acknowledging, "yes", I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

☑ Yes

☐ No

protected by reCAPTCHA

Privacy Terms

☑ Receive an email copy of this form.

Email address

olgas@mojtahedilaw.com

This field is not part of the form submission.

Government Websites by CivicPlus®

Select Language

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer CZ

PREPARED BY: Alondra Muñoz, Administrative Assistant III AM

SUBJECT: Easement Acceptance Hwal Soo & Ok Hyun Shin Trustees – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)

RECOMMENDATION: That the City Council (1) Accept the Grant of Easement for Road and Drainage Purposes from Hwal Soo & Ok Hyun Shin Trustees and (2) direct the City Clerk to record the Grant of Easement.

FISCAL IMPACT: The acquisition cost for the Road and Drainage Easement is $4,830, based on standard appraisal methods in compliance with existing rules and regulations. The funding for the easement is provided 42% by the Federal Economic Development Administration (EDA) Grant, 19.33% by San Manuel Band of Mission Indians, 19.33% by Inland Valley Development Agency and 19.33% by City of Highland (RDA07).

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No.2011-047 and on the City's website.

BACKGROUND: The 3rd Street and 5th Street Corridors Improvement Project will construct curbs and gutters, sidewalks, storm drain, traffic signal, street lights and pavement improvements along 3rd Street, 5th Street, Palm Avenue and Central Avenue. Improvements also include extending 3rd Street to 5th Street at the Church Avenue intersection. (See attached project location map.) To accommodate the planned corridor improvements, it will be necessary to acquire Roadway Easement/Dedications from 5 properties. Below is the 2nd easement out of 5 located within Highland that is ready for acceptance by the Highland City Council.

Property Owner	Address	APN
Hwal Soo & Ok Hyun Shin Trustees	26887 W. 5th Street	1192-561-08

M:\PUBWRK\str18001 - 3rd St-5th St Corridor Improvements\RW\Waiver Valuations\1192-561-08 Soo & Shin Staff Rpt.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 7

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

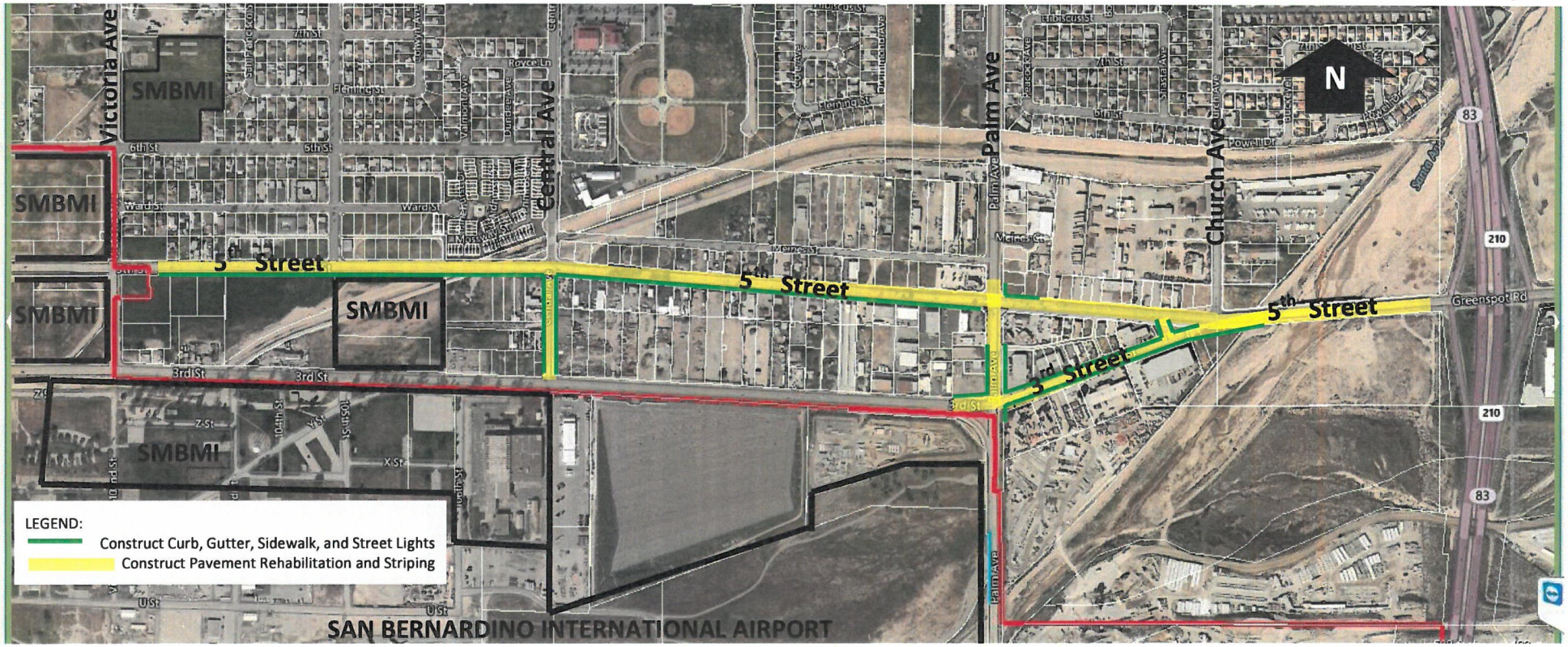
Tabled _____ Abstain _____

Absent _____

D Hughes

City Clerk

City Manager



5th Street • Victoria Avenue to Palm Avenue includes striping reconfiguration, south side pavement widening, curb, gutter, sidewalk and street lights (1.0 miles) • Palm Avenue to Church Avenue includes right turn lane to northbound Palm Ave, pavement rehabilitation and striping (0.25 miles) • Church Avenue to SR-210 includes pavement rehabilitation, raised center median and striping reconfiguration (0.25 miles)	Central Avenue • 3rd Street to 5th Street includes pavement rehabilitation, pavement widening, curbs, gutters, sidewalks and street lights (0.13 miles)
3rd Street • Palm Avenue/3rd Street intersection reconfiguration/realignment • Palm Avenue to 5th Street includes pavement rehabilitation, pavement widening, curb, gutter sidewalks, bike lane, striping and street lights (0.40 miles) • 3rd Street/5th Street intersection improvements	Palm Avenue • 3rd Street to 5th Street includes pavement rehabilitation, addition of turn pockets (0.13 miles)

LOCATION MAP

EXHIBIT A

RECORDING REQUESTED BY and
WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
Attn.: BETTY HUGHES

Record without fee subject to
Government Code 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN 1192-561-08

PG # 14

GRANT OF ROADWAY EASEMENT/DEDICATION (ROAD AND DRAINAGE)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Hwal Soo & Ok Hyun Shin Trustees

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for roads, drainage, and public utility purposes upon, under, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

SEE EXHIBITS "A1" AND "B1" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 11/19/2020

Hwal Soo Shin, Trustee A.K.A Howard Shin , Trustee

Ok Hyun Shin, Trustee

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }
COUNTY OF FRESNO }

On November 19th 2020, before me, Jor-el Isaac Suikowsky, Notary Public, personally appeared Hwal Soo Shin A.K.A. Howard Shin, Okhyun Shin, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

JOR-EL ISAAC SUIKOWSKY
Notary Public - California
Fresno County
Commission # 2288958
My Comm. Expires May 18, 2023

(This Area for Official Notary Seal)

APN 1192-561-08

EXHIBIT "A"
LEGAL DESCRIPTION
EASEMENT DEED OF RIGHT – OF – WAY DEDICATION

That portion of Lot 27, Cunningham Subdivision, in the City of Highland, County of San Bernardino, State of California, as shown on map filed April 29, 1887 in Book 2, of Maps, Page 22, Records of said County, excepting therefrom the south 380 feet thereof, also excepting therefrom the west 475 feet thereof, also excepting therefrom the north 82.50 feet as conveyed to the County of San Bernardino by deed, recorded in Book 2073, at Page 217, on August 1, 1947, Official Records of said County, described as follows:

COMMENCING at the intersection of the south line of said north 82.50 feet and the east line of said Lot 27;

thence along said east line, South 00°15'04" East, a distance of 10.75 feet, to a line parallel with and 10.75 feet south of said south line, also being the **POINT OF BEGINNING**;

thence along said parallel line, South 89°40'01" West, a distance of 46.75 feet;

thence South 45°00'00" East, a distance of 16.88 feet, to a line parallel with and 33.00 feet westerly of the centerline of Central Avenue, as shown on Record of Survey No. 00-041, recorded in Book 114, Pages 26 through 28, of Records of Survey, Records of said County;

thence along said parallel line, South 01°24'28" West, a distance of 199.65 feet, to the north line of said south 380 feet;

thence along said north line, South 88°47'23" East, a distance of 40.66 feet, to the east line of said Lot 27

thence along said east line, North 00°15'04" West, a distance of 212.66 feet, to the **POINT OF BEGINNING**;

The above described parcel contains 8,047 square feet more or less.

END OF DESCRIPTION

This real property description has been prepared by me, or under my Direction, in conformance with the Professional Land Surveyors' Act.

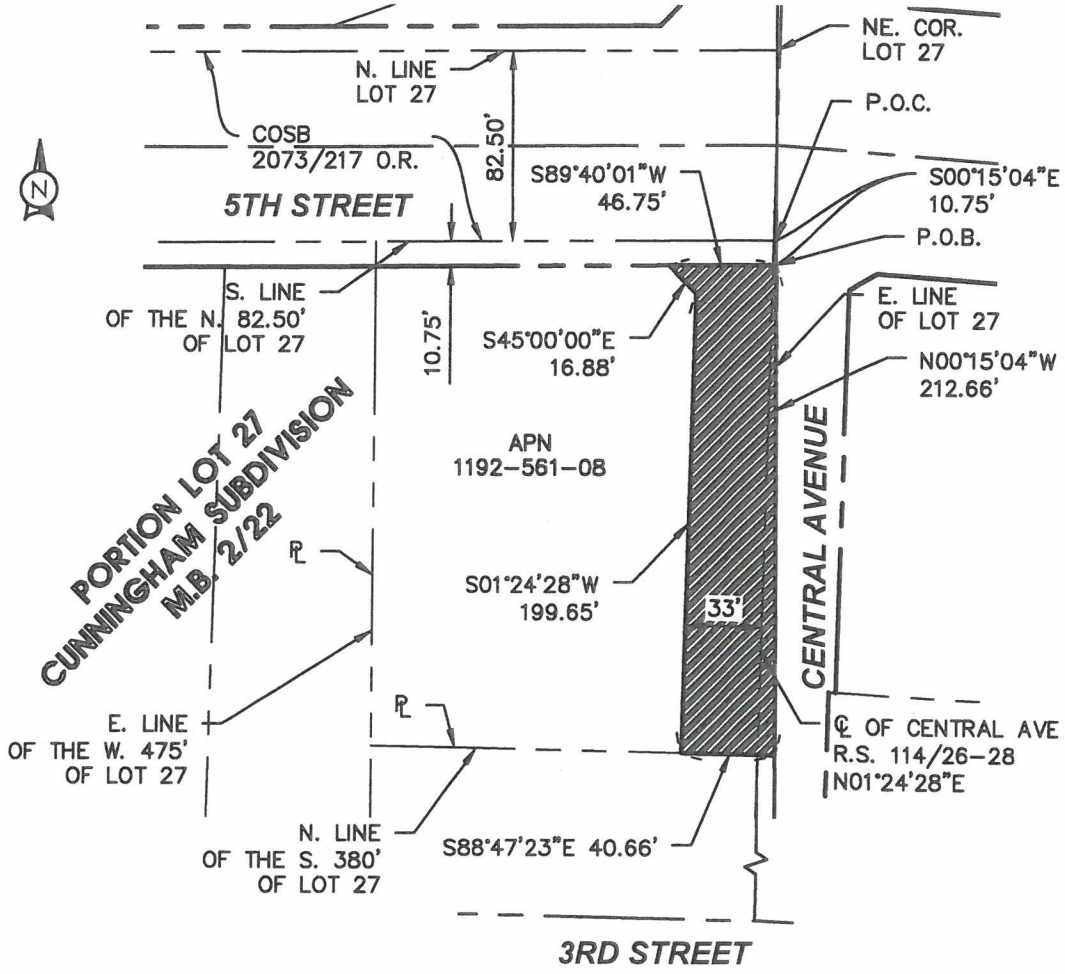
Signature: Richard R. Hernandez

Date: 8/25/2020



Page 1 of 1

Exhibit B: Easement Deed of Right of Way Dedication Plat



AREA

TOTAL AREA: 0.849 AC 36,976 SF (APPROX. AREA, FOR REF. ONLY)
DEDICATION AREA: 0.185 AC 8,047 SF

LEGEND

- EXISTING ROADWAY CENTERLINE
- EXISTING RIGHT-OF-WAY LINE
- PROPERTY LINE
- PROPOSED DEDICATION LIMIT
- PROPOSED DEDICATION AREA

REGISTERED PROFESSIONAL LAND SURVEYOR
RICHARD R. HERNANDEZ
No. 5786
STATE OF CALIFORNIA

0 80'

SCALE: 1"=80'

J:\2018\18-1037 HIGHLAND - 3RD & 5TH STREET CORRIDOR IMPROVEMENT\DWG\WORKING\PLATS\181037-EXH-1192-561-08.DWG

STREET ADDRESS:
CENTRAL AVENUE, HIGHLAND, CA 92346
PLOT DATE: 09/03/2020

SHEET 1 OF 1

Hernandez, Kroone & Associates
Engineers & Land Surveyors
HQ: 234 East Drake Drive, San Bernardino, CA 92408
PHONE: 909-884-3222 ▲ info@hkagroup.com

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director
Betty Hughes, MMC, City Clerk

PREPARED BY: Camille Goritz, Administrative Assistant III

SUBJECT: Declare Three (3) Seats Vacant on the Historic and Cultural Preservation Board

RECOMMENDATION: Staff recommends the City Council:

1. Declare three (3) seats vacant on the Historic and Cultural Preservation Board; and
2. Direct the City Clerk to advertise the vacancies on the Historic and Cultural Preservation Board.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Pursuant to Chapter 2.20.050 of the Highland Municipal Code, the Historic and Cultural Preservation Board shall consist of five uncompensated voting members appointed by the City Council and serve four-year terms. All members of the board shall have a demonstrated interest in or knowledge of historic preservation and the cultural resources of the city.

Board Members Colin Childs, Tony Mauricio and Patrick Sandford terms expired in November 2020 Therefore, it would be appropriate for the City Council to declare three (3) seats vacant on the Historic and Cultural Preservation Board and direct the City Clerk to advertise and post those vacancies.

Attachment: 1. Chapter 2.20.050 of Title 2 of the Highland Municipal Code

Approved _____	Motion _____	Second _____	Agenda Item No. 8
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

ATTACHMENT 1

Chapter 2.20.050 of Title 2 of the Highland Municipal Code

2.20.050 Historic and cultural preservation board – Established.

A. There is established in the city an historic and cultural preservation board, hereinafter referred to as the "board," consisting of five uncompensated voting members appointed by the city council. All members of the board shall have a demonstrated interest in or knowledge of historic preservation and the cultural resources of the city.

B. Up to three members may be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, or other historic preservation-related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, to the extent that such professionals are available in the community and wish to serve on the board. At least two members shall be lay members who have demonstrated special interest, competence, experience, knowledge in historic preservation, American studies, cultural anthropology, cultural geography, or other historic preservation-related disciplines.

C. A quorum of the board shall be defined as three voting members.

D. The board shall develop and adopt its own operating rules and bylaws, thereafter having the power and authority to perform all of the duties hereinafter enumerated and provided which may be ratified by the city council.

E. The initial appointment of the members of the board shall be as follows: three members for two years, and two members for four-year terms initially and each term thereafter to be for four years.

F. Any vacancy in the office of any member of the board shall be filled in like manner for the unexpired term of such office. As the term of any member of the board expires, his or her successor shall be appointed in like manner as such member.

G. Except as otherwise set forth herein, the terms and conditions of membership, appointment and removal from the board are set forth in Chapter 2.15 HMC. (Ord. 290 § 3, 2004; Ord. 132 § 5, 1991)

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director & Kim Stater, Assistant Community Development Director

PREPARED BY: Ash Syed, Associate Planner

SUBJECT: Second Reading of Zone Change (ZC 20-001): Ordinance No. 445 of the City of Highland changing the zoning of a 1.6 acre parcel referred to as "Phase 1B" of the Mediterra Planned Development from Agricultural / Equestrian (A/EQ) to Planned Development "PD 13-001".

LOCATION: 30992 Greenspot Road, Highland, CA 92346
Assessor's Parcel Number: 0297-021-25

REPRESENTATIVE: Camille Bahri, Sunland Communities, LLC

RECOMMENDATION: The City Council conduct a second reading of Zone Change (ZC 20-001), read by title only, and waive further reading of Ordinance No. 445 changing the zoning of the 1.6 acre additional parcel from Agricultural / Equestrian (A/EQ) to Planned Development "PD 13-001".

PREVIOUS ACTION: On December 8, 2020, the City Council held a public hearing for an amendment to the Mediterra Planned Development Document to include a 1.6 acre parcel and to clarify the construction timing of certain park improvements within the Mediterra Planned Development. The City Council adopted Resolution No. 2020 – 055 approving the Addendum, Resolution No. 2020 – 056 approving the General Plan Amendment, Resolution No. 2020 – 057 amending the Conditional Use Permit, and Resolution No. 2020 – 058 amending the Tentative Tract Map for the Development.

The City Council also introduced Ordinance No. 445 to change the zoning designation of a 1.6 acre parcel referred to as "Phase 1B" of the Mediterra Planned Development from Agricultural / Equestrian (A/EQ) to Planned Development "PD 13-001".

Attachments: 1. Ordinance No. 445

Approved _____	Motion _____	Second _____	Agenda Item No. 9
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

Attachment 1:

Ordinance No. 443

ORDINANCE NO. 445

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING ZONE CHANGE (ZC 20-001) FOR A 1.6 ACRE PARCEL FROM AGRICULTURAL / EQUESTRIAN (A/EQ) TO PLANNED DEVELOPMENT "PD 13-001" FACILITATING ITS ADDITION TO THE MEDITERRA PLANNED DEVELOPMENT (PUD 13-001/CUP 14-005). ASSESSOR PARCEL NUMBER: 0297-021-25

REPRESENTATIVE: SUNLAND COMMUNITIES, LLC

WHEREAS, on August 11, 2020, the Applicant submitted a Specific Plan Amendment Application for the Mediterra Planned Development (SPR 20-002) and a Zone Change Application (ZC 20-001) to change the zoning land use designation from Agricultural/Equestrian (A/EQ) to Planned Development "PD 13-001";

WHEREAS, the Zone Change would facilitate the property's addition of a 1.6-acre property into the Mediterra Planned Development (PD);

WHEREAS, the parcel was previously identified as "Not A Part" (NAP) of the project and was surrounded by planned residential lots;

WHEREAS, its inclusion will add nine new lots (Lots 672 to 680), to Planning Area 1 of the PD and add a new cul-de-sac, Terranova Street, to provide access to these new lots;

WHEREAS, the proposed 1.6-acre addition to the existing project will not change the total number of units approved for development as nine lots will be removed from Planning Area 4, keeping the total number of lots/units at 316;

WHEREAS, the Planning Commission did hold a duly noticed public hearing on November 17, 2020, at 6:00 P.M. to consider the environmental review and the proposed ordinance. At the conclusion of the public hearing, the Planning Commission adopted Resolution No. 20 – 009, recommending to the City Council to introduce an ordinance to amend the City's Official Zoning Map Zone Change (ZC 20-001), changing the zoning of the site from Agricultural/ Equestrian (A/EQ) to Planned Development "PD 13-001."

WHEREAS, the City Council did hold a public hearing on December 8, 2020, at 6:00 P.M. with a second reading held on January 12, 2021, and notice of said public hearing(s) having been duly given, as required by law and in accordance with the provisions of the Highland Municipal Code, to hear and consider evidence for and against said Zone Change, and investigate the findings and recommendations in connection therewith; and amend the City's Official Zoning Map.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND does ordain as follows:

Section 1. Findings and Intent

The findings and recitals set forth herein above are true and correct.

Section 2. General Plan Consistency Finding

The Zone Change is consistent with the General Plan as the General Plan designation for this area is Planned Development. The proposed Zone Change does not modify the planned total number of dwellings or planned uses within the Planned Development.

Section 3. Zone Change Findings of Fact

a. The proposed change of zone or revision is consistent with the goals, objectives, policies and programs of the general plan, and is necessary and desirable to implement the provisions of the general plan:

   Response: The Mediterra Specific Plan was approved by the City Council on March 8, 2016 to accommodate a maximum of 316 residential dwellings. This type of development is desirable for the community and consistent with the types of objectives, policies, and general land uses envisioned by the Planned Development. The Zone Change to modify the land use of the 1.6 acre parcel located within Planning Area 1 of the Mediterra Specific Plan from Agriculture/Equestrian (A/EQ) to Planned Development "PD 13-001" does not result in any internal inconsistencies within the General Plan.

b. The proposed change of zone or revision will not adversely affect the public health, safety, and welfare or result in an illogical land use pattern.

   Response: The proposed project has been reviewed by the Planning, Engineering, Building and Safety, Fire Department and Police Department and with implementation of certain conditions of approval that are necessary and proper to safeguard and protect the public health, safety, and welfare, the approval of a general plan amendment for the proposed project is warranted. The change from AG/EQ to PD 13-001 will make the future low density residential use more consistent with the surrounding properties and provide for a more logical pattern.

c. The proposed change of zone or revision is consistent with the purpose and intent of the remainder of this title not under consideration.

   Response: The proposed project includes a Zone Change from Agriculture/Equestrian (A/EQ) to Planned Development (PD 13-001) which allows any density that is compatible with surrounding existing and planned uses as determined through the development review process. The proposed zoning allows for the type of development proposed and is consistent with the purpose and intent of the Land Use section of the General Plan. The change is limited to a 1.6 acre parcel, surrounded on all sides with the PD designation. It will not adversely affect the remainder of the zoning provisions in the City, not under consideration.

d. The potential environmental impacts of the proposed change of zone or revision are insignificant or there are overriding considerations which outweigh the potential impacts.

Response: The Initial Study prepared for the Mediterra Planned Development project in 2016, analyzed the potential for environmental impacts on biological resources, including riparian habitat modification, and adverse impacts on wetlands and fish or wildlife species. All topics were found to have either no impact or less than significant impact with mitigation incorporated. The Initial Study incorporated mitigation measures to reduce any potential impacts to a less than significant level.

This project proposes minor additions and modifications to the Mediterra Planned Development. An Addendum found that the proposal will have no new significant environmental effects beyond those already identified in the previous Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program. None of the conditions described in CEQA Guidelines Section 15162 requiring the preparation of a subsequent MND have occurred or would occur as a result of the modification to the project.

Section 4. Environmental Review

A Mitigated Negative Declaration (ENV 15-006) for the Mediterra Planned Development was adopted by the Highland City Council on March 8, 2016 via Resolution No. 2016-010. A Mitigation Monitoring and Reporting Program was adopted and included in the Planning Division Conditions of Approval for Tentative Tract Map No. 18893 (TTM 14-002) via Resolution No. 2016-013.

Minor additions to the Mediterra housing development as a result of the proposed addition of 1.6 acres would have no new significant environmental effects beyond those already identified in the previous CEQA compliance studies. None of the conditions described in CEQA Guidelines Section 15162 requiring the preparation of a subsequent MND have occurred or would occur as a result of the modification to the project.

In accordance with CEQA Guidelines Section 15164, an addendum to a Negative Declaration, a lead agency may prepare an Addendum to a previously adopted Mitigated Negative Declaration (MND) if some minor additions are proposed but none of the conditions described in CEQA Guidelines Section 15162 require the necessity for a subsequent MND. Thus, this Addendum is consistent with CEQA and is the appropriate level of environmental documentation to satisfy CEQA requirements.

Section 5. Publication and Posting

Within fifteen (15) days following the passage of this Ordinance, the City Clerk shall publish an/or post this Ordinance as required by state law and City resolution.

Section 6. Execution

The Mayor is hereby directed to attest to the adoption of this Ordinance by signing where indicated below and the City Clerk shall publish and/or post this ordinance according to applicable law.

The attached Exhibit provides the Zone Change designation.

PASSED, **APPROVED** and **ADOPTED** this 12th day of January, 2021

_____
Penny Lilburn, Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

_____
Maricela E. Marroquin
City Attorney

Exhibit 1:

Zoning Designation



Current Zoning

A/EQ - Agricultural/Equestrian Residential

Zone Change 20-001

N



Proposed Zoning

PD - Planned Development "PD 13-001"

Zone Change 20-001

N

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer

SUBJECT: Ordinance No. ___ establishing a fee and service charge revenue/cost comparison system and Resolution 2021 -___ establishing a schedule of fees and charges for City services.

RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council introduce Ordinance No. ___ establishing a fee and service charge revenue/cost comparison system.

FISCAL IMPACT: Revenues collected will support the services rendered by the City.

PUBLIC NOTICE: The ad for this public hearing is attached.

BACKGROUND: Fees for Service are reviewed by staff and the independent firm of Revenue & Cost Specialists (RCS). Fees for Service were last reviewed in 2017. It is staff's intention to review these fees every other year. Staff has reviewed the documents along with the proposed ordinance. The Finance Subcommittee reviewed a draft copy of the Service Cost Update on December 28, 2020 and recommended that staff present this document to the City Council as well as introduce the proposed ordinance. No comments were received from the development community at the Finance Subcommittee meeting. The resolution is attached for informational purposes only and will be presented to the City Council at the next meeting for adoption.

The proposed ordinance and resolution are enclosed in Attachments 2 and 3, respectively. These items will be presented to the City Council at the next regularly scheduled meeting to adopt both the ordinance and resolution.

The ad for this public hearing was placed in the Highland Community News on December 25, 2020 and January 1, 2021 (Attachment 4). A copy of the letter to the development community informing them of all meetings associated with this update is also attached (Attachment 5). A summary version of the Cost Service Update is attached as attachment 2. This document compares the current fees to the proposed fees.

Approved _____	Motion _____	Second _____	Agenda Item No. 10
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager

Attachments:
1. Service Cost Update report-DRAFT.
2. Comparison of Current and Proposed fees.
3. Proposed Ordinance.
4. Proposed Resolution.
5. Public Hearing ad.
6. Letter to the development community.

Attachment #1

Service Cost Update report-DRAFT


NOVEMBER 24, 1987
CITY OF HIGHLAND

SERVICE COST UPDATE
for the
City of Highland, California

Fiscal Year 2020-2021

DRAFT

Publication Date: December 2, 2020

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All rights reserved. No part of this work covered by the copyright hereon may be reproduced or copied in any form or by any means — graphic, electronic, mechanical, including any photocopying, recording, taping or information storage and retrieval systems — without written permission of:

Revenue & Cost Specialists, LLC
1519 East Chapman Avenue, Suite C
Fullerton, California 92831
(714) 992-9020

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DRAFT

REVENUE & COST SPECIALISTS, L.L.C.
1519 E. Chapman Avenue, Suite C
Fullerton, California 92831
(714) 992-9020

DRAFT

December 2, 2020

Chuck Dantuono
Director of Admin.Services
City of Highland
27215 East Baseline
Highland, CA 92345

Dear Chuck,

Attached is the latest update to the service costs for the City. The detail for the services follows the summary schedule and is in the same order. The footnotes, an Exhibit A (with amounts for the calculation of total construction costs which is no longer important as fees will be based on staff and consultant cost against a deposit) and an Appendix (with Fully-Burdened Hourly Rates) follows the detail.

We would like to thank the staff for their assistance in providing the underlying data for this update.

Sincerely,

RICK KERMER, CPA
President

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DRAFT

CITY OF HIGHLAND, CALIFORNIA
SCHEDULE OF SERVICE REVENUES, COSTS & PROFIT/SUBSIDY
FISCAL YEAR 2020-2021

REF#	SERVICE TITLE	TOTAL REVENUE	TOTAL COST	PROFIT/ (SUBSIDY)	PCT.RECOVERY CURRENT	PCT.RECOVERY SUGGESTED	POSSIBLE NEW REVENUE	
B-001	GEN.PMT.APPLICATION-NO PLAN REV.	$156,585	$145,696	$10,889	107.47	100.00	($10,900)	
B-001.1	GEN.PMT.APPLICATION-WITH PLAN REV.	$58,520	$67,388	($8,868)	86.84	100.00	$8,900	
B-001.3	REPLACEMENT PERMIT APPLICATION	$1,250	$1,041	$209	120.08	100.00	($200)	
B-002.1	PMT.APPLICATION-TRACT RESIDENTIAL	$6,500	$4,149	$2,351	156.66	100.00	($2,400)	
B-002.2	PMT.APPLICATION-NON TRACT RES'L	$2,940	$2,282	$658	128.83	100.00	($700)	
B-002.3	PMT.APPLICATION-NEW COMMERCIAL	$11,115	$9,354	$1,761	118.83	100.00	($1,800)	
B-003.1	TRACT PHASING	$1,560	$875	$685	178.29	100.00	($700)	
B-003.1.2	BLD.CONST.P/C-TRACTS-UNIQUE MODEL	$18,270	$12,158	$6,112	150.27	100.00	($6,100)	
B-003.2	BLD.CONST.P/C-CUSTOM RESL<=2,300 SF	$24,000	$22,767	$1,233	105.42	100.00	($1,200)	
B-003.2.1	BLD.CONST.P/C-CUSTOM RESL >2,300 SF	$21,420	$20,306	$1,114	105.49	100.00	($1,100)	
B-003.3	BLDG.CONST.P.CK-COMMERCIAL	$0	$0	$0	0.00	100.00	$0	$
B-004.1	BLDG.CONST.INSP-RESIDENTIAL	$93,925	$91,733	$2,192	102.39	100.00	($2,200)	
B-004.3	BLDG.CONST.INSP-COMMERCIAL	$0	$0	$0	0.00	100.00	$0	$
B-005	ELECTRICAL CONSTRUCTION PLAN CHECK	$730	$695	$35	105.04	100.00	$0	
B-007	PLUMBING CONSTRUCTION PLAN CHECK	$365	$347	$18	105.19	100.00	$0	
B-008. 1	PLMB'G CONST.INSP-FIXTR./TRAP-COM'L	$60	$61	($1)	98.36	100.00	$0	
B-008. 2	PLMB'G CONST.INSP-COM'L PRE-TRT.	$85	$86	($1)	98.84	100.00	$0	
B-008. 3	PLMB'G CONST.INSP-GAS PIPING SYS.	$1,125	$1,114	$11	100.99	100.00	$0	
B-008. 4	PLMB'G CONST.INSP-GAS PRES.REG.	$420	$437	($17)	96.11	100.00	$0	
B-008. 5	PLMB'G CONST.INSP-REPAIR/ALTERATION	$5,000	$5,036	($36)	99.29	100.00	$0	
B-008. 6	PLMB'G CONST.INSP-REFRIG.LINES	$1,275	$1,295	($20)	98.46	100.00	$0	
B-008. 8	PLMB'G CONST.INSP-VENT/BKFLW DEVICE	$7,200	$6,078	$1,122	118.46	100.00	($1,100)	
B-008. 9	PLMB'G CONST.INSP-DISHWASHER	$0	$0	$0	0.00	0.00	$0	X
B-008.10	PLMB'G CONST.INSP-GAS TEST	$4,800	$4,897	($97)	98.02	100.00	$100	
B-008.11	PLMB'G CONST.INSP-WATER HTR-RES'L	$4,875	$4,842	$33	100.68	100.00	$0	
B-008.13	PLMB'G CONST.INSP-MANHOLE-ON SITE	$1,125	$1,117	$8	100.72	100.00	$0	
B-009.1	CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	$3,000	$3,080	($80)	97.40	100.00	$100	
B-009.2	CONN.TO NEW PRIV.SEWER SYSTEMS	$160	$162	($2)	98.77	100.00	$0	
B-010	MECHANICAL CONSTRUCTION PLAN CHECK	$3,650	$3,473	$177	105.10	100.00	($200)	
B-011	MECHANICAL INSPECTION	$0	$0	$0	0.00	100.00	$0	$
B-011.1	MECH.INSP-COM'L FURN.BURNERS =<100K	$425	$432	($7)	98.38	100.00	$0	
B-011.2	MECH.INSP-COM'L FURN.BURNERS >100K	$550	$559	($9)	98.39	100.00	$0	
B-011.4	MECH.INSP-REPAIR/ALTERATIONS-RES'L	$5,000	$5,036	($36)	99.29	100.00	$0	
B-011.5	MECHANICAL INSP-BOILERS-COM'L	$625	$625	$0	100.00	100.00	$0	
B-011.6	MECH.INSP-AIR HANDLING UNITS-RES'L	$3,900	$3,928	($28)	99.29	100.00	$0	
B-011.7	MECH.INSP-EVAPORATIVE UNITS-RES/COM	$1,250	$1,235	$15	101.21	100.00	$0	
B-011.8	MECHANICAL INSP-COMMERCIAL HOOD	$1,100	$1,118	($18)	98.39	100.00	$0	
B-012.1	SIGN PERMIT & INSPECTION-UNLIGHTED	$2,175	$2,231	($56)	97.49	100.00	$100	
B-012.2	SIGN PERMIT & INSPECTION-LIGHTED	$4,400	$4,468	($68)	98.48	100.00	$100	
B-013.1	PATIOS WITHOUT ENCLOSURE INSPECTION	$41,310	$46,410	($5,100)	89.01	100.00	$5,100	
B-013.1.1	PATIOS WITH FOUNDATION ONLY INSP.	$9,600	$14,219	($4,619)	67.52	100.00	$4,600	
B-013.2	PATIOS WITH ENCLOSURE INSPECTION	$1,960	$2,187	($227)	89.62	100.00	$200	
B-013.3	PATIOS - ALUMINUM	$16,000	$18,654	($2,654)	85.77	100.00	$2,700	
B-014.1	GARDEN WALLS AND PILASTERS	$25,650	$25,631	$19	100.07	100.00	$0	
B-014.2	RETAINING WALLS	$3,600	$4,022	($422)	89.51	100.00	$400	
B-015.1	TEAR-OFF REROOFING W/O STRUCT.CHGS	$11,660	$11,807	($147)	98.75	100.00	$100	
B-015.2	TEAR-OFF REROOFING WITH STRUCT.CHGS	$2,310	$2,335	($25)	98.93	100.00	$0	
B-015.4	ROOF-MOUNTED SOLAR ARRAY-RES'L	$70,215	$65,746	$4,469	106.80	100.00	($4,500)	(1)
B-015.5	ROOF-MOUNTED SOLAR ARRAY-COM'L	$890	$1,864	($974)	47.75	100.00	$0	(1)
B-016	TENANT IMPROVEMENTS	$0	$0	$0	0.00	100.00	$0	$
B-016.1	RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	$0	$0	$0	0.00	100.00	$0	$
B-016.2	RES'L ADD'NS/ALTERATIONS/REHAB-INSP	$0	$0	$0	0.00	100.00	$0	$

DRAFT

CITY OF HIGHLAND, CALIFORNIA
SCHEDULE OF SERVICE REVENUES, COSTS & PROFIT/SUBSIDY
FISCAL YEAR 2020-2021

REF#	SERVICE TITLE	TOTAL REVENUE	TOTAL COST	PROFIT/ (SUBSIDY)	PCT.RECOVERY CURRENT	PCT.RECOVERY SUGGESTED	POSSIBLE NEW REVENUE	
B-017	MISC.SPECIAL INSPECTION HOURLY	$0	$0	$0	0.00	100.00	$0	$
B-017.1	UTILITY METER RESET - RESIDENTIAL	$12,000	$11,462	$538	104.69	100.00	($500)	
B-018.1	SWIMMING POOL/SPA PMT INSP W/O HTR	$3,150	$3,347	($197)	94.11	100.00	$200	
B-018.2	SWIMMING POOL/SPA PMT INSP WITH HTR	$46,230	$48,673	($2,443)	94.98	100.00	$2,400	
B-018.4	SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	$305	$334	($29)	91.32	100.00	$0	
B-019	CERT.OF OCC./BUS.LIC.INSP-RES+COM	$6,525	$7,863	($1,338)	82.98	100.00	$1,300	
B-020.1.1	ELEC.INSP.R-S-L-O (1-5 UNITS)-COM'L	$900	$918	($18)	98.04	100.00	$0	
B-020.1.2	ELEC.INSP.R-S-L-O (6-10 UNTS)-COM'L	$750	$745	$5	100.67	100.00	$0	
B-020.1.3	ELEC.INSP.R-S-L-O (11-20 UN.)-COM'L	$850	$863	($13)	98.49	100.00	$0	
B-020.3	ELEC.INSP.POLE PLTF-M-FIXTURE-COM'L	$1,200	$1,232	($32)	97.40	100.00	$0	
B-020.4.1	ELEC.INSP.THEATRICAL LTG-COM'L 1-5	$60	$61	($1)	98.36	100.00	$0	
B-020.4.2	ELEC.INSP.THEATRICAL LTG-COM'L 6-10	$75	$74	$1	101.35	100.00	$0	
B-020.4.3	ELEC.INSP.THEATRICAL LTG-COM'L11-20	$85	$86	($1)	98.84	100.00	$0	
B-020.6	ELEC.INSP-TEMP.POWER SVCS	$850	$863	($13)	98.49	100.00	$0	
B-020.7.2	ELECTRICAL INSP.- APPLIANCES	$22,000	$22,278	($278)	98.75	100.00	$300	
B-020.8	ELEC.INSP.POWER APPARATUS-COM'L	$1,600	$1,601	($1)	99.94	100.00	$0	
B-020.9.1	ELEC.INSP.SVCS: <200 AMPS	$18,750	$18,623	$127	100.68	100.00	($100)	
B-020.9.2	ELEC.INSP.SVCS: 200 TO 1,000 AMPS	$550	$557	($7)	98.74	100.00	$0	
B-020.90	ELECTRICAL INSP.-RES'L REWIRE	$11,500	$11,695	($195)	98.33	100.00	$200	
B-020.91.1	ELEC.INSP.-NEW COM'L (< 2K SF)	$4,950	$4,992	($42)	99.16	100.00	$0	
B-020.91.2	ELEC.INSP.-NEW COM'L (2K-<4K SF)	$3,475	$3,509	($34)	99.03	100.00	$0	
B-020.91.3	ELEC.INSP.-NEW COM'L (4K-<6K SF)	$5,325	$5,358	($33)	99.38	100.00	$0	
B-020.91.4	ELEC.INSP.-NEW COM'L (6K-<8K SF)	$7,150	$7,203	($53)	99.26	100.00	$100	
B-020.91.5	ELEC.INSP.-NEW COM'L (8K-<10K SF)	$8,800	$8,863	($63)	99.29	100.00	$100	
B-020.91.6	ELEC.INSP.-NEW COM'L (=>10K SF)	$0	$0	$0	0.00	100.00	$0	$
B-020.92	SNGLE LOT RES.PRECSE GRAD'G PLN REV	$15,180	$12,606	$2,574	120.42	100.00	($2,600)	
B-020.93	SNGLE LOT RES.PRECSE GRAD'G INSP.	$6,820	$6,917	($97)	98.60	100.00	$100	
B-025.01	ARCHIVE COSTS FOR BUILDING PLANS	$1,670	$1,852	($182)	90.17	100.00	$200	
B-025.02	ARCHIVE COSTS FOR BLDG.PLNS-OTHER	$1,392	$1,544	($152)	90.16	100.00	$200	
B-026	BUILDING CODE APPEAL PROCESSING	$2,400	$3,208	($808)	74.81	100.00	$800	
S-00210	TEMPORARY USE PERMIT REVIEW	$900	$1,058	($158)	85.07	100.00	$200	
S-00215	TEMPORARY OCCUPANCY PERMIT REVIEW	$2,250	$2,594	($344)	86.74	100.00	$300	
S-00220	TREE REMOVAL REVIEW & PERMIT	$300	$576	($276)	52.08	100.00	$300	
S-00250	TEMPORARY RV PARKING PERMIT	$250	$2,211	($1,961)	11.31	12.00	$0	*
S-00300	HAZARDOUS BLDG.& NUISANCE ABATEMENT	$71,614	$62,043	$9,571	115.43	100.00	$0	(2)
S-00600	GENERAL PLAN AMENDMENT REVIEW	$18,600	$21,260	($2,660)	87.49	100.00	$2,700	
S-00700	ZONE CHANGE REVIEW	$17,100	$25,091	($7,991)	68.15	100.00	$8,000	
S-00800	DEVELOPMENT CODE AMENDMENT REVIEW	$6,500	$7,907	($1,407)	82.21	100.00	$1,400	
S-00910	CONDITIONAL USE PERMIT-ABC LICENSE	$2,850	$7,473	($4,623)	38.14	100.00	$4,600	
S-00912	ALCOHOLIC BEVERAGE CONTROL LETTER	$2,850	$3,301	($451)	86.34	100.00	$500	
S-00915	CONDITIONAL USE PERMIT REVIEW-MAJOR	$77,700	$86,219	($8,519)	90.12	100.00	$8,500	
S-01000	MINOR VARIANCE REVIEW	$2,345	$2,714	($369)	86.40	100.00	$400	
S-01100	MAJOR VARIANCE REVIEW	$4,450	$5,523	($1,073)	80.57	100.00	$1,100	
S-01200	HOME OCCUPATION PERMIT REVIEW	$9,000	$20,029	($11,029)	44.93	50.00	$1,000	*
S-01400	SPECIFIC PLAN REVIEW	$41,500	$37,731	$3,769	109.99	100.00	($3,800)	
S-01450	SPECIFIC PLAN REVISION REVIEW	$9,700	$17,934	($8,234)	54.09	100.00	$8,200	
S-01500	DESIGN REVIEW PERMIT-MINOR	$24,150	$27,746	($3,596)	87.04	100.00	$3,600	
S-01510	DESIGN REVIEW PERMIT-MAJOR	$59,500	$69,148	($9,648)	86.05	100.00	$9,600	
S-01640	PUD REVISION REVIEW	$0	$0	$0	0.00	100.00	$0	
S-01710	ANNEXATION REQUEST REVIEW (TO CITY)	$16,700	$16,323	$377	102.31	100.00	($400)	
S-01900	ENVIRONMENTAL IMPACT REPORT REVIEW	$38,693	$43,425	($4,732)	89.10	100.00	$4,700	
S-01930	INITIAL STUDY	$38,850	$47,501	($8,651)	81.79	100.00	$8,700	

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S-02100	TENTATIVE TRACT MAP REVIEW	$45,900	$53,588	($7,688)	85.65	100.00	$7,700	
S-02110	ENTITLEMENT EXTENSION	$4,000	$9,540	($5,540)	41.93	100.00	$5,500	
S-02200	TENTATIVE PARCEL MAP REVIEW	$15,900	$24,024	($8,124)	66.18	100.00	$8,100	
S-02300	DEVELOPMENT AGREEMENT REVIEW	$17,800	$9,991	$7,809	178.16	100.00	($7,800)	
S-02310	DIF DEFERRAL PROCESSING	$650	$747	($97)	87.01	100.00	$100	
S-02320	DIF CREDIT APPLICATION PROCESSING	$3,300	$7,082	($3,782)	46.60	100.00	$3,800	
S-02500	LOT LINE ADJUSTMENT REVIEW	$7,340	$9,827	($2,487)	74.69	100.00	$2,500	
S-02600	SIGN PLAN PROGRAM APPLICATION REV.	$6,630	$7,410	($780)	89.47	100.00	$800	
S-02710	SPECIAL EVENT PERMIT REVIEW-MINOR	$0	$15,362	($15,362)	0.00	0.00	$0	*
S-02715	SPECIAL EVENT PERMIT REVIEW-MAJOR	$0	$41,005	($41,005)	0.00	0.00	$0	*
S-02900	CERTIFICATE OF COMPLIANCE REVIEW	$2,860	$2,552	$308	112.07	100.00	($300)	
S-03000	PARCEL MERGER REVIEW	$5,700	$5,486	$214	103.90	100.00	($200)	
S-03100	STAFF DECISION APPEAL REVIEW	$1,280	$1,320	($40)	96.97	100.00	$0	
S-03150	STAFF REVIEW PERMIT	$900	$9,673	($8,773)	9.30	11.00	$100	*
S-03200	REV.TO CONDITIONS OF APPROVAL-PLNG.	$1,585	$1,769	($184)	89.60	100.00	$200	
S-03210	REV.TO CONDITIONS OF APPROVAL-ENG.	$1,200	$1,433	($233)	83.74	100.00	$200	
S-03300	SIGN PERMIT (CODE REVIEW)	$1,820	$2,221	($401)	81.95	100.00	$400	
S-03600	PROPERTY INFORMATION PREPARATION	$0	$96	($96)	0.00	100.00	$100	
S-03650	APPEAL OF P.C. DECISION TO COUNCIL	$5,430	$5,767	($337)	94.16	100.00	$300	
S-03800	GRADING PLAN CHECK-ROUGH	$25,567	$31,495	($5,928)	81.18	100.00	$5,900	
S-03810	GRADING PLAN CHECK-PRECISE	$50,900	$59,780	($8,880)	85.15	100.00	$8,900	
S-03820	GRADING PLAN REVISION-PRECISE	$7,150	$11,215	($4,065)	63.75	100.00	$4,100	
S-03900	GRADING INSPECTION-ROUGH	$24,602	$30,634	($6,032)	80.31	100.00	$6,000	
S-03910	GRADING INSPECTION-PRECISE	$132,040	$163,930	($31,890)	80.55	100.00	$31,900	
S-03920	WALL INSPECTION	$14,196	$17,576	($3,380)	80.77	100.00	$3,400	
S-03930	GROVE REMOVAL REVIEW & PERMIT	$3,750	$4,609	($859)	81.36	100.00	$900	
S-03940	IMPORT PLAN REVIEW AND INSPECTION	$1,340	$1,872	($532)	71.58	100.00	$500	
S-04000	FINAL TRACT MAP REVIEW	$15,560	$16,930	($1,370)	91.91	100.00	$1,400	
S-04100	FINAL PARCEL MAP REVIEW	$12,075	$12,805	($730)	94.30	100.00	$700	
S-04120	FINAL/PARCEL MAP REVISION	$1,250	$1,799	($549)	69.48	100.00	$500	
S-04130	ENGINEERING PLAN REVISION	$4,060	$6,165	($2,105)	65.86	100.00	$2,100	
S-04200	PUBLIC/STREET IMPROVEMENT PLAN CHK.	$74,050	$90,309	($16,259)	82.00	100.00	$16,300	
S-04210	DRAINAGE IMPROVEMENT PLAN CHECK	$21,790	$25,031	($3,241)	87.05	100.00	$3,200	
S-04230	LEGAL DESCRIPTION REVIEW	$5,460	$19,743	($14,283)	27.66	100.00	$14,300	
S-04235	LEGAL DESCRIPTION PREPARATION	$9,100	$35,970	($26,870)	25.30	100.00	$26,900	
S-04240	RETAINING WALL CALCULATION REVIEW	$3,725	$9,988	($6,263)	37.29	100.00	$6,300	
S-04260	RIGHT-OF-WAY ENCROACHMENT REQUEST	$6,325	$5,623	$702	112.48	100.00	($700)	
S-04310	EXCAV.INSP.-IN EXISTING STREETS	$12,425	$15,431	($3,006)	80.52	100.00	$3,000	
S-04314	EXCAV.INSP.-WITHIN NEW DEVELOPMENT	$13,140	$16,328	($3,188)	80.48	100.00	$3,200	
S-04500	PUBLIC WKS.CONSTRUCTION INSPECTION	$81,040	$99,943	($18,903)	81.09	100.00	$18,900	
S-04510	TRAFF.CONTROL PLAN REV.& INSPECTION	$8,760	$13,892	($5,132)	63.06	100.00	$5,100	
S-04520	STREET LIGHTING SYSTEM PLAN CHECK	$28,910	$35,327	($6,417)	81.84	100.00	$6,400	
S-04525	ST.LIGHTING SYS.CONSTRUCTION INSP.	$55,750	$68,821	($13,071)	81.01	100.00	$13,100	
S-04550	OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	$1,920	$12,169	($10,249)	15.78	100.00	$0	(1)
S-04610	STREET VACATION-SUMMARY	$5,150	$5,304	($154)	97.10	100.00	$200	
S-04620	STREET VACATION-FULL	$4,800	$3,990	$810	120.30	100.00	($800)	
S-04650	SMALL WIRELESS FAC. IN PUBLIC ROW	$0	$2,636	($2,636)	0.00	100.00	$2,600	
S-04700	ANNEXATION PROCESS'G (TO DISTRICTS)	$7,050	$11,139	($4,089)	63.29	100.00	$4,100	
S-04800	BOND PROCESSING-SWR/WTR/STR/GRDG	$10,950	$16,224	($5,274)	67.49	100.00	$5,300	
S-04810	BOND PROCESSING-LANDSCAPE	$14,025	$14,053	($28)	99.80	100.00	$0	
S-04900	PROFESSIONAL REPORT REVIEW	$13,200	$21,738	($8,538)	60.72	100.00	$8,500	
S-04905	WQMP REVIEW & INSPECTION	$41,600	$73,258	($31,658)	56.79	100.00	$31,700	

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REF#	SERVICE TITLE	TOTAL REVENUE	TOTAL COST	PROFIT/ (SUBSIDY)	PCT.RECOVERY CURRENT	PCT.RECOVERY SUGGESTED	POSSIBLE NEW REVENUE	
S-04910	GIS MAP UPDATE	$380	$285	$95	133.33	100.00	($100)	
S-04920	MICROFILMING OF MAPS AND PLANS	$460	$427	$33	107.73	100.00	$0	
S-04930	SMARA ANNUAL REVIEW	$1,510	$1,845	($335)	81.84	100.00	$300	
S-04960	HISTORIC/CULTURAL SITE DESIGNATION	$1,670	$1,900	($230)	87.89	100.00	$200	
S-05000	COM'L REGULATORY APPLICATION REV.	$3,150	$4,340	($1,190)	72.58	100.00	$1,200	
S-05001	REGULATORY LICENSE RENEWAL PROC'G	$144,400	$173,244	($28,844)	83.35	100.00	$17,280	**
S-05002	REGULATORY LICENSE-INFO.CHANGE	$285	$344	($59)	82.85	100.00	$100	
S-05006	REGULATORY LICENSE-BOOTH RENTAL	$715	$820	($105)	87.20	100.00	$100	
S-05008	REGULATORY LICENSE-MOBILE VENDOR	$2,175	$2,319	($144)	93.79	100.00	$100	
S-05010	REGULATORY LICENSE-DELINQUENT	$11,800	$14,321	($2,521)	82.40	100.00	$2,500	
S-05015	SOLICITING/PEDDLING PERMIT	$660	$690	($30)	95.65	100.00	$0	
S-05020	NPDES INSPECTION	$34,100	$41,678	($7,578)	81.82	100.00	$7,600	
S-05151	RES'L RENTAL ENHANCEMENT PROG.LIC.	$2,700	$3,180	($480)	84.91	100.00	$500	
S-05152	REGULATORY LICENSE-OUT OF CITY	$34,720	$40,719	($5,999)	85.27	100.00	$6,000	
S-05200	BUSINESS REGULATION (MAJOR)	$1,380	$1,379	$1	100.07	100.00	$0	
S-05210	BUSINESS REGULATION (MINOR)	$990	$1,035	($45)	95.65	100.00	$0	
S-05250	FILM PERMIT	$845	$1,020	($175)	82.84	100.00	$200	
S-05300	BINGO PERMIT REVIEW	$75	$61	$14	122.95	100.00	$0	
S-05310	BINGO PERMIT RENEWAL	$15	$18	($3)	83.33	100.00	$0	
S-05420	ADMINISTRATIVE CITATION HEARING	$75	$1,726	($1,651)	4.35	6.00	$0	*
S-05480	FORECLOSURE REGISTRATION	$11,000	$14,070	($3,070)	78.18	100.00	$3,100	
S-05500	YARD AND GARAGE SALE REVIEW	$10,000	$10,980	($980)	91.07	100.00	$1,000	
S-05550	CITATION SIGN-OFF	$23	$47	($24)	48.94	50.00	$0	*
S-05560	NOTICE OF VEHICLE TO BE DISMANTLED	$170	$171	($1)	99.42	100.00	$0	
S-05565	LOUD PARTY RESPONSE	$0	$0	$0	0.00	100.00	$0	
S-05610	PARKING ADMINISTRATIVE HEARING REV.	$30	$27	$3	111.11	58.00	$0	*
S-05900	FALSE ALARM RESPONSE-SHERIFF	$175	$18,522	($18,347)	0.94	100.00	$900	(2)
S-05902	FALSE ALARM RESPONSE-FIRE	$0	$61	($61)	0.00	100.00	$0	(2)
S-05904A	FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	$8,360	$8,465	($105)	98.76	100.00	$100	
S-05904B	FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	$12,559	$12,389	$170	101.37	100.00	($200)	
S-05905	FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	$9,425	$8,951	$474	105.30	100.00	($500)	
S-05906	FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	$4,875	$4,475	$400	108.94	100.00	($400)	
S-05908	FIRE PLAN CHECK+INSPECTION-MFD	$165,150	$165,848	($698)	99.58	100.00	$700	
S-05910	FIRE P.CK+INSP-TENANT IMPROVEMENT	$7,068	$7,193	($125)	98.26	100.00	$100	
S-05912A	FIRE P.CK/INSP-NEW COM'L/IND'L SITE	$8,790	$8,748	$42	100.48	100.00	$0	
S-05912B	FIRE P.CK+INSP-NEW C/I CONSTRUCTION	$11,055	$11,300	($245)	97.83	100.00	$200	
S-05914A	SPRINKLER P.CK/INSP:SFD OR ADDITION	$33,475	$33,959	($484)	98.57	100.00	$500	
S-05914B	SPRINKLER P.CK/INSP.-RES'L ALTER'NS	$29,614	$29,026	$588	102.03	100.00	($600)	
S-05917	SPRINKLER P.CK/INSP FOR MFD	$879	$875	$4	100.46	100.00	$0	
S-05919	SPRINKLER P.CK/INSP-NFPA 13-COM/IND	$14,340	$14,519	($179)	98.77	100.00	$200	
S-05920	SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	$3,528	$3,548	($20)	99.44	100.00	$0	
S-05922A	SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	$1,176	$1,183	($7)	99.41	100.00	$0	
S-05922B	FIRE PLAN CK/INSP-MISC.REPAIR TEST	$879	$875	$4	100.46	100.00	$0	
S-05923	ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	$1,740	$1,652	$88	105.33	100.00	($100)	
S-05924	PLAN CHK+INSP.OF FIRE ALARM SYSTEM	$11,010	$11,057	($47)	99.57	100.00	$0	
S-05926	FIRE P.CK/INSP-UNDERGROUND FIRE SYS	$11,205	$11,117	$88	100.79	100.00	($100)	
S-05930	LPG STORAGE/USE-INITIAL PERMIT	$435	$413	$22	105.33	100.00	$0	
S-05931	LPG STORAGE/USE-ANNUAL RENEWAL	$654	$620	$34	105.48	100.00	$0	
S-05932	FLAMMABLE LIQUID STORAGE-INITIAL	$1,740	$1,652	$88	105.33	100.00	($100)	
S-05933	FLAMMABLE LIQUID STORAGE-ANNUAL	$218	$207	$11	105.31	100.00	$0	
S-05934	CCR TITLE 19-PLACES: ASSMBLY/CHURCH	$2,900	$2,754	$146	105.30	100.00	($100)	
S-05937	CCR TITLE 19-RES'L CARE FACILITY	$1,450	$1,377	$73	105.30	100.00	($100)	

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S-05938	CCR TITLE 19-COM'L CARE FACILITY	$290	$275	$15	105.45	100.00	$0	
S-05940	FIRE P.CK/INSP/PMT RES CARE FAC(6+)	$435	$413	$22	105.33	100.00	$0	
S-05951	HAZARDOUS MATERIALS PERMIT	$2,905	$3,610	($705)	80.47	100.00	$700	
S-05955	GREEN WASTE OPERATIONS	$1,088	$1,033	$55	105.32	100.00	($100)	
S-05960	FIRE P.CK/ INSP-HIGH PILED STORAGE	$514	$514	$0	100.00	100.00	$0	
S-05961	FIRE P.CK/INSP-HIGH HAZARD STORAGE	$514	$514	$0	100.00	100.00	$0	
S-05981	FIRE INSPECTION-SPECIAL EVENT	$2,900	$2,754	$146	105.30	100.00	($100)	
S-05983	FIRE TECHNICAL RSCH.OR CONSULT.SVC.	$145	$138	$7	105.07	100.00	$0	
S-05985	REVIEW FIRE PLAN REVISIONS	$148	$154	($6)	96.10	100.00	$0	
S-05990	FIRE INSP-BUS. CERT. OF OCCUPANCY	$14,500	$13,770	$730	105.30	100.00	($700)	
S-05996	PRELIMINARY FIRE PREVENTION REVIEW	$145	$138	$7	105.07	100.00	$0	
S-05998	FIRE FLOW TEST OVERSIGHT	$3,625	$3,443	$182	105.29	100.00	($200)	
S-05999	FIRE 2ND RE-INSPECTION SERVICE	$109	$103	$6	105.83	100.00	$0	
S-06100	ANIMAL REGULATION	$55,008	$491,894	($436,886)	11.18	13.00	$8,000	*
S-06200	PRIVATE PROPERTY AUTO ABATEMENT	$1,695	$1,973	($278)	85.91	100.00	$300	
S-06310	VEHICLE ABATEMENT APPEALS PROCESS'G	$770	$796	($26)	96.73	100.00	$0	
S-06320	STORAGE IMPOUND RELEASE PROCESSING	$54,825	$70,944	($16,119)	77.28	100.00	$11,400	
S-06420	NUISANCE ABATEMENT HEARING	$0	$0	$0	0.00	100.00	$0	$
S-06430	OUTDOOR DISPLAY PERMIT	$450	$529	($79)	85.07	100.00	$100	
S-06440	RESIDENTIAL PARKING PERMIT	$175	$397	($222)	44.08	44.00	$200	*
S-06610	REFUSE EXEMPTION PERMIT	$875	$742	$133	117.92	100.00	($100)	
S-07600	EMERGENCY SERVICES TO DEVELOPERS	$0	$0	$0	0.00	100.00	$0	$
S-07800	RETURNED CHECK PROCESSING	$720	$402	$318	179.10	100.00	($200)	**
S-07900	RECORDS RESEARCH SERVICE	$0	$0	$0	0.00	100.00	$0	
S-08000	DOCUMENT PRINTING & COPYING	$0	$0	$0	0.00	100.00	$0	(1)
S-08100	COPYING SERVICE	$0	$0	$0	0.00	100.00	$0	(1)
S-08200	AGENDA/MINUTE SERVICE	$120	$151	($31)	79.47	100.00	$0	
S-08300	DOCUMENT CERTIFICATION	$150	$189	($39)	79.37	100.00	$0	
S-08400	CD/AUDIO TAPE COPYING SERVICE	$0	$0	$0	0.00	0.00	$0	
S-08500	CANDIDATE FILING ASSISTANCE	$125	$1,515	($1,390)	8.25	10.00	$1,400	(1)
S-08600	DELINQUENT REFUSE LIEN ADMIN.	$92,500	$96,115	($3,615)	96.24	100.00	$3,600	
S-08610	LIEN RELEASE	$1,250	$1,129	$121	110.72	100.00	($100)	
S-08700	REQUESTED STUDY SESSION PREPARATION	$500	$594	($94)	84.18	100.00	$100	
S-08800	PASSPORT SERVICE	$1,750	$1,911	($161)	91.58	92.00	$0	(1)
S-08900	NOTARY PUBLIC SERVICE	$450	$1,136	($686)	39.61	40.00	$0	(1)
S-09000	RECORDATION OF DOCUMENT	$5,500	$6,664	($1,164)	82.53	100.00	$1,200	
S-09100	INITIATIVE-NOTICE OF INTENT	$200	$1,212	($1,012)	16.50	17.00	$0	(1)
S-09200	DELINQUENT PENALTY RECEIVABLES	$350	$537	($187)	65.18	100.00	$100	**
S-09300	CREDIT CARD CHARGE RECOVERY	$0	$0	$0	0.00	100.00	$0	
	TOTALS	$2,947,633	$3,865,851	($918,218)	76.2%	85.9%	$373,180	

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Key to Symbols:

- * - Lower recovery due to subsidy.
- ** - Demand will decline as user is required to pay full cost.
- (1) - There is a State/Federal-mandated limit on how much the City can charge.
- (2) - The goal is voluntary compliance - not revenue generation.
- X - Staff is recommending that the service be deleted.
- $ - Customer is charged Full Cost so revenue and cost should be equal.

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GEN.PMT.APPLICATION-NO PLAN REV.	B-001

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Enter information into the permit system, create file, maintain file, finalize, cancel or expire premit. Submit original permit for micro-fiche. Archive application and permit.

CURRENT FEE STRUCTURE

$65

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$65.00	TOTAL REVENUE:	$156,585
UNIT COST:	$60.48	TOTAL COST:	$145,696
UNIT PROFIT (SUBSIDY):	$4.52	TOTAL PROFIT (SUBSIDY):	$10,889
TOTAL UNITS:	2,409	PCT. COST RECOVERY:	107.47%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$60

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GEN.PMT.APPLICATION-NO PLAN REV.	B-001
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2,409

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	Without Plan Check	0.14	$21.88	2,409	$52,709
CD-BLDG & SAFETY	PERMIT TECH		0.50	$38.60	2,409	$92,987
		TYPE SUBTOTAL	**0.64**	**$60.48**		**$145,696**
		TOTALS	**0.64**	**$60.48**		**$145,696**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GEN.PMT.APPLICATION-WITH PLAN REV.	B-001.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Enter application into permit system, create file, submit plans to Plan Checker. Receive plans back from Plan Checker. Submit plans to other departments for permit clearance.

CURRENT FEE STRUCTURE

$110

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$58,520
UNIT COST:	$126.67	TOTAL COST:	$67,388
UNIT PROFIT (SUBSIDY):	$(16.67)	TOTAL PROFIT (SUBSIDY):	$(8,868)
TOTAL UNITS:	532	PCT. COST RECOVERY:	86.84%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$125

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GEN.PMT.APPLICATION-WITH PLAN REV.	B-001.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	532

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	With Plan Check	0.44	$68.78	532	$36,591
CD-BLDG & SAFETY	PERMIT TECH	First	0.75	$57.89	532	$30,797
		TYPE SUBTOTAL	**1.19**	**$126.67**		**$67,388**
		TOTALS	**1.19**	**$126.67**		**$67,388**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REPLACEMENT PERMIT APPLICATION	B-001.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Renew expired permit in permit tracking system or copy permit information to produce various permits for one project.

CURRENT FEE STRUCTURE

$50

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$1,250
UNIT COST:	$41.64	TOTAL COST:	$1,041
UNIT PROFIT (SUBSIDY):	$8.36	TOTAL PROFIT (SUBSIDY):	$209
TOTAL UNITS:	25	PCT. COST RECOVERY:	120.08%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$40

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REPLACEMENT PERMIT APPLICATION	B-001.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	25

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.01	$1.56	25	$39
CD-BLDG & SAFETY	PERMIT TECH		0.50	$38.60	25	$965
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.01	$1.48	25	$37
		TYPE SUBTOTAL	**0.52**	**$41.64**		**$1,041**
		TOTALS	**0.52**	**$41.64**		**$1,041**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-TRACT RESIDENTIAL	B-002.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Enter application into permit tracking system, create file, maintain file, finalize, cancel or expire permit. Submit application and permit for archiving.

CURRENT FEE STRUCTURE

$100

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$100.00	TOTAL REVENUE:	$6,500
UNIT COST:	$63.83	TOTAL COST:	$4,149
UNIT PROFIT (SUBSIDY):	$36.17	TOTAL PROFIT (SUBSIDY):	$2,351
TOTAL UNITS:	65	PCT. COST RECOVERY:	156.66%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$65

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-TRACT RESIDENTIAL	B-002.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	65

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.21	$32.83	65	$2,134
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.21	$31.00	65	$2,015
		TYPE SUBTOTAL	**0.42**	**$63.83**		**$4,149**
		TOTALS	**0.42**	**$63.83**		**$4,149**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-NON TRACT RES'L	B-002.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Enter application into permit tracking system, create file, maintain file, finalize, cancel or expire permit. Submit original permit for micro-fiche. Archive application and permit.

CURRENT FEE STRUCTURE

$210

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$210.00	TOTAL REVENUE:	$2,940
UNIT COST:	$163.00	TOTAL COST:	$2,282
UNIT PROFIT (SUBSIDY):	$47.00	TOTAL PROFIT (SUBSIDY):	$658
TOTAL UNITS:	14	PCT. COST RECOVERY:	128.83%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$165

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-NON TRACT RES'L	B-002.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	14

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSOCIATE PLANNER		0.33	$47.48	14	$665
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.38	$59.40	14	$832
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.38	$56.09	14	$785
		TYPE SUBTOTAL	**1.09**	**$162.97**		**$2,282**
		TOTALS	**1.09**	**$163.00**		**$2,282**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-NEW COMMERCIAL	B-002.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Enter application into pmt tracking system, create file, maintain file, finalize, cancel or expire permit. Route clearance forms to other depts and outside agencies for approval. Submit orig.pmt for micro-fiche. Create C.of O. Archive permit and C.of O.

CURRENT FEE STRUCTURE

$855

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$855.00	TOTAL REVENUE:	$11,115
UNIT COST:	$719.54	TOTAL COST:	$9,354
UNIT PROFIT (SUBSIDY):	$135.46	TOTAL PROFIT (SUBSIDY):	$1,761
TOTAL UNITS:	13	PCT. COST RECOVERY:	118.83%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$720

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-NEW COMMERCIAL	B-002.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	13

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		3.13	$489.25	13	$6,360
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.56	$230.26	13	$2,993
		TYPE SUBTOTAL	**4.69**	**$719.51**		**$9,354**
		TOTALS	**4.69**	**$719.54**		**$9,354**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TRACT PHASING	B-003.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	APPLICATION	

DESCRIPTION OF SERVICE

Enter multiple applications into permit tracking system for SFR phase of Tract. Obtain permit issuance clearance form from other departments.

CURRENT FEE STRUCTURE

$260

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$260.00	TOTAL REVENUE:	$1,560
UNIT COST:	$145.83	TOTAL COST:	$875
UNIT PROFIT (SUBSIDY):	$114.17	TOTAL PROFIT (SUBSIDY):	$685
TOTAL UNITS:	6	PCT. COST RECOVERY:	178.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TRACT PHASING	B-003.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	6

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.48	$75.03	6	$450
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.48	$70.85	6	$425
		TYPE SUBTOTAL	**0.96**	**$145.88**		**$875**
		TOTALS	**0.96**	**$145.83**		**$875**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-TRACTS-UNIQUE MODEL	B-003.1.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Enter application into permit tracking system for each model. Submit plans to Plan Checker and receive plans back. Repeat until approved. Create and maintain file. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

$2,610

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,610.00	TOTAL REVENUE:	$18,270
UNIT COST:	$1,736.86	TOTAL COST:	$12,158
UNIT PROFIT (SUBSIDY):	$873.14	TOTAL PROFIT (SUBSIDY):	$6,112
TOTAL UNITS:	7	PCT. COST RECOVERY:	150.27%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,735

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-TRACTS-UNIQUE MODEL	B-003.1.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	7

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.62	$409.53	7	$2,867
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		7.33	$1,272.78	7	$8,909
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.37	$54.61	7	$382
		TYPE SUBTOTAL	**10.32**	**$1,736.92**		**$12,158**
		TOTALS	**10.32**	**$1,736.86**		**$12,158**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-CUSTOM RESL<=2,300 SF	B-003.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Enter application into permit tracking system for custom (Non-Tract) SFD up to 2,300 sq.ft. in floor area. Submit plans to Plan Checker and receive plans back. Repeat until approved. Create and maintain file. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

$2,000

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,000.00	TOTAL REVENUE:	$24,000
UNIT COST:	$1,897.25	TOTAL COST:	$22,767
UNIT PROFIT (SUBSIDY):	$102.75	TOTAL PROFIT (SUBSIDY):	$1,233
TOTAL UNITS:	12	PCT. COST RECOVERY:	105.42%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,895

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-CUSTOM RESL<=2,300 SF	B-003.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	12

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.50	$52.89	12	$635
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.98	$309.49	12	$3,714
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		5.50	$955.02	12	$11,460
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		2.75	$525.25	12	$6,303
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.37	$54.61	12	$655
		TYPE SUBTOTAL	**11.10**	**$1,897.26**		**$22,767**
		TOTALS	**11.10**	**$1,897.25**		**$22,767**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-CUSTOM RESL >2,300 SF	B-003.2.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Enter application into permit tracking system for custom (Non-Tract) SFD greater than 2,300 sq.ft. in floor area. Submit plans to Plan Checker and receive plans back. Repeat until approved. Create and maintain file. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

$3,060

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,060.00	TOTAL REVENUE:	$21,420
UNIT COST:	$2,900.86	TOTAL COST:	$20,306
UNIT PROFIT (SUBSIDY):	$159.14	TOTAL PROFIT (SUBSIDY):	$1,114
TOTAL UNITS:	7	PCT. COST RECOVERY:	105.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,900

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-CUSTOM RESL >2,300 SF	B-003.2.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	7

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.50	$52.89	7	$370
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.98	$309.49	7	$2,166
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		9.08	$1,576.65	7	$11,037
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		4.75	$907.25	7	$6,351
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.37	$54.61	7	$382
		TYPE SUBTOTAL	**16.68**	**$2,900.89**		**$20,306**
		TOTALS	**16.68**	**$2,900.86**		**$20,306**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.P.CK-COMMERCIAL	B-003.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Enter application into permit tracking system for com'l development. Submit plans to Plan Checker and receive plans back. Repeat until approved. Create and maintain file. Submit plans to other depts for clearance. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	15	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.P.CK-COMMERCIAL	B-003.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.INSP-RESIDENTIAL	B-004.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct various inspections to ensure Building Code compliance per approved plans.

CURRENT FEE STRUCTURE

$1,445 - 500 to 1,799 SF
$2,100 - 1,800 to 2,299 SF
$2,540 - 2,300 to 2,799 SF
$2,975 - 2,800 to 3,299 SF
$3,420 - 3,300 to 3,799 SF
$3,855 - 3,800 to 4,299 SF
$4,300 - 4,300 to 4,799 SF
$4,740 - 4,800 to 5,299 SF
$4,740 + $.88/SF - for 5,300 SF + above

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,445.00	TOTAL REVENUE:	$93,925
UNIT COST:	$1,411.28	TOTAL COST:	$91,733
UNIT PROFIT (SUBSIDY):	$33.72	TOTAL PROFIT (SUBSIDY):	$2,192
TOTAL UNITS:	65	PCT. COST RECOVERY:	102.39%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,410 - 500 to 1,799 SF
$2,050 - 1,800 to 2,299 SF
$2,480 - 2,300 to 2,799 SF
$2,905 - 2,800 to 3,299 SF
$3,335 - 3,300 to 3,799 SF
$3,760 - 3,800 to 4,299 SF
$4,195 - 4,300 to 4,799 SF
$4,625 - 4,800 to 5,299 SF
$4,625 + $.86/SF - for 5,300 SF + above

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.INSP-RESIDENTIAL	B-004.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	65

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.38	$215.71	65	$14,021
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		0.17	$32.47	65	$2,111
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		7.88	$1,163.09	65	$75,601
		TYPE SUBTOTAL	**9.43**	**$1,411.27**		**$91,733**
		TOTALS	**9.43**	**$1,411.28**		**$91,733**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.INSP-COMMERCIAL	B-004.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct various inspections to ensure Building Code compliance per approved plans.

CURRENT FEE STRUCTURE

Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	15	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.INSP-COMMERCIAL	B-004.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL CONSTRUCTION PLAN CHECK	B-005

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Enter application into permit tracking system. Submit plans to Plan Checker and receive plans back. Repeat until approved. Create and maintain file. Submit plans to other depts for clearance. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

$365 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$365.00	TOTAL REVENUE:	$730
UNIT COST:	$347.50	TOTAL COST:	$695
UNIT PROFIT (SUBSIDY):	$17.50	TOTAL PROFIT (SUBSIDY):	$35
TOTAL UNITS:	2	PCT. COST RECOVERY:	105.04%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$345 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL CONSTRUCTION PLAN CHECK	B-005
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		2.00	$347.28	2	$695
		TYPE SUBTOTAL	**2.00**	**$347.28**		**$695**
		TOTALS	**2.00**	**$347.50**		**$695**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLUMBING CONSTRUCTION PLAN CHECK	B-007

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Enter application into permit tracking system for com'l development. Submit plans to Plan Checker and receive plans back. Repeat until approved. Create and maintain file. Submit plans to other depts for clearance. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

$365 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$365.00	TOTAL REVENUE:	$365
UNIT COST:	$347.00	TOTAL COST:	$347
UNIT PROFIT (SUBSIDY):	$18.00	TOTAL PROFIT (SUBSIDY):	$18
TOTAL UNITS:	1	PCT. COST RECOVERY:	105.19%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$345 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLUMBING CONSTRUCTION PLAN CHECK	B-007
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		2.00	$347.28	1	$347
		TYPE SUBTOTAL	**2.00**	**$347.28**		**$347**
		TOTALS	**2.00**	**$347.00**		**$347**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-FIXTR./TRAP-COM'L	B-008. 1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$60

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$60
UNIT COST:	$61.00	TOTAL COST:	$61
UNIT PROFIT (SUBSIDY):	$(1.00)	TOTAL PROFIT (SUBSIDY):	$(1)
TOTAL UNITS:	1	PCT. COST RECOVERY:	98.36%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$60

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-FIXTR./TRAP-COM'L	B-008. 1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	1	$13
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.33	$48.71	1	$49
		TYPE SUBTOTAL	**0.41**	**$61.21**		**$61**
		TOTALS	**0.41**	**$61.00**		**$61**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-COM'L PRE-TRT.	B-008. 2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$85

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$85
UNIT COST:	$86.00	TOTAL COST:	$86
UNIT PROFIT (SUBSIDY):	$(1.00)	TOTAL PROFIT (SUBSIDY):	$(1)
TOTAL UNITS:	1	PCT. COST RECOVERY:	98.84%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-COM'L PRE-TRT.	B-008. 2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.05	$7.82	1	$8
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.53	$78.23	1	$78
		TYPE SUBTOTAL	**0.58**	**$86.05**		**$86**
		TOTALS	**0.58**	**$86.00**		**$86**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS PIPING SYS.	B-008. 3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections of residential and commercial gas piping systems to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$75

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$1,125
UNIT COST:	$74.27	TOTAL COST:	$1,114
UNIT PROFIT (SUBSIDY):	$0.73	TOTAL PROFIT (SUBSIDY):	$11
TOTAL UNITS:	15	PCT. COST RECOVERY:	100.99%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS PIPING SYS.	B-008. 3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.05	$7.82	15	$117
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.45	$66.42	15	$996
		TYPE SUBTOTAL	**0.50**	**$74.24**		**$1,114**
		TOTALS	**0.50**	**$74.27**		**$1,114**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS PRES.REG.	B-008. 4

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$60

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$420
UNIT COST:	$62.43	TOTAL COST:	$437
UNIT PROFIT (SUBSIDY):	$(2.43)	TOTAL PROFIT (SUBSIDY):	$(17)
TOTAL UNITS:	7	PCT. COST RECOVERY:	96.11%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$60

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS PRES.REG.	B-008. 4
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	7

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.05	$7.82	7	$55
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.37	$54.61	7	$382
		TYPE SUBTOTAL	**0.42**	**$62.43**		**$437**
		TOTALS	**0.42**	**$62.43**		**$437**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-REPAIR/ALTERATION	B-008. 5

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$50

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$5,000
UNIT COST:	$50.36	TOTAL COST:	$5,036
UNIT PROFIT (SUBSIDY):	$(0.36)	TOTAL PROFIT (SUBSIDY):	$(36)
TOTAL UNITS:	100	PCT. COST RECOVERY:	99.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$50

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-REPAIR/ALTERATION	B-008. 5
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	100

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.02	$3.13	100	$313
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.32	$47.23	100	$4,723
		TYPE SUBTOTAL	**0.34**	**$50.36**		**$5,036**
		TOTALS	**0.34**	**$50.36**		**$5,036**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-REFRIG.LINES	B-008. 6

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$85

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$1,275
UNIT COST:	$86.33	TOTAL COST:	$1,295
UNIT PROFIT (SUBSIDY):	$(1.33)	TOTAL PROFIT (SUBSIDY):	$(20)
TOTAL UNITS:	15	PCT. COST RECOVERY:	98.46%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-REFRIG.LINES	B-008. 6
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	15	$188
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$73.80	15	$1,107
		TYPE SUBTOTAL	**0.58**	**$86.30**		**$1,295**
		TOTALS	**0.58**	**$86.33**		**$1,295**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-VENT/BKFLW DEVICE	B-008. 8

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$90

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$90.00	TOTAL REVENUE:	$7,200
UNIT COST:	$75.98	TOTAL COST:	$6,078
UNIT PROFIT (SUBSIDY):	$14.02	TOTAL PROFIT (SUBSIDY):	$1,122
TOTAL UNITS:	80	PCT. COST RECOVERY:	118.46%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-VENT/BKFLW DEVICE	B-008. 8
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	80

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.25	$39.08	80	$3,126
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.25	$36.90	80	$2,952
		TYPE SUBTOTAL	**0.50**	**$75.98**		**$6,078**
		TOTALS	**0.50**	**$75.98**		**$6,078**

DRAFT

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-DISHWASHER	B-008. 9

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$60

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 0%

Staff recommends deleting this fee as the City has never required a separate permit for a dishwasher.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-DISHWASHER	B-008. 9
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	0

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS TEST	B-008.10

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$60

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$4,800
UNIT COST:	$61.21	TOTAL COST:	$4,897
UNIT PROFIT (SUBSIDY):	$(1.21)	TOTAL PROFIT (SUBSIDY):	$(97)
TOTAL UNITS:	80	PCT. COST RECOVERY:	98.02%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$60

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS TEST	B-008.10
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	80

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	80	$1,000
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.33	$48.71	80	$3,897
		TYPE SUBTOTAL	**0.41**	**$61.21**		**$4,897**
		TOTALS	**0.41**	**$61.21**		**$4,897**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-WATER HTR-RES'L	B-008.11

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$75

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$4,875
UNIT COST:	$74.49	TOTAL COST:	$4,842
UNIT PROFIT (SUBSIDY):	$0.51	TOTAL PROFIT (SUBSIDY):	$33
TOTAL UNITS:	65	PCT. COST RECOVERY:	100.68%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-WATER HTR-RES'L	B-008.11
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	65

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	65	$813
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.42	$61.99	65	$4,029
		TYPE SUBTOTAL	**0.50**	**$74.49**		**$4,842**
		TOTALS	**0.50**	**$74.49**		**$4,842**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-MANHOLE-ON SITE	B-008.13

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Conduct inspections to verify Plumbing Code compliance.

CURRENT FEE STRUCTURE

$75

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$1,125
UNIT COST:	$74.47	TOTAL COST:	$1,117
UNIT PROFIT (SUBSIDY):	$0.53	TOTAL PROFIT (SUBSIDY):	$8
TOTAL UNITS:	15	PCT. COST RECOVERY:	100.72%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-MANHOLE-ON SITE	B-008.13
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	15	$188
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.42	$61.99	15	$930
		TYPE SUBTOTAL	**0.50**	**$74.49**		**$1,117**
		TOTALS	**0.50**	**$74.47**		**$1,117**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	B-009.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	APPLICATION	

DESCRIPTION OF SERVICE

To conduct inspections to verify code compliance.

CURRENT FEE STRUCTURE

$120

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$120.00	TOTAL REVENUE:	$3,000
UNIT COST:	$123.20	TOTAL COST:	$3,080
UNIT PROFIT (SUBSIDY):	$(3.20)	TOTAL PROFIT (SUBSIDY):	$(80)
TOTAL UNITS:	25	PCT. COST RECOVERY:	97.40%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$125

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	B-009.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	25

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	25	$313
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.75	$110.70	25	$2,768
		TYPE SUBTOTAL	**0.83**	**$123.20**		**$3,080**
		TOTALS	**0.83**	**$123.20**		**$3,080**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CONN.TO NEW PRIV.SEWER SYSTEMS	B-009.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections to verify code compliance.

CURRENT FEE STRUCTURE

$160

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$160.00	TOTAL REVENUE:	$160
UNIT COST:	$162.00	TOTAL COST:	$162
UNIT PROFIT (SUBSIDY):	$(2.00)	TOTAL PROFIT (SUBSIDY):	$(2)
TOTAL UNITS:	1	PCT. COST RECOVERY:	98.77%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$160

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CONN.TO NEW PRIV.SEWER SYSTEMS	B-009.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.11	$17.19	1	$17
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.98	$144.65	1	$145
		TYPE SUBTOTAL	**1.09**	**$161.84**		**$162**
		TOTALS	**1.09**	**$162.00**		**$162**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL CONSTRUCTION PLAN CHECK	B-010

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Enter application into permit tracking system. Submit plans to Plan Checker and receive plans back. Repeat until approved. Create and maintain file. Submit plans to other depts for clearance. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

$365 for the first 2 hours plus the Fully-Burdened Hourly Rate for any time over 2 hours rounded to the nearest 15 minutes.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$365.00	TOTAL REVENUE:	$3,650
UNIT COST:	$347.30	TOTAL COST:	$3,473
UNIT PROFIT (SUBSIDY):	$17.70	TOTAL PROFIT (SUBSIDY):	$177
TOTAL UNITS:	10	PCT. COST RECOVERY:	105.10%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$345 for the first 2 hours plus the Fully-Burdened Hourly Rate for any time over 2 hours rounded to the nearest 15 minutes.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL CONSTRUCTION PLAN CHECK	B-010
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		2.00	$347.28	10	$3,473
		TYPE SUBTOTAL	**2.00**	**$347.28**		**$3,473**
		TOTALS	**2.00**	**$347.30**		**$3,473**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSPECTION	B-011

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

Perform inspections to verify code compliance.

CURRENT FEE STRUCTURE

Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	10	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSPECTION	B-011
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-COM'L FURN.BURNERS =<100K	B-011.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections of a commercial furnace burner of up to and including 100,000 BTU's to verify code compliance.

CURRENT FEE STRUCTURE

$85

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$425
UNIT COST:	$86.40	TOTAL COST:	$432
UNIT PROFIT (SUBSIDY):	$(1.40)	TOTAL PROFIT (SUBSIDY):	$(7)
TOTAL UNITS:	5	PCT. COST RECOVERY:	98.38%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-COM'L FURN.BURNERS =<100K	B-011.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	5	$63
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$73.80	5	$369
		TYPE SUBTOTAL	**0.58**	**$86.30**		**$432**
		TOTALS	**0.58**	**$86.40**		**$432**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-COM'L FURN.BURNERS >100K	B-011.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections of a commercial furnace burner of more than 100,000 BTU's to verify code compliance.

CURRENT FEE STRUCTURE

$110

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$550
UNIT COST:	$111.80	TOTAL COST:	$559
UNIT PROFIT (SUBSIDY):	$(1.80)	TOTAL PROFIT (SUBSIDY):	$(9)
TOTAL UNITS:	5	PCT. COST RECOVERY:	98.39%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$110

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-COM'L FURN.BURNERS >100K	B-011.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.12	$18.76	5	$94
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.63	$92.99	5	$465
		TYPE SUBTOTAL	**0.75**	**$111.75**		**$559**
		TOTALS	**0.75**	**$111.80**		**$559**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-REPAIR/ALTERATIONS-RES'L	B-011.4

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections to verify code compliance.

CURRENT FEE STRUCTURE

$50

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$5,000
UNIT COST:	$50.36	TOTAL COST:	$5,036
UNIT PROFIT (SUBSIDY):	$(0.36)	TOTAL PROFIT (SUBSIDY):	$(36)
TOTAL UNITS:	100	PCT. COST RECOVERY:	99.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$50

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-REPAIR/ALTERATIONS-RES'L	B-011.4
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	100

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.02	$3.13	100	$313
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.32	$47.23	100	$4,723
		TYPE SUBTOTAL	**0.34**	**$50.36**		**$5,036**
		TOTALS	**0.34**	**$50.36**		**$5,036**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSP-BOILERS-COM'L	B-011.5

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections to verify code compliance.

CURRENT FEE STRUCTURE

$125

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$125.00	TOTAL REVENUE:	$625
UNIT COST:	$125.00	TOTAL COST:	$625
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	5	PCT. COST RECOVERY:	100.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$125

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSP-BOILERS-COM'L	B-011.5
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.12	$18.76	5	$94
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.72	$106.27	5	$531
		TYPE SUBTOTAL	**0.84**	**$125.03**		**$625**
		TOTALS	**0.84**	**$125.00**		**$625**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-AIR HANDLING UNITS-RES'L	B-011.6

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections of residential air handling units to verify code compliance.

CURRENT FEE STRUCTURE

$75

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$3,900
UNIT COST:	$75.54	TOTAL COST:	$3,928
UNIT PROFIT (SUBSIDY):	$(0.54)	TOTAL PROFIT (SUBSIDY):	$(28)
TOTAL UNITS:	52	PCT. COST RECOVERY:	99.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-AIR HANDLING UNITS-RES'L	B-011.6
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	52

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.03	$4.69	52	$244
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.48	$70.85	52	$3,684
		TYPE SUBTOTAL	**0.51**	**$75.54**		**$3,928**
		TOTALS	**0.51**	**$75.54**		**$3,928**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-EVAPORATIVE UNITS-RES/COM	B-011.7

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections to verify code compliance.

CURRENT FEE STRUCTURE

$50

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$1,250
UNIT COST:	$49.40	TOTAL COST:	$1,235
UNIT PROFIT (SUBSIDY):	$0.60	TOTAL PROFIT (SUBSIDY):	$15
TOTAL UNITS:	25	PCT. COST RECOVERY:	101.21%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$50

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-EVAPORATIVE UNITS-RES/COM	B-011.7
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	25

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	25	$313
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.25	$36.90	25	$923
		TYPE SUBTOTAL	**0.33**	**$49.40**		**$1,235**
		TOTALS	**0.33**	**$49.40**		**$1,235**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSP-COMMERCIAL HOOD	B-011.8

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections to verify code compliance.

CURRENT FEE STRUCTURE

$110

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$1,100
UNIT COST:	$111.80	TOTAL COST:	$1,118
UNIT PROFIT (SUBSIDY):	$(1.80)	TOTAL PROFIT (SUBSIDY):	$(18)
TOTAL UNITS:	10	PCT. COST RECOVERY:	98.39%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$110

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSP-COMMERCIAL HOOD	B-011.8
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.12	$18.76	10	$188
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.63	$92.99	10	$930
		TYPE SUBTOTAL	**0.75**	**$111.75**		**$1,118**
		TOTALS	**0.75**	**$111.80**		**$1,118**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT & INSPECTION-UNLIGHTED	B-012.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	APPLICATION	

DESCRIPTION OF SERVICE

Enter application into permit tracking system. Submit plans to Plan Checker. Create and maintain file. Submit plans to other depts for clearance. Conduct on-site inspection per approved plan. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

$145

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$2,175
UNIT COST:	$148.73	TOTAL COST:	$2,231
UNIT PROFIT (SUBSIDY):	$(3.73)	TOTAL PROFIT (SUBSIDY):	$(56)
TOTAL UNITS:	15	PCT. COST RECOVERY:	97.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$150

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT & INSPECTION-UNLIGHTED	B-012.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.13	$20.32	15	$305
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.87	$128.41	15	$1,926
		TYPE SUBTOTAL	**1.00**	**$148.73**		**$2,231**
		TOTALS	**1.00**	**$148.73**		**$2,231**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT & INSPECTION-LIGHTED	B-012.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	APPLICATION	

DESCRIPTION OF SERVICE

Enter application into permit tracking system. Submit plans to Plan Checker. Create and maintain file. Submit plans to other depts for clearance. Conduct on-site inspection per approved plan. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

$220

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$220.00	TOTAL REVENUE:	$4,400
UNIT COST:	$223.40	TOTAL COST:	$4,468
UNIT PROFIT (SUBSIDY):	$(3.40)	TOTAL PROFIT (SUBSIDY):	$(68)
TOTAL UNITS:	20	PCT. COST RECOVERY:	98.48%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$225

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT & INSPECTION-LIGHTED	B-012.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.23	$35.95	20	$719
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.27	$187.45	20	$3,749
		TYPE SUBTOTAL	**1.50**	**$223.40**		**$4,468**
		TOTALS	**1.50**	**$223.40**		**$4,468**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITHOUT ENCLOSURE INSPECTION	B-013.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection per approved plan.

CURRENT FEE STRUCTURE

$255

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$255.00	TOTAL REVENUE:	$41,310
UNIT COST:	$286.48	TOTAL COST:	$46,410
UNIT PROFIT (SUBSIDY):	$(31.48)	TOTAL PROFIT (SUBSIDY):	$(5,100)
TOTAL UNITS:	162	PCT. COST RECOVERY:	89.01%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$285

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITHOUT ENCLOSURE INSPECTION	B-013.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	162

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	162	$4,283
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.37	$57.83	162	$9,368
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.37	$202.21	162	$32,758
		TYPE SUBTOTAL	**1.99**	**$286.48**		**$46,410**
		TOTALS	**1.99**	**$286.48**		**$46,410**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITH FOUNDATION ONLY INSP.	B-013.1.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection per approved plan.

CURRENT FEE STRUCTURE

$60

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$9,600
UNIT COST:	$88.87	TOTAL COST:	$14,219
UNIT PROFIT (SUBSIDY):	$(28.87)	TOTAL PROFIT (SUBSIDY):	$(4,619)
TOTAL UNITS:	160	PCT. COST RECOVERY:	67.52%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$90

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITH FOUNDATION ONLY INSP.	B-013.1.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	160

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	160	$4,230
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.05	$7.82	160	$1,251
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.37	$54.61	160	$8,738
		TYPE SUBTOTAL	**0.67**	**$88.87**		**$14,219**
		TOTALS	**0.67**	**$88.87**		**$14,219**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITH ENCLOSURE INSPECTION	B-013.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection per approved plan.

CURRENT FEE STRUCTURE

$280

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$280.00	TOTAL REVENUE:	$1,960
UNIT COST:	$312.43	TOTAL COST:	$2,187
UNIT PROFIT (SUBSIDY):	$(32.43)	TOTAL PROFIT (SUBSIDY):	$(227)
TOTAL UNITS:	7	PCT. COST RECOVERY:	89.62%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$310

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITH ENCLOSURE INSPECTION	B-013.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	7

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	7	$185
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.30	$46.89	7	$328
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.62	$239.11	7	$1,674
		TYPE SUBTOTAL	**2.17**	**$312.44**		**$2,187**
		TOTALS	**2.17**	**$312.43**		**$2,187**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PATIOS - ALUMINUM	B-013.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection per approved plan.

CURRENT FEE STRUCTURE

$160

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$160.00	TOTAL REVENUE:	$16,000
UNIT COST:	$186.54	TOTAL COST:	$18,654
UNIT PROFIT (SUBSIDY):	$(26.54)	TOTAL PROFIT (SUBSIDY):	$(2,654)
TOTAL UNITS:	100	PCT. COST RECOVERY:	85.77%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$185

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PATIOS - ALUMINUM	B-013.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	100

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	100	$2,644
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	100	$1,250
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$147.60	100	$14,760
		TYPE SUBTOTAL	**1.33**	**$186.54**		**$18,654**
		TOTALS	**1.33**	**$186.54**		**$18,654**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GARDEN WALLS AND PILASTERS	B-014.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct various on-site inspections per approved plan.

CURRENT FEE STRUCTURE

$225 per 300' of wall or fraction thereof

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$225.00	TOTAL REVENUE:	$25,650
UNIT COST:	$224.83	TOTAL COST:	$25,631
UNIT PROFIT (SUBSIDY):	$0.17	TOTAL PROFIT (SUBSIDY):	$19
TOTAL UNITS:	114	PCT. COST RECOVERY:	100.07%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$225 per 300' of wall or fraction thereof

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GARDEN WALLS AND PILASTERS	B-014.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	114

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	114	$3,014
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.07	$10.94	114	$1,247
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.27	$187.45	114	$21,369
		TYPE SUBTOTAL	**1.59**	**$224.83**		**$25,631**
		TOTALS	**1.59**	**$224.83**		**$25,631**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RETAINING WALLS	B-014.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct various on-site inspections per approved plan.

CURRENT FEE STRUCTURE

$240

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$240.00	TOTAL REVENUE:	$3,600
UNIT COST:	$268.13	TOTAL COST:	$4,022
UNIT PROFIT (SUBSIDY):	$(28.13)	TOTAL PROFIT (SUBSIDY):	$(422)
TOTAL UNITS:	15	PCT. COST RECOVERY:	89.51%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$270

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RETAINING WALLS	B-014.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	15	$397
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.13	$20.32	15	$305
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.50	$221.40	15	$3,321
		TYPE SUBTOTAL	**1.88**	**$268.16**		**$4,022**
		TOTALS	**1.88**	**$268.13**		**$4,022**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEAR-OFF REROOFING W/O STRUCT.CHGS	B-015.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct two on-site inspections for building code compliance.

CURRENT FEE STRUCTURE

$110

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$11,660
UNIT COST:	$111.39	TOTAL COST:	$11,807
UNIT PROFIT (SUBSIDY):	$(1.39)	TOTAL PROFIT (SUBSIDY):	$(147)
TOTAL UNITS:	106	PCT. COST RECOVERY:	98.75%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$110

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEAR-OFF REROOFING W/O STRUCT.CHGS	B-015.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	106

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	106	$1,325
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.67	$98.89	106	$10,482
		TYPE SUBTOTAL	**0.75**	**$111.39**		**$11,807**
		TOTALS	**0.75**	**$111.39**		**$11,807**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEAR-OFF REROOFING WITH STRUCT.CHGS	B-015.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct two on-site inspections per approved plan.

CURRENT FEE STRUCTURE

$330

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$330.00	TOTAL REVENUE:	$2,310
UNIT COST:	$333.57	TOTAL COST:	$2,335
UNIT PROFIT (SUBSIDY):	$(3.57)	TOTAL PROFIT (SUBSIDY):	$(25)
TOTAL UNITS:	7	PCT. COST RECOVERY:	98.93%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$335

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEAR-OFF REROOFING WITH STRUCT.CHGS	B-015.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	7

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$26.57	7	$186
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		2.08	$307.01	7	$2,149
		TYPE SUBTOTAL	**2.25**	**$333.58**		**$2,335**
		TOTALS	**2.25**	**$333.57**		**$2,335**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ROOF-MOUNTED SOLAR ARRAY-RES'L	B-015.4

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	APPLICATION	

DESCRIPTION OF SERVICE

Reviewing an application to install a solar array on the roof of a residential dwelling.

CURRENT FEE STRUCTURE

Fixed Fee of $390 plus the application fee $110 (B-001.1) equals the State-mandated $500 maximum free for a residential system up to 15 kW,
PLUS $15 per kilowatt above 15 kW

Note: Per SB-1222, the total charge shall not exceed $500 ($390 fixed fee from this service plus $110 permit fee from B-001.1) plus $15 per kW above 15 kW for residential rooftop solar energy systems.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$390.08	TOTAL REVENUE:	$70,215
UNIT COST:	$365.26	TOTAL COST:	$65,746
UNIT PROFIT (SUBSIDY):	$24.82	TOTAL PROFIT (SUBSIDY):	$4,469
TOTAL UNITS:	180	PCT. COST RECOVERY:	106.80%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $365 plus the application fee $125 (B-001.1) is less than the State-mandated $500 maximum free for a residential system up to 15 kW,
PLUS $15 per kilowatt above 15 kW

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ROOF-MOUNTED SOLAR ARRAY-RES'L	B-015.4
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	180

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	Base Up To 15 kW	0.17	$26.57	180	$4,783
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		1.00	$191.00	180	$34,380
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$147.60	180	$26,568
		TYPE SUBTOTAL	**2.17**	**$365.17**		**$65,731**
CD-BLDG & SAFETY	PLAN CHECK ENG-BC	Ea. kW Above 15 kW	0.04	$7.64	1	$8
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.05	$7.38	1	$7
		TYPE SUBTOTAL	**0.09**	**$15.02**		**$15**
		TOTALS	**2.26**	**$365.26**		**$65,746**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ROOF-MOUNTED SOLAR ARRAY-COM'L	B-015.5

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	APPLICATION	

DESCRIPTION OF SERVICE

Reviewing an application to install a solar array on the roof of a commercial establishment.

CURRENT FEE STRUCTURE

Fixed Fee of $890 for a commercial solar PV system under 51 kW,
PLUS $7 per kilowatt for each kilowatt between 51 kW and 250 kW,
PLUS $5 per kilowatt for each kilowatt above 250 kW

Note: Per SB-1222, the total charge shall not exceed $1,000 ($890 fixed fee plus $110 permit fee from B-001.1) plus $7 per kW between 51 kW and 250 kW plus $5 per kW for every kilowatt above 250 kW for commercial solar energy systems.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$890.00	TOTAL REVENUE:	$890
UNIT COST:	$1,864.00	TOTAL COST:	$1,864
UNIT PROFIT (SUBSIDY):	$(974.00)	TOTAL PROFIT (SUBSIDY):	$(974)
TOTAL UNITS:	1	PCT. COST RECOVERY:	47.75%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $870 for a commercial solar PV system under 51 kW,
PLUS $5 per kilowatt for each kilowatt between 51 kW and 250 kW,
PLUS $4 per kilowatt for each kilowatt above 250 kW

Note: Per SB-1222, the total charge shall not exceed $1,000 ($870 fixed fee plus $125 permit fee from B-001.1 is only $995) plus $5 per kW between 51 kW and 250 kW plus $4 per kW for every kilowatt above 250 kW for commercial solar energy systems.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ROOF-MOUNTED SOLAR ARRAY-COM'L	B-015.5
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	1	$26
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$26.57	1	$27
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		1.25	$238.75	1	$239
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		3.45	$509.22	1	$509
FIRE-PREVENTION	FIRE MARSHALL-FC	Com'l Base	0.50	$68.85	1	$69
		TYPE SUBTOTAL	**5.62**	**$869.83**		**$870**
CD-BLDG & SAFETY	PLAN CHECK ENG-BC	Ea. kW: 51 To 250	0.03	$4.95	200	$990
		TYPE SUBTOTAL	**0.03**	**$4.95**		**$990**
CD-BLDG & SAFETY	PLAN CHECK ENG-BC	Ea. kW >250 k/W	0.02	$3.82	1	$4
		TYPE SUBTOTAL	**0.02**	**$3.82**		**$4**
		TOTALS	**5.67**	**$1,864.00**		**$1,864**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TENANT IMPROVEMENTS	B-016

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct various inspections to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	15	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TENANT IMPROVEMENTS	B-016
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	B-016.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Enter application into permit tracking system for residential additions/ alterations/ rehabilitation. Submit plans to other departments for clearance. Finalize, cancel or expire plan check.

CURRENT FEE STRUCTURE

Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	80	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	B-016.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	80

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RES'L ADD'NS/ALTERATIONS/REHAB-INSP	B-016.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct various inspections to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	80	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RES'L ADD'NS/ALTERATIONS/REHAB-INSP	B-016.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	80

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MISC.SPECIAL INSPECTION HOURLY	B-017

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To inspect a building for building code violations. Provide written letter to applicant on repairs needed to comply with building code and municipal code standards.

CURRENT FEE STRUCTURE

Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	60	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MISC.SPECIAL INSPECTION HOURLY	B-017
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	60

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
UTILITY METER RESET - RESIDENTIAL	B-017.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	REQUEST	

DESCRIPTION OF SERVICE

To conduct inspection to verify code compliance. Fax release or denial to Edison for meter to be reset.

CURRENT FEE STRUCTURE

$80

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$80.00	TOTAL REVENUE:	$12,000
UNIT COST:	$76.41	TOTAL COST:	$11,462
UNIT PROFIT (SUBSIDY):	$3.59	TOTAL PROFIT (SUBSIDY):	$538
TOTAL UNITS:	150	PCT. COST RECOVERY:	104.69%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
UTILITY METER RESET - RESIDENTIAL	B-017.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	150

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.13	$20.32	150	$3,048
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.38	$56.09	150	$8,414
		TYPE SUBTOTAL	**0.51**	**$76.41**		**$11,462**
		TOTALS	**0.51**	**$76.41**		**$11,462**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SWIMMING POOL/SPA PMT INSP W/O HTR	B-018.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct various on-site inspections per approved plan.

CURRENT FEE STRUCTURE

$525

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$525.00	TOTAL REVENUE:	$3,150
UNIT COST:	$557.83	TOTAL COST:	$3,347
UNIT PROFIT (SUBSIDY):	$(32.83)	TOTAL PROFIT (SUBSIDY):	$(197)
TOTAL UNITS:	6	PCT. COST RECOVERY:	94.11%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$560

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SWIMMING POOL/SPA PMT INSP W/O HTR	B-018.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	6

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	6	$159
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$26.57	6	$159
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		3.42	$504.79	6	$3,029
		TYPE SUBTOTAL	**3.84**	**$557.80**		**$3,347**
		TOTALS	**3.84**	**$557.83**		**$3,347**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SWIMMING POOL/SPA PMT INSP WITH HTR	B-018.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct various on-site inspections per approved plan.

CURRENT FEE STRUCTURE

$670

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$670.00	TOTAL REVENUE:	$46,230
UNIT COST:	$705.41	TOTAL COST:	$48,673
UNIT PROFIT (SUBSIDY):	$(35.41)	TOTAL PROFIT (SUBSIDY):	$(2,443)
TOTAL UNITS:	69	PCT. COST RECOVERY:	94.98%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$705

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SWIMMING POOL/SPA PMT INSP WITH HTR	B-018.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	69

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	69	$1,824
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$26.57	69	$1,833
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		4.42	$652.39	69	$45,015
		TYPE SUBTOTAL	**4.84**	**$705.40**		**$48,673**
		TOTALS	**4.84**	**$705.41**		**$48,673**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	B-018.4

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct various on-site inspections of a fiberglass or vinyl pool or spa in the ground to insure construction per approved plan.

CURRENT FEE STRUCTURE

$305

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$305.00	TOTAL REVENUE:	$305
UNIT COST:	$334.00	TOTAL COST:	$334
UNIT PROFIT (SUBSIDY):	$(29.00)	TOTAL PROFIT (SUBSIDY):	$(29)
TOTAL UNITS:	1	PCT. COST RECOVERY:	91.32%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$335

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	B-018.4
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	1	$26
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	1	$13
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		2.00	$295.20	1	$295
		TYPE SUBTOTAL	**2.33**	**$334.14**		**$334**
		TOTALS	**2.33**	**$334.00**		**$334**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CERT.OF OCC./BUS.LIC.INSP-RES+COM	B-019

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	APPLICATION	

DESCRIPTION OF SERVICE

Checking the location of a new City business license to insure that it will meet code for the permitted purpose. Requires the issuance of a Certificate of Use Form by Building & Safety.

CURRENT FEE STRUCTURE

$145

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$6,525
UNIT COST:	$174.73	TOTAL COST:	$7,863
UNIT PROFIT (SUBSIDY):	$(29.73)	TOTAL PROFIT (SUBSIDY):	$(1,338)
TOTAL UNITS:	45	PCT. COST RECOVERY:	82.98%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$175

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CERT.OF OCC./BUS.LIC.INSP-RES+COM	B-019
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	45

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.25	$26.44	45	$1,190
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	45	$563
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.92	$135.79	45	$6,111
		TYPE SUBTOTAL	**1.25**	**$174.73**		**$7,863**
		TOTALS	**1.25**	**$174.73**		**$7,863**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.R-S-L-O (1-5 UNITS)-COM'L	B-020.1.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection of up to 5 units (Receptacle, Switch, Light, Outlet) to verify code compliance.

CURRENT FEE STRUCTURE

$60

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$900
UNIT COST:	$61.20	TOTAL COST:	$918
UNIT PROFIT (SUBSIDY):	$(1.20)	TOTAL PROFIT (SUBSIDY):	$(18)
TOTAL UNITS:	15	PCT. COST RECOVERY:	98.04%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$60

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.R-S-L-O (1-5 UNITS)-COM'L	B-020.1.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	15	$188
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.33	$48.71	15	$731
		TYPE SUBTOTAL	**0.41**	**$61.21**		**$918**
		TOTALS	**0.41**	**$61.20**		**$918**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.R-S-L-O (6-10 UNTS)-COM'L	B-020.1.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection of 6 to 10 units (Receptacle, Switch, Light, Outlet) to verify code compliance.

CURRENT FEE STRUCTURE

$75

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$750
UNIT COST:	$74.50	TOTAL COST:	$745
UNIT PROFIT (SUBSIDY):	$0.50	TOTAL PROFIT (SUBSIDY):	$5
TOTAL UNITS:	10	PCT. COST RECOVERY:	100.67%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.R-S-L-O (6-10 UNTS)-COM'L	B-020.1.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	10	$125
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.42	$61.99	10	$620
		TYPE SUBTOTAL	**0.50**	**$74.49**		**$745**
		TOTALS	**0.50**	**$74.50**		**$745**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.R-S-L-O (11-20 UN.)-COM'L	B-020.1.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection of 11 to 20 units (Receptacle, Switch, Light, Outlet) to verify code compliance.

CURRENT FEE STRUCTURE

$85

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$850
UNIT COST:	$86.30	TOTAL COST:	$863
UNIT PROFIT (SUBSIDY):	$(1.30)	TOTAL PROFIT (SUBSIDY):	$(13)
TOTAL UNITS:	10	PCT. COST RECOVERY:	98.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.R-S-L-O (11-20 UN.)-COM'L	B-020.1.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	10	$125
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$73.80	10	$738
		TYPE SUBTOTAL	**0.58**	**$86.30**		**$863**
		TOTALS	**0.58**	**$86.30**		**$863**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.POLE PLTF-M-FIXTURE-COM'L	B-020.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$120 per 10 fixtures or fraction thereof

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$120.00	TOTAL REVENUE:	$1,200
UNIT COST:	$123.20	TOTAL COST:	$1,232
UNIT PROFIT (SUBSIDY):	$(3.20)	TOTAL PROFIT (SUBSIDY):	$(32)
TOTAL UNITS:	10	PCT. COST RECOVERY:	97.40%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$125 per 10 fixtures or fraction thereof

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.POLE PLTF-M-FIXTURE-COM'L	B-020.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	10	$125
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.75	$110.70	10	$1,107
		TYPE SUBTOTAL	**0.83**	**$123.20**		**$1,232**
		TOTALS	**0.83**	**$123.20**		**$1,232**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.THEATRICAL LTG-COM'L 1-5	B-020.4.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection of up to 5 units to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$60

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$60
UNIT COST:	$61.00	TOTAL COST:	$61
UNIT PROFIT (SUBSIDY):	$(1.00)	TOTAL PROFIT (SUBSIDY):	$(1)
TOTAL UNITS:	1	PCT. COST RECOVERY:	98.36%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$60

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.THEATRICAL LTG-COM'L 1-5	B-020.4.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	1	$13
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.33	$48.71	1	$49
		TYPE SUBTOTAL	**0.41**	**$61.21**		**$61**
		TOTALS	**0.41**	**$61.00**		**$61**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.THEATRICAL LTG-COM'L 6-10	B-020.4.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection of 6 to 10 units to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$75

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$75
UNIT COST:	$74.00	TOTAL COST:	$74
UNIT PROFIT (SUBSIDY):	$1.00	TOTAL PROFIT (SUBSIDY):	$1
TOTAL UNITS:	1	PCT. COST RECOVERY:	101.35%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.THEATRICAL LTG-COM'L 6-10	B-020.4.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	1	$13
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.42	$61.99	1	$62
		TYPE SUBTOTAL	**0.50**	**$74.49**		**$74**
		TOTALS	**0.50**	**$74.00**		**$74**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.THEATRICAL LTG-COM'L11-20	B-020.4.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection of 11 to 20 units to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$85

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$85
UNIT COST:	$86.00	TOTAL COST:	$86
UNIT PROFIT (SUBSIDY):	$(1.00)	TOTAL PROFIT (SUBSIDY):	$(1)
TOTAL UNITS:	1	PCT. COST RECOVERY:	98.84%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.THEATRICAL LTG-COM'L11-20	B-020.4.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	1	$13
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$73.80	1	$74
		TYPE SUBTOTAL	**0.58**	**$86.30**		**$86**
		TOTALS	**0.58**	**$86.00**		**$86**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP-TEMP.POWER SVCS	B-020.6

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspections to verify code compliance.

CURRENT FEE STRUCTURE

$85

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$850
UNIT COST:	$86.30	TOTAL COST:	$863
UNIT PROFIT (SUBSIDY):	$(1.30)	TOTAL PROFIT (SUBSIDY):	$(13)
TOTAL UNITS:	10	PCT. COST RECOVERY:	98.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP-TEMP.POWER SVCS	B-020.6
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	10	$125
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$73.80	10	$738
		TYPE SUBTOTAL	**0.58**	**$86.30**		**$863**
		TOTALS	**0.58**	**$86.30**		**$863**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP.- APPLIANCES	B-020.7.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance.

CURRENT FEE STRUCTURE

$110

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$22,000
UNIT COST:	$111.39	TOTAL COST:	$22,278
UNIT PROFIT (SUBSIDY):	$(1.39)	TOTAL PROFIT (SUBSIDY):	$(278)
TOTAL UNITS:	200	PCT. COST RECOVERY:	98.75%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$110

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP.- APPLIANCES	B-020.7.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	200

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	200	$2,500
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.67	$98.89	200	$19,778
		TYPE SUBTOTAL	**0.75**	**$111.39**		**$22,278**
		TOTALS	**0.75**	**$111.39**		**$22,278**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.POWER APPARATUS-COM'L	B-020.8

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct inspection of an on-site power apparatus such as a generator or solar system to verify code compliance.

CURRENT FEE STRUCTURE

$160

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$160.00	TOTAL REVENUE:	$1,600
UNIT COST:	$160.10	TOTAL COST:	$1,601
UNIT PROFIT (SUBSIDY):	$(0.10)	TOTAL PROFIT (SUBSIDY):	$(1)
TOTAL UNITS:	10	PCT. COST RECOVERY:	99.94%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$160

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.POWER APPARATUS-COM'L	B-020.8
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	10	$125
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$147.60	10	$1,476
		TYPE SUBTOTAL	**1.08**	**$160.10**		**$1,601**
		TOTALS	**1.08**	**$160.10**		**$1,601**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.SVCS: <200 AMPS	B-020.9.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance. Fax approval or denial to Edison.

CURRENT FEE STRUCTURE

$75

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$18,750
UNIT COST:	$74.49	TOTAL COST:	$18,623
UNIT PROFIT (SUBSIDY):	$0.51	TOTAL PROFIT (SUBSIDY):	$127
TOTAL UNITS:	250	PCT. COST RECOVERY:	100.68%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.SVCS: <200 AMPS	B-020.9.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	250

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	250	$3,125
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.42	$61.99	250	$15,498
		TYPE SUBTOTAL	**0.50**	**$74.49**		**$18,623**
		TOTALS	**0.50**	**$74.49**		**$18,623**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.SVCS: 200 TO 1,000 AMPS	B-020.9.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance. Fax approval or denial to Edison.

CURRENT FEE STRUCTURE

$110

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$550
UNIT COST:	$111.40	TOTAL COST:	$557
UNIT PROFIT (SUBSIDY):	$(1.40)	TOTAL PROFIT (SUBSIDY):	$(7)
TOTAL UNITS:	5	PCT. COST RECOVERY:	98.74%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$110

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.SVCS: 200 TO 1,000 AMPS	B-020.9.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	5	$63
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.67	$98.89	5	$494
		TYPE SUBTOTAL	**0.75**	**$111.39**		**$557**
		TOTALS	**0.75**	**$111.40**		**$557**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP.-RES'L REWIRE	B-020.90

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct the 1st and 2nd on-site inspections to verify code compliance.

CURRENT FEE STRUCTURE

$230

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$230.00	TOTAL REVENUE:	$11,500
UNIT COST:	$233.90	TOTAL COST:	$11,695
UNIT PROFIT (SUBSIDY):	$(3.90)	TOTAL PROFIT (SUBSIDY):	$(195)
TOTAL UNITS:	50	PCT. COST RECOVERY:	98.33%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$235

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP.-RES'L REWIRE	B-020.90
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	50

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	50	$625
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.50	$221.40	50	$11,070
		TYPE SUBTOTAL	**1.58**	**$233.90**		**$11,695**
		TOTALS	**1.58**	**$233.90**		**$11,695**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (< 2K SF)	B-020.91.1

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$330

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$330.00	TOTAL REVENUE:	$4,950
UNIT COST:	$332.80	TOTAL COST:	$4,992
UNIT PROFIT (SUBSIDY):	$(2.80)	TOTAL PROFIT (SUBSIDY):	$(42)
TOTAL UNITS:	15	PCT. COST RECOVERY:	99.16%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$335

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (< 2K SF)	B-020.91.1
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	15	$188
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		2.17	$320.29	15	$4,804
		TYPE SUBTOTAL	**2.25**	**$332.79**		**$4,992**
		TOTALS	**2.25**	**$332.80**		**$4,992**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (2K-<4K SF)	B-020.91.2

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$695

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$695.00	TOTAL REVENUE:	$3,475
UNIT COST:	$701.80	TOTAL COST:	$3,509
UNIT PROFIT (SUBSIDY):	$(6.80)	TOTAL PROFIT (SUBSIDY):	$(34)
TOTAL UNITS:	5	PCT. COST RECOVERY:	99.03%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$700

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (2K-<4K SF)	B-020.91.2
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	5	$63
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		4.67	$689.29	5	$3,446
		TYPE SUBTOTAL	**4.75**	**$701.79**		**$3,509**
		TOTALS	**4.75**	**$701.80**		**$3,509**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (4K-<6K SF)	B-020.91.3

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$1,065

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,065.00	TOTAL REVENUE:	$5,325
UNIT COST:	$1,071.60	TOTAL COST:	$5,358
UNIT PROFIT (SUBSIDY):	$(6.60)	TOTAL PROFIT (SUBSIDY):	$(33)
TOTAL UNITS:	5	PCT. COST RECOVERY:	99.38%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,070

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (4K-<6K SF)	B-020.91.3
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$26.57	5	$133
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		7.08	$1,045.01	5	$5,225
		TYPE SUBTOTAL	**7.25**	**$1,071.58**		**$5,358**
		TOTALS	**7.25**	**$1,071.60**		**$5,358**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (6K-<8K SF)	B-020.91.4

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$1,430

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,430.00	TOTAL REVENUE:	$7,150
UNIT COST:	$1,440.60	TOTAL COST:	$7,203
UNIT PROFIT (SUBSIDY):	$(10.60)	TOTAL PROFIT (SUBSIDY):	$(53)
TOTAL UNITS:	5	PCT. COST RECOVERY:	99.26%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,440

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (6K-<8K SF)	B-020.91.4
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$26.57	5	$133
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		9.58	$1,414.01	5	$7,070
		TYPE SUBTOTAL	**9.75**	**$1,440.58**		**$7,203**
		TOTALS	**9.75**	**$1,440.60**		**$7,203**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (8K-<10K SF)	B-020.91.5

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

$1,760

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,760.00	TOTAL REVENUE:	$8,800
UNIT COST:	$1,772.60	TOTAL COST:	$8,863
UNIT PROFIT (SUBSIDY):	$(12.60)	TOTAL PROFIT (SUBSIDY):	$(63)
TOTAL UNITS:	5	PCT. COST RECOVERY:	99.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,775

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (8K-<10K SF)	B-020.91.5
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$26.57	5	$133
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		11.83	$1,746.11	5	$8,731
		TYPE SUBTOTAL	**12.00**	**$1,772.68**		**$8,863**
		TOTALS	**12.00**	**$1,772.60**		**$8,863**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (=>10K SF)	B-020.91.6

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct on-site inspection to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.-NEW COM'L (=>10K SF)	B-020.91.6
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SNGLE LOT RES.PRECSE GRAD'G PLN REV	B-020.92

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	APPLICATION	

DESCRIPTION OF SERVICE

Enter application into permit tracking system. Submit plans to Plan Checker. Create and maintain file. Submit plans to other depts for clearance.

CURRENT FEE STRUCTURE

$690

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$690.00	TOTAL REVENUE:	$15,180
UNIT COST:	$573.00	TOTAL COST:	$12,606
UNIT PROFIT (SUBSIDY):	$117.00	TOTAL PROFIT (SUBSIDY):	$2,574
TOTAL UNITS:	22	PCT. COST RECOVERY:	120.42%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$575

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SNGLE LOT RES.PRECSE GRAD'G PLN REV	B-020.92
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	22

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		3.00	$573.00	22	$12,606
		TYPE SUBTOTAL	**3.00**	**$573.00**		**$12,606**
		TOTALS	**3.00**	**$573.00**		**$12,606**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SNGLE LOT RES.PRECSE GRAD'G INSP.	B-020.93

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PERMIT	

DESCRIPTION OF SERVICE

To conduct pre-grading meeting with applicant. Inspect rough and precise grade per approved plans. Collect verification certificates from soils and grading engineer. Collect compaction report.

CURRENT FEE STRUCTURE

$310

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$310.00	TOTAL REVENUE:	$6,820
UNIT COST:	$314.41	TOTAL COST:	$6,917
UNIT PROFIT (SUBSIDY):	$(4.41)	TOTAL PROFIT (SUBSIDY):	$(97)
TOTAL UNITS:	22	PCT. COST RECOVERY:	98.60%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$315

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SNGLE LOT RES.PRECSE GRAD'G INSP.	B-020.93
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	22

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		2.13	$314.39	22	$6,917
		TYPE SUBTOTAL	**2.13**	**$314.39**		**$6,917**
		TOTALS	**2.13**	**$314.41**		**$6,917**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ARCHIVE COSTS FOR BUILDING PLANS	B-025.01

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	100 SHEETS	

DESCRIPTION OF SERVICE

Microfiche or microfilm building permits and plan sheets 8-1/2" x 11".

CURRENT FEE STRUCTURE

42¢ per 8-1/2" x 11" sheets
$41.75 per 100 8-1/2" x 11" sheets

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$41.75	TOTAL REVENUE:	$1,670
UNIT COST:	$46.30	TOTAL COST:	$1,852
UNIT PROFIT (SUBSIDY):	$(4.55)	TOTAL PROFIT (SUBSIDY):	$(182)
TOTAL UNITS:	40	PCT. COST RECOVERY:	90.17%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

46¢ per 8-1/2" x 11" sheets
$46.30 per 100 8-1/2" x 11" sheets

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ARCHIVE COSTS FOR BUILDING PLANS	B-025.01
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	40

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	PERMIT TECH	Per 100 Sheets	0.60	$46.31	40	$1,852
		TYPE SUBTOTAL	**0.60**	**$46.31**		**$1,852**
		TOTALS	**0.60**	**$46.30**		**$1,852**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ARCHIVE COSTS FOR BLDG.PLNS-OTHER	B-025.02

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	PLAN SET	

DESCRIPTION OF SERVICE

Microfiche or microfilm building permits and plan sheets other than 8-1/2" x 11

CURRENT FEE STRUCTURE

$6.96 per sheet larger than 8-1/2" x 11"

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$6.96	TOTAL REVENUE:	$1,392
UNIT COST:	$7.72	TOTAL COST:	$1,544
UNIT PROFIT (SUBSIDY):	$(0.76)	TOTAL PROFIT (SUBSIDY):	$(152)
TOTAL UNITS:	200	PCT. COST RECOVERY:	90.16%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$7.72 per sheet larger than 8-1/2" x 11"

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ARCHIVE COSTS FOR BLDG.PLNS-OTHER	B-025.02
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	200

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	PERMIT TECH		0.10	$7.72	200	$1,544
		TYPE SUBTOTAL	**0.10**	**$7.72**		**$1,544**
		TOTALS	**0.10**	**$7.72**		**$1,544**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BUILDING CODE APPEAL PROCESSING	B-026

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Building & Safety	Appeal	

DESCRIPTION OF SERVICE

Processing appeals related to Building Code Interpretation.

CURRENT FEE STRUCTURE

Fixed Fee of $480 per appeal

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$480.00	TOTAL REVENUE:	$2,400
UNIT COST:	$641.60	TOTAL COST:	$3,208
UNIT PROFIT (SUBSIDY):	$(161.60)	TOTAL PROFIT (SUBSIDY):	$(808)
TOTAL UNITS:	5	PCT. COST RECOVERY:	74.81%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $640 per appeal

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BUILDING CODE APPEAL PROCESSING	B-026
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.50	$75.73	5	$379
CITY CLERK	ADMIN.ASSISTANT II		2.00	$152.86	5	$764
CD-PLANNING	ADMIN.ASSIST III		1.00	$100.30	5	$502
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.00	$312.62	5	$1,563
		TYPE SUBTOTAL	**5.50**	**$641.51**		**$3,208**
		TOTALS	**5.50**	**$641.60**		**$3,208**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DEPOSIT SERVICES	B-099

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT

DESCRIPTION OF SERVICE

CURRENT FEE STRUCTURE

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$159,995.00	TOTAL COST:	$159,995
UNIT PROFIT (SUBSIDY):	$(159,995.00)	TOTAL PROFIT (SUBSIDY):	$(159,995)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DEPOSIT SERVICES	B-099
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		120.00	$18,757.20	1	$18,757
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		390.00	$67,719.60	1	$67,720
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		64.21	$12,264.11	1	$12,264
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		415.00	$61,254.00	1	$61,254
		TYPE SUBTOTAL	**989.21**	**$159,994.91**		**$159,995**
		TOTALS	**989.21**	**$159,995.00**		**$159,995**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY USE PERMIT REVIEW	S-00210

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing an application for a temporary use permit to ensure compliance with appropriate City requirements such as for banners and flags.

CURRENT FEE STRUCTURE

Fixed Fee of $45 per application

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$45.00	TOTAL REVENUE:	$900
UNIT COST:	$52.90	TOTAL COST:	$1,058
UNIT PROFIT (SUBSIDY):	$(7.90)	TOTAL PROFIT (SUBSIDY):	$(158)
TOTAL UNITS:	20	PCT. COST RECOVERY:	85.07%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $55 per application

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY USE PERMIT REVIEW	S-00210
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.50	$52.89	20	$1,058
		TYPE SUBTOTAL	**0.50**	**$52.89**		**$1,058**
		TOTALS	**0.50**	**$52.90**		**$1,058**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY OCCUPANCY PERMIT REVIEW	S-00215

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing an application for a temporary occupancy permit to ensure compliance with appropriate City requirements for construction trailers, model home complexes, etc. requiring inspections or additional review.

CURRENT FEE STRUCTURE

Fixed Fee of $450 per application

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$450.00	TOTAL REVENUE:	$2,250
UNIT COST:	$518.80	TOTAL COST:	$2,594
UNIT PROFIT (SUBSIDY):	$(68.80)	TOTAL PROFIT (SUBSIDY):	$(344)
TOTAL UNITS:	5	PCT. COST RECOVERY:	86.74%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $520 per application

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY OCCUPANCY PERMIT REVIEW	S-00215
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 Issues	0.25	$42.80	5	$214
CD-PLANNING	ASSIST.CD DIR.		0.25	$57.67	5	$288
CD-PLANNING	PLANNING TECH III		1.00	$105.77	5	$529
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.00	$312.62	5	$1,563
		TYPE SUBTOTAL	**3.50**	**$518.86**		**$2,594**
		TOTALS	**3.50**	**$518.80**		**$2,594**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TREE REMOVAL REVIEW & PERMIT	S-00220

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Permit	

DESCRIPTION OF SERVICE

Reviewing tree removal plan to ensure compliance with Heritage Tree Preservation Code requirements.

CURRENT FEE STRUCTURE

Fixed Fee of $300 per application

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$300.00	TOTAL REVENUE:	$300
UNIT COST:	$576.00	TOTAL COST:	$576
UNIT PROFIT (SUBSIDY):	$(276.00)	TOTAL PROFIT (SUBSIDY):	$(276)
TOTAL UNITS:	1	PCT. COST RECOVERY:	52.08%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $575 per application

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TREE REMOVAL REVIEW & PERMIT	S-00220
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASSIST.ENGINEER		1.50	$202.82	1	$203
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	0.50	$85.61	1	$86
CD-PLANNING	ASSOCIATE PLANNER		2.00	$287.74	1	$288
		TYPE SUBTOTAL	**4.00**	**$576.17**		**$576**
		TOTALS	**4.00**	**$576.00**		**$576**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY RV PARKING PERMIT	S-00250

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Permit	

DESCRIPTION OF SERVICE

To review a request for a temporary permit to park a recreational vehicle on City streets pursuant to Ordinance No. 395.

CURRENT FEE STRUCTURE

Fixed Fee of $25

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$25.00	TOTAL REVENUE:	$250
UNIT COST:	$221.10	TOTAL COST:	$2,211
UNIT PROFIT (SUBSIDY):	$(196.10)	TOTAL PROFIT (SUBSIDY):	$(1,961)
TOTAL UNITS:	10	PCT. COST RECOVERY:	11.31%

SUGGESTED FEE FOR COST RECOVERY OF: 12%

Fixed Fee of $27

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY RV PARKING PERMIT	S-00250
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		0.50	$115.34	10	$1,153
CD-PLANNING	PLANNING TECH III		1.00	$105.77	10	$1,058
		TYPE SUBTOTAL	**1.50**	**$221.11**		**$2,211**
		TOTALS	**1.50**	**$221.10**		**$2,211**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
HAZARDOUS BLDG.& NUISANCE ABATEMENT	S-00300

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Building & Safety	Inspection	

DESCRIPTION OF SERVICE

Inspecting, notifying and removing various nuisances and safety hazards from private property.

CURRENT FEE STRUCTURE

No charge if voluntary compliance

Otherwise - Bill or lien the property owner the RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$238.71	TOTAL REVENUE:	$71,614
UNIT COST:	$206.81	TOTAL COST:	$62,043
UNIT PROFIT (SUBSIDY):	$31.90	TOTAL PROFIT (SUBSIDY):	$9,571
TOTAL UNITS:	300	PCT. COST RECOVERY:	115.43%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

No charge if voluntary compliance

Otherwise - Bill or lien the property owner the RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
HAZARDOUS BLDG.& NUISANCE ABATEMENT	S-00300
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	300

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$12.50	300	$3,750
CD-CODE ENFCMNT	ADMIN.ASSISTANT III		0.25	$22.84	300	$6,852
CD-CODE ENFCMNT	CODE COMP.OFF.		1.00	$98.67	300	$29,601
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	300	$20,655
		TYPE SUBTOTAL	**1.83**	**$202.86**		**$60,858**
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.50	$85.61	5	$428
		TYPE SUBTOTAL	**0.50**	**$85.61**		**$428**
CITY CLERK	CITY CLERK		0.25	$37.86	20	$757
		TYPE SUBTOTAL	**0.25**	**$37.86**		**$757**
		TOTALS	**2.58**	**$206.81**		**$62,043**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GENERAL PLAN AMENDMENT REVIEW	S-00600

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for a developer-initiated general plan amendment.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $9,300.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$9,300.00	TOTAL REVENUE:	$18,600
UNIT COST:	$10,630.00	TOTAL COST:	$21,260
UNIT PROFIT (SUBSIDY):	$(1,330.00)	TOTAL PROFIT (SUBSIDY):	$(2,660)
TOTAL UNITS:	2	PCT. COST RECOVERY:	87.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,600.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GENERAL PLAN AMENDMENT REVIEW	S-00600
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		0.50	$132.07	2	$264
PW-ENGINEERING	ASST.P.W.DIRECTOR		5.00	$973.05	2	$1,946
PW-ENGINEERING	ASSIST.ENGINEER		1.00	$135.21	2	$270
CD-PLANNING	ASSIST.CD DIR.		15.00	$3,460.05	2	$6,920
CD-PLANNING	ASSOCIATE PLANNER		40.00	$5,754.80	2	$11,510
CD-PLANNING	PLANNING TECH III		1.00	$105.77	2	$212
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	2	$138
		TYPE SUBTOTAL	**63.00**	**$10,629.80**		**$21,260**
		TOTALS	**63.00**	**$10,630.00**		**$21,260**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ZONE CHANGE REVIEW	S-00700

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for change of zoning designation for a specific parcel.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $5,700.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$5,700.00	TOTAL REVENUE:	$17,100
UNIT COST:	$8,363.67	TOTAL COST:	$25,091
UNIT PROFIT (SUBSIDY):	$(2,663.67)	TOTAL PROFIT (SUBSIDY):	$(7,991)
TOTAL UNITS:	3	PCT. COST RECOVERY:	68.15%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,400.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ZONE CHANGE REVIEW	S-00700
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		0.50	$132.07	3	$396
PW-ENGINEERING	ASST.P.W.DIRECTOR		2.00	$389.22	3	$1,168
PW-ENGINEERING	ASSIST.ENGINEER		0.50	$67.61	3	$203
CD-PLANNING	ASSIST.CD DIR.		8.00	$1,845.36	3	$5,536
CD-PLANNING	ASSOCIATE PLANNER		40.00	$5,754.80	3	$17,264
CD-PLANNING	PLANNING TECH III		1.00	$105.77	3	$317
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	3	$207
		TYPE SUBTOTAL	**52.50**	**$8,363.68**		**$25,091**
		TOTALS	**52.50**	**$8,363.67**		**$25,091**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DEVELOPMENT CODE AMENDMENT REVIEW	S-00800

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing an application for a developer-initiated development code amendment.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $6,500.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$6,500.00	TOTAL REVENUE:	$6,500
UNIT COST:	$7,907.00	TOTAL COST:	$7,907
UNIT PROFIT (SUBSIDY):	$(1,407.00)	TOTAL PROFIT (SUBSIDY):	$(1,407)
TOTAL UNITS:	1	PCT. COST RECOVERY:	82.21%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $7,900.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DEVELOPMENT CODE AMENDMENT REVIEW	S-00800
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		0.50	$132.07	1	$132
CD-PLANNING	ASSIST.CD DIR.		8.00	$1,845.36	1	$1,845
CD-PLANNING	ASSOCIATE PLANNER		40.00	$5,754.80	1	$5,755
CD-PLANNING	PLANNING TECH III		1.00	$105.77	1	$106
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	1	$69
		TYPE SUBTOTAL	**50.00**	**$7,906.85**		**$7,907**
		TOTALS	**50.00**	**$7,907.00**		**$7,907**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT-ABC LICENSE	S-00910

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for a minor conditional use permit for an Alcoholic Beverage Control license.

CURRENT FEE STRUCTURE

Fixed Fee of $1,425

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,425.00	TOTAL REVENUE:	$2,850
UNIT COST:	$3,736.50	TOTAL COST:	$7,473
UNIT PROFIT (SUBSIDY):	$(2,311.50)	TOTAL PROFIT (SUBSIDY):	$(4,623)
TOTAL UNITS:	2	PCT. COST RECOVERY:	38.14%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $3,735

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT-ABC LICENSE	S-00910
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		1.00	$230.67	2	$461
CD-PLANNING	ASSOCIATE PLANNER		24.00	$3,452.88	2	$6,906
CD-PLANNING	PLANNING TECH III		0.50	$52.89	2	$106
		TYPE SUBTOTAL	**25.50**	**$3,736.44**		**$7,473**
		TOTALS	**25.50**	**$3,736.50**		**$7,473**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ALCOHOLIC BEVERAGE CONTROL LETTER	S-00912

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Review and evaluation of request for Letter of Public Convenience and Necessity (PCN) related to the filing of an application for an Alcoholic Beverage License with the Alcoholic Beverage Commission (ABC).

CURRENT FEE STRUCTURE

Fixed Fee of $1,425

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,425.00	TOTAL REVENUE:	$2,850
UNIT COST:	$1,650.50	TOTAL COST:	$3,301
UNIT PROFIT (SUBSIDY):	$(225.50)	TOTAL PROFIT (SUBSIDY):	$(451)
TOTAL UNITS:	2	PCT. COST RECOVERY:	86.34%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $1,650

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ALCOHOLIC BEVERAGE CONTROL LETTER	S-00912
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		1.00	$230.67	2	$461
CD-PLANNING	ASSOCIATE PLANNER		9.50	$1,366.77	2	$2,734
CD-PLANNING	PLANNING TECH III		0.50	$52.89	2	$106
		TYPE SUBTOTAL	**11.00**	**$1,650.33**		**$3,301**
		TOTALS	**11.00**	**$1,650.50**		**$3,301**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT REVIEW-MAJOR	S-00915

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for a major conditional use permit for a specific use.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $11,100. (Not part of a tract map or parcel map application.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$11,100.00	TOTAL REVENUE:	$77,700
UNIT COST:	$12,317.00	TOTAL COST:	$86,219
UNIT PROFIT (SUBSIDY):	$(1,217.00)	TOTAL PROFIT (SUBSIDY):	$(8,519)
TOTAL UNITS:	7	PCT. COST RECOVERY:	90.12%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $12,300. (Not part of a tract map or parcel map application.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT REVIEW-MAJOR	S-00915
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	7

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		20.00	$3,892.20	7	$27,245
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$540.84	7	$3,786
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	1.00	$171.21	7	$1,198
CD-PLANNING	ASSIST.CD DIR.		4.00	$922.68	7	$6,459
CD-PLANNING	ASSOCIATE PLANNER		40.00	$5,754.80	7	$40,284
CD-PLANNING	PLANNING TECH III		1.00	$105.77	7	$740
FIRE-PREVENTION	FIRE MARSHALL-FC		6.75	$929.48	7	$6,506
		TYPE SUBTOTAL	**76.75**	**$12,316.98**		**$86,219**
		TOTALS	**76.75**	**$12,317.00**		**$86,219**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MINOR VARIANCE REVIEW	S-01000

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for a minor variance from existing code requirements.

CURRENT FEE STRUCTURE

Fixed Fee of $2,345

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,345.00	TOTAL REVENUE:	$2,345
UNIT COST:	$2,714.00	TOTAL COST:	$2,714
UNIT PROFIT (SUBSIDY):	$(369.00)	TOTAL PROFIT (SUBSIDY):	$(369)
TOTAL UNITS:	1	PCT. COST RECOVERY:	86.40%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $2,715

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MINOR VARIANCE REVIEW	S-01000
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		2.50	$486.53	1	$487
PW-ENGINEERING	ASSIST.ENGINEER		0.50	$67.61	1	$68
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	0.50	$85.61	1	$86
CD-PLANNING	ASSIST.CD DIR.		2.00	$461.34	1	$461
CD-PLANNING	ASSOCIATE PLANNER		10.00	$1,438.70	1	$1,439
CD-PLANNING	PLANNING TECH III		1.00	$105.77	1	$106
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	1	$69
		TYPE SUBTOTAL	**17.00**	**$2,714.41**		**$2,714**
		TOTALS	**17.00**	**$2,714.00**		**$2,714**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MAJOR VARIANCE REVIEW	S-01100

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for a major variance from existing code requirements.

CURRENT FEE STRUCTURE

Fixed Fee of $4,450

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$4,450.00	TOTAL REVENUE:	$4,450
UNIT COST:	$5,523.00	TOTAL COST:	$5,523
UNIT PROFIT (SUBSIDY):	$(1,073.00)	TOTAL PROFIT (SUBSIDY):	$(1,073)
TOTAL UNITS:	1	PCT. COST RECOVERY:	80.57%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $5,525

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MAJOR VARIANCE REVIEW	S-01100
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		4.00	$778.44	1	$778
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	1	$270
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	0.50	$85.61	1	$86
CD-PLANNING	ASSIST.CD DIR.		3.00	$692.01	1	$692
CD-PLANNING	ASSOCIATE PLANNER		24.00	$3,452.88	1	$3,453
CD-PLANNING	PLANNING TECH III		1.00	$105.77	1	$106
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	1	$138
		TYPE SUBTOTAL	**35.50**	**$5,522.83**		**$5,523**
		TOTALS	**35.50**	**$5,523.00**		**$5,523**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
HOME OCCUPATION PERMIT REVIEW	S-01200

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
General Government	Permit	

DESCRIPTION OF SERVICE

Reviewing, approving and registering a home occupation as permitted by City codes.

CURRENT FEE STRUCTURE

Fixed Fee of $120 per permit based on 50% recovery of costs.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$120.00	TOTAL REVENUE:	$9,000
UNIT COST:	$267.05	TOTAL COST:	$20,029
UNIT PROFIT (SUBSIDY):	$(147.05)	TOTAL PROFIT (SUBSIDY):	$(11,029)
TOTAL UNITS:	75	PCT. COST RECOVERY:	44.93%

SUGGESTED FEE FOR COST RECOVERY OF: 50%

Fixed Fee of $134 per permit based on 50% recovery of costs.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
HOME OCCUPATION PERMIT REVIEW	S-01200
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	75

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.50	$36.60	75	$2,745
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.50	$59.37	75	$4,453
CD-PLANNING	PLANNING TECH III		0.50	$52.89	75	$3,967
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$49.34	75	$3,701
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	75	$5,164
		TYPE SUBTOTAL	**2.50**	**$267.05**		**$20,029**
		TOTALS	**2.50**	**$267.05**		**$20,029**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVIEW	S-01400

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for a specific plan.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $41,500. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$41,500.00	TOTAL REVENUE:	$41,500
UNIT COST:	$37,731.00	TOTAL COST:	$37,731
UNIT PROFIT (SUBSIDY):	$3,769.00	TOTAL PROFIT (SUBSIDY):	$3,769
TOTAL UNITS:	1	PCT. COST RECOVERY:	109.99%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $37,700. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVIEW	S-01400
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		3.00	$792.39	1	$792
POLICE DEPARTMENT	LIEUTENANT		3.00	$601.08	1	$601
PW-ENGINEERING	ASST.P.W.DIRECTOR		16.00	$3,113.76	1	$3,114
PW-ENGINEERING	ENGINEER III-C		28.00	$5,698.84	1	$5,699
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$540.84	1	$541
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	3.00	$513.63	1	$514
CD-PLANNING	ASSIST.CD DIR.		100.00	$23,067.00	1	$23,067
CD-PLANNING	ASSOCIATE PLANNER		10.00	$1,438.70	1	$1,439
CD-PLANNING	PLANNING TECH III		1.00	$105.77	1	$106
FIRE-PREVENTION	FIRE MARSHALL-FC		13.50	$1,858.95	1	$1,859
		TYPE SUBTOTAL	**181.50**	**$37,730.96**		**$37,731**
		TOTALS	**181.50**	**$37,731.00**		**$37,731**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVISION REVIEW	S-01450

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	REVIEW	

DESCRIPTION OF SERVICE

Review of a revision to a Specific Plan Application to ensure compliance with appropriate City requirements and the City's General Plan.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $9,700. (Not part of a tract map or parcel map application.)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$9,700.00	TOTAL REVENUE:	$9,700
UNIT COST:	$17,934.00	TOTAL COST:	$17,934
UNIT PROFIT (SUBSIDY):	$(8,234.00)	TOTAL PROFIT (SUBSIDY):	$(8,234)
TOTAL UNITS:	1	PCT. COST RECOVERY:	54.09%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $17,900. (Not part of a tract map or parcel map application.)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVISION REVIEW	S-01450
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		8.00	$1,556.88	1	$1,557
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$811.26	1	$811
PW-ENGINEERING	ENG.TECH I-C		8.00	$1,139.68	1	$1,140
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	2.00	$342.42	1	$342
CD-PLANNING	ASSIST.CD DIR.		60.00	$13,840.20	1	$13,840
CD-PLANNING	PLANNING TECH III		1.00	$105.77	1	$106
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	1	$138
		TYPE SUBTOTAL	**86.00**	**$17,933.91**		**$17,934**
		TOTALS	**86.00**	**$17,934.00**		**$17,934**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DESIGN REVIEW PERMIT-MINOR	S-01500

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Review	

DESCRIPTION OF SERVICE

Review by staff of a commercial/industrial project or a residential project (less than 5 units) to ensure compliance with zoning, design guidelines and requirements.The City Planner determines whether a design review is small or large.

CURRENT FEE STRUCTURE

Fixed Fee of $3,450

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,450.00	TOTAL REVENUE:	$24,150
UNIT COST:	$3,963.71	TOTAL COST:	$27,746
UNIT PROFIT (SUBSIDY):	$(513.71)	TOTAL PROFIT (SUBSIDY):	$(3,596)
TOTAL UNITS:	7	PCT. COST RECOVERY:	87.04%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $3,965

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DESIGN REVIEW PERMIT-MINOR	S-01500
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	7

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		8.00	$1,556.88	7	$10,898
PW-ENGINEERING	ASSIST.ENGINEER		1.50	$202.82	7	$1,420
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	1.00	$171.21	7	$1,198
CD-PLANNING	ASSIST.CD DIR.		0.50	$115.34	7	$807
CD-PLANNING	PLANNING TECH III		16.00	$1,692.32	7	$11,846
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$156.31	7	$1,094
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	7	$482
		TYPE SUBTOTAL	**28.50**	**$3,963.73**		**$27,746**
		TOTALS	**28.50**	**$3,963.71**		**$27,746**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DESIGN REVIEW PERMIT-MAJOR	S-01510

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Review	

DESCRIPTION OF SERVICE

Review by the Planning Commission of a commercial/industrial project or a residential project (more than 4 units) to ensure compliance with zoning, design guidelines and requirements.The City Planner determines whether a design review is small or large.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,500. (Applicable when project does not require separate CUP approval.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$8,500.00	TOTAL REVENUE:	$59,500
UNIT COST:	$9,878.29	TOTAL COST:	$69,148
UNIT PROFIT (SUBSIDY):	$(1,378.29)	TOTAL PROFIT (SUBSIDY):	$(9,648)
TOTAL UNITS:	7	PCT. COST RECOVERY:	86.05%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special eqpt. or supplies, other state or county fees applicable charged against an initial deposit of $9,900. (Applicable when project does not require separate CUP approval.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DESIGN REVIEW PERMIT-MAJOR	S-01510
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	7

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		20.00	$3,892.20	7	$27,245
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$540.84	7	$3,786
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	3.00	$513.63	7	$3,595
CD-PLANNING	ASSIST.CD DIR.		4.00	$922.68	7	$6,459
CD-PLANNING	ASSOCIATE PLANNER		24.00	$3,452.88	7	$24,170
CD-PLANNING	PLANNING TECH III		1.00	$105.77	7	$740
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.00	$312.62	7	$2,188
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	7	$964
		TYPE SUBTOTAL	**59.00**	**$9,878.32**		**$69,148**
		TOTALS	**59.00**	**$9,878.29**		**$69,148**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PUD REVISION REVIEW	S-01640

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Description	

DESCRIPTION OF SERVICE

Review of a revision to a Planned Unit Development application to ensure compliance with appropriate City requirements and the City's General Plan.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,600. (Not part of a tract map or parcel map application.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Staff recommends deleting this service as the project would be covered by a specific plan.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PUD REVISION REVIEW	S-01640
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	0

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ANNEXATION REQUEST REVIEW (TO CITY)	S-01710

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Review	

DESCRIPTION OF SERVICE

Reviewing requests for land annexation to the City and determining its impact on City services.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $16,700. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$16,700.00	TOTAL REVENUE:	$16,700
UNIT COST:	$16,323.00	TOTAL COST:	$16,323
UNIT PROFIT (SUBSIDY):	$377.00	TOTAL PROFIT (SUBSIDY):	$377
TOTAL UNITS:	1	PCT. COST RECOVERY:	102.31%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $16,300. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ANNEXATION REQUEST REVIEW (TO CITY)	S-01710
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		4.00	$605.80	1	$606
PW-ENGINEERING	ASST.P.W.DIRECTOR		10.00	$1,946.10	1	$1,946
PW-ENGINEERING	ENGINEER III-C		20.00	$4,070.60	1	$4,071
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$540.84	1	$541
CD-PLANNING	ASSIST.CD DIR.		30.00	$6,920.10	1	$6,920
CD-PLANNING	ASSOCIATE PLANNER		11.00	$1,582.57	1	$1,583
CD-PLANNING	PLANNING TECH III		1.00	$105.77	1	$106
FIRE-PREVENTION	FIRE MARSHALL-FC		4.00	$550.80	1	$551
		TYPE SUBTOTAL	**84.00**	**$16,322.58**		**$16,323**
		TOTALS	**84.00**	**$16,323.00**		**$16,323**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ENVIRONMENTAL IMPACT REPORT REVIEW	S-01900

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Review	

DESCRIPTION OF SERVICE

Project and contract management, processing, coordination, reviewing and commenting on City-required environmental impact reports.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit equal to 10% of the total EIR contract amount.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$19,346.50	TOTAL REVENUE:	$38,693
UNIT COST:	$21,712.50	TOTAL COST:	$43,425
UNIT PROFIT (SUBSIDY):	$(2,366.00)	TOTAL PROFIT (SUBSIDY):	$(4,732)
TOTAL UNITS:	2	PCT. COST RECOVERY:	89.10%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit equal to the total EIR contract amount.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ENVIRONMENTAL IMPACT REPORT REVIEW	S-01900
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		20.00	$3,892.20	2	$7,784
PW-ENGINEERING	ENGINEER III-C		24.00	$4,884.72	2	$9,769
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$540.84	2	$1,082
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	2.00	$342.42	2	$685
CD-PLANNING	ASSIST.CD DIR.		50.00	$11,533.50	2	$23,067
CD-PLANNING	PLANNING TECH III		1.00	$105.77	2	$212
FIRE-PREVENTION	FIRE MARSHALL-FC		3.00	$413.10	2	$826
		TYPE SUBTOTAL	**104.00**	**$21,712.55**		**$43,425**
		TOTALS	**104.00**	**$21,712.50**		**$43,425**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
INITIAL STUDY	S-01930

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Study	

DESCRIPTION OF SERVICE

Preparing an initial study and preparation of a mitigation monitoring plan to determine the environmental significance a project may have on the environment. Study is prepared by City staff without outside assistance.

CURRENT FEE STRUCTURE

Fixed Fee of $3,885

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,885.00	TOTAL REVENUE:	$38,850
UNIT COST:	$4,750.10	TOTAL COST:	$47,501
UNIT PROFIT (SUBSIDY):	$(865.10)	TOTAL PROFIT (SUBSIDY):	$(8,651)
TOTAL UNITS:	10	PCT. COST RECOVERY:	81.79%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $4,750

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
INITIAL STUDY	S-01930
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		5.00	$1,153.35	10	$11,534
CD-PLANNING	ASSOCIATE PLANNER		25.00	$3,596.75	10	$35,968
		TYPE SUBTOTAL	**30.00**	**$4,750.10**		**$47,501**
		TOTALS	**30.00**	**$4,750.10**		**$47,501**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TENTATIVE TRACT MAP REVIEW	S-02100

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a tentative tract map.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $15,300. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$15,300.00	TOTAL REVENUE:	$45,900
UNIT COST:	$17,862.67	TOTAL COST:	$53,588
UNIT PROFIT (SUBSIDY):	$(2,562.67)	TOTAL PROFIT (SUBSIDY):	$(7,688)
TOTAL UNITS:	3	PCT. COST RECOVERY:	85.65%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $17,900. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TENTATIVE TRACT MAP REVIEW	S-02100
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		1.00	$264.13	3	$792
PW-ENGINEERING	ASST.P.W.DIRECTOR		16.00	$3,113.76	3	$9,341
PW-ENGINEERING	ENGINEER III-C		24.00	$4,884.72	3	$14,654
PW-ENGINEERING	ASSIST.ENGINEER		5.00	$676.05	3	$2,028
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	2.00	$342.42	3	$1,027
CD-PLANNING	ASSIST.CD DIR.		5.00	$1,153.35	3	$3,460
CD-PLANNING	ASSOCIATE PLANNER		40.00	$5,754.80	3	$17,264
CD-PLANNING	PLANNING TECH III		1.00	$105.77	3	$317
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$156.31	3	$469
FIRE-PREVENTION	FIRE MARSHALL-FC		10.25	$1,411.43	3	$4,234
		TYPE SUBTOTAL	**105.25**	**$17,862.74**		**$53,588**
		TOTALS	**105.25**	**$17,862.67**		**$53,588**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ENTITLEMENT EXTENSION	S-02110

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing and processing an extension for a tentative tract map and land use entitlements such as a Conditional Use Permit and a Major Design Review.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, charged against an initial deposit of $2,000.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,000.00	TOTAL REVENUE:	$4,000
UNIT COST:	$4,770.00	TOTAL COST:	$9,540
UNIT PROFIT (SUBSIDY):	$(2,770.00)	TOTAL PROFIT (SUBSIDY):	$(5,540)
TOTAL UNITS:	2	PCT. COST RECOVERY:	41.93%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, charged against an initial deposit of $4,800.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ENTITLEMENT EXTENSION	S-02110
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		4.00	$778.44	2	$1,557
PW-ENGINEERING	ASSIST.ENGINEER		1.00	$135.21	2	$270
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.50	$85.61	2	$171
CD-PLANNING	ASSIST.CD DIR.		1.00	$230.67	2	$461
CD-PLANNING	ASSOCIATE PLANNER		24.00	$3,452.88	2	$6,906
CD-PLANNING	PLANNING TECH III		0.50	$52.89	2	$106
FIRE-PREVENTION	FIRE MARSHALL-FC		0.25	$34.43	2	$69
		TYPE SUBTOTAL	**31.25**	**$4,770.13**		**$9,540**
		TOTALS	**31.25**	**$4,770.00**		**$9,540**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TENTATIVE PARCEL MAP REVIEW	S-02200

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a tentative parcel map.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $5,300.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$5,300.00	TOTAL REVENUE:	$15,900
UNIT COST:	$8,008.00	TOTAL COST:	$24,024
UNIT PROFIT (SUBSIDY):	$(2,708.00)	TOTAL PROFIT (SUBSIDY):	$(8,124)
TOTAL UNITS:	3	PCT. COST RECOVERY:	66.18%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,000.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TENTATIVE PARCEL MAP REVIEW	S-02200
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		0.50	$132.07	3	$396
PW-ENGINEERING	ASST.P.W.DIRECTOR		8.00	$1,556.88	3	$4,671
PW-ENGINEERING	ENGINEER III-C		12.00	$2,442.36	3	$7,327
PW-ENGINEERING	ASSIST.ENGINEER		2.50	$338.03	3	$1,014
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	1.00	$171.21	3	$514
CD-PLANNING	ASSIST.CD DIR.		1.00	$230.67	3	$692
CD-PLANNING	PLANNING TECH III		20.00	$2,115.40	3	$6,346
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$78.16	3	$234
FIRE-PREVENTION	FIRE MARSHALL-FC		6.85	$943.25	3	$2,830
		TYPE SUBTOTAL	**52.35**	**$8,008.03**		**$24,024**
		TOTALS	**52.35**	**$8,008.00**		**$24,024**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DEVELOPMENT AGREEMENT REVIEW	S-02300

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Agreement	

DESCRIPTION OF SERVICE

Preparing and/or reviewing development agreements.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $31,600 (staff=$8,000; dept.hds=$9,800; city atty=$13,800). For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$17,800.00	TOTAL REVENUE:	$17,800
UNIT COST:	$9,991.00	TOTAL COST:	$9,991
UNIT PROFIT (SUBSIDY):	$7,809.00	TOTAL PROFIT (SUBSIDY):	$7,809
TOTAL UNITS:	1	PCT. COST RECOVERY:	178.16%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,000 plus an estimate of the City Attorney's time. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DEVELOPMENT AGREEMENT REVIEW	S-02300
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		8.00	$1,556.88	1	$1,557
CD-PLANNING	ASSIST.CD DIR.		20.00	$4,613.40	1	$4,613
CD-PLANNING	ASSOCIATE PLANNER		20.00	$2,877.40	1	$2,877
FIRE-PREVENTION	FIRE MARSHALL-FC		6.85	$943.25	1	$943
		TYPE SUBTOTAL	**54.85**	**$9,990.93**		**$9,991**
		TOTALS	**54.85**	**$9,991.00**		**$9,991**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DIF DEFERRAL PROCESSING	S-02310

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Agreement	

DESCRIPTION OF SERVICE

Processing and recording requests for Development Impact Fee (DIF) deferrals or releases per agreement.

CURRENT FEE STRUCTURE

Fixed Fee of $325 per agreement for the first five agreements. No additional charge for subsequent agreements if they are turned in with the first five agreements at time of payment.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$325.00	TOTAL REVENUE:	$650
UNIT COST:	$373.50	TOTAL COST:	$747
UNIT PROFIT (SUBSIDY):	$(48.50)	TOTAL PROFIT (SUBSIDY):	$(97)
TOTAL UNITS:	2	PCT. COST RECOVERY:	87.01%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $375 per agreement for the first five agreements. No additional charge for subsequent agreements if they are turned in with the first five agreements at time of payment.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DIF DEFERRAL PROCESSING	S-02310
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		1.00	$151.45	2	$303
CD-PLANNING	ASSOCIATE PLANNER		1.00	$143.87	2	$288
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$78.16	2	$156
		TYPE SUBTOTAL	**2.50**	**$373.48**		**$747**
		TOTALS	**2.50**	**$373.50**		**$747**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DIF CREDIT APPLICATION PROCESSING	S-02320

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Application	

DESCRIPTION OF SERVICE

Review and process an application for Development Impact Fee (DIF) Credit.

CURRENT FEE STRUCTURE

Fixed Fee of $1,435 for the first fee category and for each fee category processed separately.
Fixed Fee of $215 per each additional fee category when processed together.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,650.00	TOTAL REVENUE:	$3,300
UNIT COST:	$3,541.00	TOTAL COST:	$7,082
UNIT PROFIT (SUBSIDY):	$(1,891.00)	TOTAL PROFIT (SUBSIDY):	$(3,782)
TOTAL UNITS:	2	PCT. COST RECOVERY:	46.60%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $3,500 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DIF CREDIT APPLICATION PROCESSING	S-02320
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR	First Fee	6.00	$1,167.66	2	$2,335
PW-ENGINEERING	ENGINEER III-C	First Fee	10.00	$2,035.30	2	$4,071
PW-ENGINEERING	ASSIST.ENGINEER	First Fee	1.50	$202.82	2	$406
		TYPE SUBTOTAL	**17.50**	**$3,405.78**		**$6,812**
PW-ENGINEERING	ASSIST.ENGINEER	Each Add'l	1.00	$135.21	2	$270
		TYPE SUBTOTAL	**1.00**	**$135.21**		**$270**
		TOTALS	**18.50**	**$3,541.00**		**$7,082**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT REVIEW	S-02500

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing proposed changes to the property boundary between properties and issuing a certificate of compliance. (Review of legal description not included - charged separately.)

CURRENT FEE STRUCTURE

Fixed Fee of $1,835

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,835.00	TOTAL REVENUE:	$7,340
UNIT COST:	$2,456.75	TOTAL COST:	$9,827
UNIT PROFIT (SUBSIDY):	$(621.75)	TOTAL PROFIT (SUBSIDY):	$(2,487)
TOTAL UNITS:	4	PCT. COST RECOVERY:	74.69%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $2,455

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT REVIEW	S-02500
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	4	$778
PW-ENGINEERING	ENGINEER III-C		6.00	$1,221.18	4	$4,885
PW-ENGINEERING	ASSIST.ENGINEER		1.00	$135.21	4	$541
CD-PLANNING	PLANNING TECH III		7.50	$793.28	4	$3,173
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$78.16	4	$313
FIRE-PREVENTION	FIRE MARSHALL-FC		0.25	$34.43	4	$138
		TYPE SUBTOTAL	**16.25**	**$2,456.87**		**$9,827**
		TOTALS	**16.25**	**$2,456.75**		**$9,827**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SIGN PLAN PROGRAM APPLICATION REV.	S-02600

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Planning Commission review of a sign plan for privately owned signs to ensure compliance with appropriate code requirements.

CURRENT FEE STRUCTURE

Fixed Fee of $2,210

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,210.00	TOTAL REVENUE:	$6,630
UNIT COST:	$2,470.00	TOTAL COST:	$7,410
UNIT PROFIT (SUBSIDY):	$(260.00)	TOTAL PROFIT (SUBSIDY):	$(780)
TOTAL UNITS:	3	PCT. COST RECOVERY:	89.47%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $2,470

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SIGN PLAN PROGRAM APPLICATION REV.	S-02600
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		0.50	$115.34	3	$346
CD-PLANNING	ASSOCIATE PLANNER		16.00	$2,301.92	3	$6,906
CD-PLANNING	PLANNING TECH III		0.50	$52.89	3	$159
		TYPE SUBTOTAL	**17.00**	**$2,470.15**		**$7,410**
		TOTALS	**17.00**	**$2,470.00**		**$7,410**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT REVIEW-MINOR	S-02710

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for holding a minor special event (e.g. Outdoor Sale & Holiday Event) to ensure compliance with appropriate City requirements.

CURRENT FEE STRUCTURE

Special Event Permit - $0
City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$768.10	TOTAL COST:	$15,362
UNIT PROFIT (SUBSIDY):	$(768.10)	TOTAL PROFIT (SUBSIDY):	$(15,362)
TOTAL UNITS:	20	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 0%

Special Event Permit - $0
City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT REVIEW-MINOR	S-02710
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	LIEUTENANT		1.00	$200.36	20	$4,007
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.25	$42.80	20	$856
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.50	$59.37	20	$1,187
CD-PLANNING	ASSIST.CD DIR.		0.25	$57.67	20	$1,153
CD-PLANNING	PLANNING TECH III		2.00	$211.54	20	$4,231
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$78.16	20	$1,563
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$49.34	20	$987
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	20	$1,377
		TYPE SUBTOTAL	**5.50**	**$768.09**		**$15,362**
		TOTALS	**5.50**	**$768.10**		**$15,362**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT REVIEW-MAJOR	S-02715

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request for holding a major special event (e.g. Carnival, Parade, YMCA Run, Redlands Bike Classic) to ensure compliance with appropriate City requirements.

CURRENT FEE STRUCTURE

Special Event Permit - $0
City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$2,050.25	TOTAL COST:	$41,005
UNIT PROFIT (SUBSIDY):	$(2,050.25)	TOTAL PROFIT (SUBSIDY):	$(41,005)
TOTAL UNITS:	20	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 0%

Special Event Permit - $0
City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT REVIEW-MAJOR	S-02715
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		1.00	$264.13	20	$5,283
POLICE DEPARTMENT	LIEUTENANT		2.00	$400.72	20	$8,014
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	20	$5,408
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.75	$128.41	20	$2,568
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		1.00	$118.74	20	$2,375
CD-PLANNING	ASSIST.CD DIR.		0.25	$57.67	20	$1,153
CD-PLANNING	PLANNING TECH III		4.00	$423.08	20	$8,462
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.50	$234.47	20	$4,689
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$49.34	20	$987
FIRE-PREVENTION	FIRE MARSHALL-FC		0.75	$103.28	20	$2,066
		TYPE SUBTOTAL	**13.75**	**$2,050.26**		**$41,005**
		TOTALS	**13.75**	**$2,050.25**		**$41,005**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CERTIFICATE OF COMPLIANCE REVIEW	S-02900

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Determining and, if appropriate, certifying that parcelization of property was done legally. (Review of legal description not included - charged separately.)

CURRENT FEE STRUCTURE

Fixed Fee of $715

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$715.00	TOTAL REVENUE:	$2,860
UNIT COST:	$638.00	TOTAL COST:	$2,552
UNIT PROFIT (SUBSIDY):	$77.00	TOTAL PROFIT (SUBSIDY):	$308
TOTAL UNITS:	4	PCT. COST RECOVERY:	112.07%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $640

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CERTIFICATE OF COMPLIANCE REVIEW	S-02900
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	4	$778
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	4	$1,082
CD-PLANNING	ASSIST.CD DIR.		0.75	$173.00	4	$692
		TYPE SUBTOTAL	**3.75**	**$638.03**		**$2,552**
		TOTALS	**3.75**	**$638.00**		**$2,552**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PARCEL MERGER REVIEW	S-03000

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a proposed parcel merger to ensure compliance with appropriate code requirements. (Review of legal description not included - charged separately.)

CURRENT FEE STRUCTURE

Fixed Fee of $1,900

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,900.00	TOTAL REVENUE:	$5,700
UNIT COST:	$1,828.67	TOTAL COST:	$5,486
UNIT PROFIT (SUBSIDY):	$71.33	TOTAL PROFIT (SUBSIDY):	$214
TOTAL UNITS:	3	PCT. COST RECOVERY:	103.90%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $1,830

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PARCEL MERGER REVIEW	S-03000
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	3	$584
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$540.84	3	$1,623
CD-PLANNING	ASSIST.CD DIR.		0.50	$115.34	3	$346
CD-PLANNING	ASSOCIATE PLANNER		0.50	$71.94	3	$216
CD-PLANNING	PLANNING TECH III		7.50	$793.28	3	$2,380
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$78.16	3	$234
FIRE-PREVENTION	FIRE MARSHALL-FC		0.25	$34.43	3	$103
		TYPE SUBTOTAL	**14.25**	**$1,828.60**		**$5,486**
		TOTALS	**14.25**	**$1,828.67**		**$5,486**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STAFF DECISION APPEAL REVIEW	S-03100

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning/Engineering	Appeal	

DESCRIPTION OF SERVICE

Processing an appeal of a staff decision to the Planning Commission.

CURRENT FEE STRUCTURE

Fixed Fee of $80 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery)
Fixed Fee of $815 - all other Planning appeals (100% recovery)
Fixed Fee of $465 - all other Engineering appeals (100% recovery)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$640.00	TOTAL REVENUE:	$1,280
UNIT COST:	$660.00	TOTAL COST:	$1,320
UNIT PROFIT (SUBSIDY):	$(20.00)	TOTAL PROFIT (SUBSIDY):	$(40)
TOTAL UNITS:	2	PCT. COST RECOVERY:	96.97%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $93 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery)
Fixed Fee of $930 - all other Planning appeals (100% recovery)
Fixed Fee of $390 - all other Engineering appeals (100% recovery)

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STAFF DECISION APPEAL REVIEW	S-03100
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR	Eng. Action	2.00	$389.22	1	$389
		TYPE SUBTOTAL	**2.00**	**$389.22**		**$389**
CD-PLANNING	ASSIST.CD DIR.	Planning Action	1.00	$230.67	1	$231
CD-PLANNING	ASSOCIATE PLANNER	Planning Action	4.50	$647.42	1	$647
CD-PLANNING	PLANNING TECH III	Planning Action	0.50	$52.89	1	$53
		TYPE SUBTOTAL	**6.00**	**$930.98**		**$931**
		TOTALS	**8.00**	**$660.00**		**$1,320**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STAFF REVIEW PERMIT	S-03150

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a request to establish and operate a new and/or existing business whose potential impacts to the surrounding land use is generally well known. Applies to "by right" uses listed in the land use and development code and identified as "SR".

CURRENT FEE STRUCTURE

Fixed Fee of $45

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$45.00	TOTAL REVENUE:	$900
UNIT COST:	$483.65	TOTAL COST:	$9,673
UNIT PROFIT (SUBSIDY):	$(438.65)	TOTAL PROFIT (SUBSIDY):	$(8,773)
TOTAL UNITS:	20	PCT. COST RECOVERY:	9.30%

SUGGESTED FEE FOR COST RECOVERY OF: 11%

Fixed Fee of $53

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STAFF REVIEW PERMIT	S-03150
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		0.50	$115.34	20	$2,307
CD-PLANNING	PLANNING TECH III		2.00	$211.54	20	$4,231
CD-BLDG & SAFETY	PERMIT TECH		0.50	$38.60	20	$772
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$49.34	20	$987
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	20	$1,377
		TYPE SUBTOTAL	**4.00**	**$483.67**		**$9,673**
		TOTALS	**4.00**	**$483.65**		**$9,673**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REV.TO CONDITIONS OF APPROVAL-PLNG.	S-03200

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing a proposed revision to an approved development project where such revision constitutes a development modification related to Planning.

CURRENT FEE STRUCTURE

Fixed Fee of $1,585

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,585.00	TOTAL REVENUE:	$1,585
UNIT COST:	$1,769.00	TOTAL COST:	$1,769
UNIT PROFIT (SUBSIDY):	$(184.00)	TOTAL PROFIT (SUBSIDY):	$(184)
TOTAL UNITS:	1	PCT. COST RECOVERY:	89.60%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $1,770

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REV.TO CONDITIONS OF APPROVAL-PLNG.	S-03200
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		1.00	$230.67	1	$231
CD-PLANNING	ASSOCIATE PLANNER		9.00	$1,294.83	1	$1,295
CD-PLANNING	PLANNING TECH III		1.00	$105.77	1	$106
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	1	$138
		TYPE SUBTOTAL	**12.00**	**$1,768.97**		**$1,769**
		TOTALS	**12.00**	**$1,769.00**		**$1,769**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REV.TO CONDITIONS OF APPROVAL-ENG.	S-03210

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Application	

DESCRIPTION OF SERVICE

Reviewing a proposed revision to an approved development project where such revision constitutes a development modification related to Engineering.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,200.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,200.00	TOTAL REVENUE:	$1,200
UNIT COST:	$1,433.00	TOTAL COST:	$1,433
UNIT PROFIT (SUBSIDY):	$(233.00)	TOTAL PROFIT (SUBSIDY):	$(233)
TOTAL UNITS:	1	PCT. COST RECOVERY:	83.74%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,400 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REV.TO CONDITIONS OF APPROVAL-ENG.	S-03210
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		5.00	$973.05	1	$973
PW-ENGINEERING	ASSIST.ENGINEER		0.25	$33.80	1	$34
PW-ENGINEERING	ENG.TECH I-C		0.25	$35.62	1	$36
PW-ENGINEERING	SR.INSPECTOR-C		0.25	$44.87	1	$45
CD-PLANNING	ASSIST.CD DIR.		1.50	$346.01	1	$346
		TYPE SUBTOTAL	**7.25**	**$1,433.35**		**$1,433**
		TOTALS	**7.25**	**$1,433.00**		**$1,433**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT (CODE REVIEW)	S-03300

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Review	

DESCRIPTION OF SERVICE

Providing a sign review to assure compliance with appropriate code requirements or sign program.

CURRENT FEE STRUCTURE

Fixed Fee of $130 per permit. If change in the sign copy, the cost is 25% of the permit.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$130.00	TOTAL REVENUE:	$1,820
UNIT COST:	$158.64	TOTAL COST:	$2,221
UNIT PROFIT (SUBSIDY):	$(28.64)	TOTAL PROFIT (SUBSIDY):	$(401)
TOTAL UNITS:	14	PCT. COST RECOVERY:	81.95%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $160 per permit. If change in the sign copy, the cost is 25% of the permit.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT (CODE REVIEW)	S-03300
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	14

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		1.50	$158.66	14	$2,221
		TYPE SUBTOTAL	**1.50**	**$158.66**		**$2,221**
		TOTALS	**1.50**	**$158.64**		**$2,221**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PROPERTY INFORMATION PREPARATION	S-03600

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Review	

DESCRIPTION OF SERVICE

Conducting a property information review where the requesting party, not the general public, receives primary benefit from the information.

CURRENT FEE STRUCTURE

First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$32.00	TOTAL COST:	$96
UNIT PROFIT (SUBSIDY):	$(32.00)	TOTAL PROFIT (SUBSIDY):	$(96)
TOTAL UNITS:	3	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PROPERTY INFORMATION PREPARATION	S-03600
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASSIST.ENGINEER		0.25	$33.80	1	$34
		TYPE SUBTOTAL	**0.25**	**$33.80**		**$34**
CD-PLANNING	PLANNING TECH III		0.25	$26.44	1	$26
		TYPE SUBTOTAL	**0.25**	**$26.44**		**$26**
CD-PLANNING	ASSOCIATE PLANNER		0.25	$35.97	1	$36
		TYPE SUBTOTAL	**0.25**	**$35.97**		**$36**
		TOTALS	**0.75**	**$32.00**		**$96**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
APPEAL OF P.C. DECISION TO COUNCIL	S-03650

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Appeal	

DESCRIPTION OF SERVICE

Reviewing and processing an appeal of a Planning Commission decision to the City Council.

CURRENT FEE STRUCTURE

Fixed Fee of $225 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery)

All Others:
Fixed Fee of $2,235 for a Planning issue
Fixed Fee of $960 for an Engineering issue.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,810.00	TOTAL REVENUE:	$5,430
UNIT COST:	$1,922.33	TOTAL COST:	$5,767
UNIT PROFIT (SUBSIDY):	$(112.33)	TOTAL PROFIT (SUBSIDY):	$(337)
TOTAL UNITS:	3	PCT. COST RECOVERY:	94.16%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $248 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery)

All Others:
Fixed Fee of $2,475 for a Planning issue
Fixed Fee of $815 for an Engineering issue.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
APPEAL OF P.C. DECISION TO COUNCIL	S-03650
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.25	$37.86	1	$38
PW-ENGINEERING	ASST.P.W.DIRECTOR	1 Eng.Condition	4.00	$778.44	1	$778
		TYPE SUBTOTAL	**4.25**	**$816.30**		**$816**
CITY CLERK	CITY CLERK		0.25	$37.86	2	$76
CD-PLANNING	ASSIST.CD DIR.	Planning Issue	2.00	$461.34	2	$923
CD-PLANNING	ASSOCIATE PLANNER	Planning Issue	13.00	$1,870.31	2	$3,741
CD-PLANNING	PLANNING TECH III	Planning Issue	1.00	$105.77	2	$212
		TYPE SUBTOTAL	**16.25**	**$2,475.28**		**$4,951**
		TOTALS	**20.50**	**$1,922.33**		**$5,767**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN CHECK-ROUGH	S-03800

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Plan	

DESCRIPTION OF SERVICE

Reviewing proposed rough grading plans to ensure compliance with appropriate codes and standards.

CURRENT FEE STRUCTURE

See "Current Fee Schedules Footnote #1" at end of report

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$6,391.75	TOTAL REVENUE:	$25,567
UNIT COST:	$7,873.75	TOTAL COST:	$31,495
UNIT PROFIT (SUBSIDY):	$(1,482.00)	TOTAL PROFIT (SUBSIDY):	$(5,928)
TOTAL UNITS:	4	PCT. COST RECOVERY:	81.18%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $7,900 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN CHECK-ROUGH	S-03800
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		6.00	$1,167.66	4	$4,671
PW-ENGINEERING	PRINCIPAL ENGINEER-C		24.00	$5,994.72	4	$23,979
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	4	$1,082
CD-PLANNING	ASSOCIATE PLANNER		1.50	$215.81	4	$863
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$156.31	4	$625
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	4	$275
		TYPE SUBTOTAL	**35.00**	**$7,873.77**		**$31,495**
		TOTALS	**35.00**	**$7,873.75**		**$31,495**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN CHECK-PRECISE	S-03810

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Plan	

DESCRIPTION OF SERVICE

Reviewing proposed precise grading plans to ensure compliance with appropriate codes and standards.

CURRENT FEE STRUCTURE

See "Current Fee Schedules Footnote #2" at end of report

Total Construction Cost is estimated using Exhibit "A" following the footnotes.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$5,090.00	TOTAL REVENUE:	$50,900
UNIT COST:	$5,978.00	TOTAL COST:	$59,780
UNIT PROFIT (SUBSIDY):	$(888.00)	TOTAL PROFIT (SUBSIDY):	$(8,880)
TOTAL UNITS:	10	PCT. COST RECOVERY:	85.15%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $6,000 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN CHECK-PRECISE	S-03810
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		5.00	$973.05	10	$9,731
PW-ENGINEERING	PRINCIPAL ENGINEER-C		16.00	$3,996.48	10	$39,965
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	10	$2,704
CD-PLANNING	ASSOCIATE PLANNER		2.00	$287.74	10	$2,877
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.00	$312.62	10	$3,126
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	10	$1,377
		TYPE SUBTOTAL	**28.00**	**$5,978.01**		**$59,780**
		TOTALS	**28.00**	**$5,978.00**		**$59,780**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN REVISION-PRECISE	S-03820

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Plan	

DESCRIPTION OF SERVICE

Reviewing revisions to an approved single family residential precise grading plan to ensure compliance with appropriate codes and standards.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $715.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$715.00	TOTAL REVENUE:	$7,150
UNIT COST:	$1,121.50	TOTAL COST:	$11,215
UNIT PROFIT (SUBSIDY):	$(406.50)	TOTAL PROFIT (SUBSIDY):	$(4,065)
TOTAL UNITS:	10	PCT. COST RECOVERY:	63.75%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN REVISION-PRECISE	S-03820
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	10	$1,946
PW-ENGINEERING	PRINCIPAL ENGINEER-C		2.00	$499.56	10	$4,996
PW-ENGINEERING	ASSIST.ENGINEER		0.50	$67.61	10	$676
CD-PLANNING	ASSOCIATE PLANNER		1.00	$143.87	10	$1,439
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$78.16	10	$782
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	10	$1,377
		TYPE SUBTOTAL	**6.00**	**$1,121.51**		**$11,215**
		TOTALS	**6.00**	**$1,121.50**		**$11,215**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING INSPECTION-ROUGH	S-03900

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Reviewing and inspecting approved rough grading of private property. (Includes permit issuance, erosion control enforcement, inspection and other field and office activities related to rough grading of a project.)

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, charged against an initial deposit calculated using "Current Fee Schedules Footnote #3" at end of report

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$6,150.50	TOTAL REVENUE:	$24,602
UNIT COST:	$7,658.50	TOTAL COST:	$30,634
UNIT PROFIT (SUBSIDY):	$(1,508.00)	TOTAL PROFIT (SUBSIDY):	$(6,032)
TOTAL UNITS:	4	PCT. COST RECOVERY:	80.31%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $7,700 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING INSPECTION-ROUGH	S-03900
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		7.00	$1,362.27	4	$5,449
PW-ENGINEERING	ASSIST.ENGINEER		3.00	$405.63	4	$1,623
PW-ENGINEERING	SR.INSPECTOR-C		32.00	$5,743.04	4	$22,972
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$147.60	4	$590
		TYPE SUBTOTAL	**43.00**	**$7,658.54**		**$30,634**
		TOTALS	**43.00**	**$7,658.50**		**$30,634**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING INSPECTION-PRECISE	S-03910

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Reviewing and inspecting approved precise grading of private property. (Includes building occupancy clearance, erosion control enforcement, inspection and other field and office activities related to precise grading of a project.)

CURRENT FEE STRUCTURE

See "Current Fee Schedules Footnote #4" at end of report

Total Construction Cost is estimated using Exhibit "A" following the footnotes.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,301.00	TOTAL REVENUE:	$132,040
UNIT COST:	$4,098.25	TOTAL COST:	$163,930
UNIT PROFIT (SUBSIDY):	$(797.25)	TOTAL PROFIT (SUBSIDY):	$(31,890)
TOTAL UNITS:	40	PCT. COST RECOVERY:	80.55%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,100 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GRADING INSPECTION-PRECISE	S-03910
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	40

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		6.00	$1,167.66	40	$46,706
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	40	$10,817
PW-ENGINEERING	SR.INSPECTOR-C		14.00	$2,512.58	40	$100,503
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$147.60	40	$5,904
		TYPE SUBTOTAL	**23.00**	**$4,098.26**		**$163,930**
		TOTALS	**23.00**	**$4,098.25**		**$163,930**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
WALL INSPECTION	S-03920

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Inspecting retaining and/or free-standing wall construction. Includes permit issuance, inspection and other related field and office activities.

CURRENT FEE STRUCTURE

Total Construction Cost : Fixed Fee
$0 to $2,500 : $250
$2,501 to $5,000 : $500
$5,001 to $10,000 : $500 + 5% of cost over $5,000
$10,001 to $300,000 : $750 + 2% of cost over $10,000
$300,001 and above : $6,550 + 1% of cost over $300,000

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,419.60	TOTAL REVENUE:	$14,196
UNIT COST:	$1,757.60	TOTAL COST:	$17,576
UNIT PROFIT (SUBSIDY):	$(338.00)	TOTAL PROFIT (SUBSIDY):	$(3,380)
TOTAL UNITS:	10	PCT. COST RECOVERY:	80.77%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
WALL INSPECTION	S-03920
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		2.00	$389.22	10	$3,892
PW-ENGINEERING	ASSIST.ENGINEER		1.00	$135.21	10	$1,352
PW-ENGINEERING	SR.INSPECTOR-C		6.00	$1,076.82	10	$10,768
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$156.31	10	$1,563
		TYPE SUBTOTAL	**10.00**	**$1,757.56**		**$17,576**
		TOTALS	**10.00**	**$1,757.60**		**$17,576**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GROVE REMOVAL REVIEW & PERMIT	S-03930

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Review Grove Removal Plan and inspecting to ensure compliance with City policy and requirements.

CURRENT FEE STRUCTURE

Acreage	Fee
0 to 2	$1,100
>2 to 20	$1,100 plus $25/acre or portion thereof over 2 acres
>20 to 40	$1,550 plus $15/acre or portion thereof over 20 acres
Over 40	$1,850 plus $5/acre or portion thereof over 40

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,875.00	TOTAL REVENUE:	$3,750
UNIT COST:	$2,304.50	TOTAL COST:	$4,609
UNIT PROFIT (SUBSIDY):	$(429.50)	TOTAL PROFIT (SUBSIDY):	$(859)
TOTAL UNITS:	2	PCT. COST RECOVERY:	81.36%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,300 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GROVE REMOVAL REVIEW & PERMIT	S-03930
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.50	$291.92	2	$584
PW-ENGINEERING	ASSIST.ENGINEER		3.00	$405.63	2	$811
PW-ENGINEERING	SR.INSPECTOR-C		8.00	$1,435.76	2	$2,872
PW-PUBLIC SERVICES	PUB.SVCS.MGR	AB-939 & NPDES	1.00	$171.21	2	$342
		TYPE SUBTOTAL	**13.50**	**$2,304.52**		**$4,609**
		TOTALS	**13.50**	**$2,304.50**		**$4,609**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
IMPORT PLAN REVIEW AND INSPECTION	S-03940

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	PLAN/INSPECT.	

DESCRIPTION OF SERVICE

Reviewing import plans and inspecting the placement of import materials on private property (includes permit issuance, erosion control enforcement, review and enforcement of traffic safety measures, and other activities related to an import operation).

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,340.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,340.00	TOTAL REVENUE:	$1,340
UNIT COST:	$1,872.00	TOTAL COST:	$1,872
UNIT PROFIT (SUBSIDY):	$(532.00)	TOTAL PROFIT (SUBSIDY):	$(532)
TOTAL UNITS:	1	PCT. COST RECOVERY:	71.58%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,900 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
IMPORT PLAN REVIEW AND INSPECTION	S-03940
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		2.00	$389.22	1	$389
PW-ENGINEERING	ASSIST.ENGINEER		3.00	$405.63	1	$406
PW-ENGINEERING	SR.INSPECTOR-C		6.00	$1,076.82	1	$1,077
		TYPE SUBTOTAL	**11.00**	**$1,871.67**		**$1,872**
		TOTALS	**11.00**	**$1,872.00**		**$1,872**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FINAL TRACT MAP REVIEW	S-04000

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Map	

DESCRIPTION OF SERVICE

Reviewing final tract map for compliance with City conditions and State Map Act requirements.

CURRENT FEE STRUCTURE

Fixed Fee of $2,255 plus $40.00/lot on 1st three (3) checks
Fee includes three full plan checks and a fourth "signature" check. Deposits in increments of $1,000 required after the 3rd check, if more required.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$7,780.00	TOTAL REVENUE:	$15,560
UNIT COST:	$8,465.00	TOTAL COST:	$16,930
UNIT PROFIT (SUBSIDY):	$(685.00)	TOTAL PROFIT (SUBSIDY):	$(1,370)
TOTAL UNITS:	2	PCT. COST RECOVERY:	91.91%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $8,500 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FINAL TRACT MAP REVIEW	S-04000
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		4.00	$778.44	2	$1,557
PW-ENGINEERING	PRINCIPAL ENGINEER-C		24.00	$5,994.72	2	$11,989
PW-ENGINEERING	LICENSED SURVEYOR-C		2.00	$721.58	2	$1,443
PW-ENGINEERING	SR.ENGIN'G TECH-C		4.00	$814.12	2	$1,628
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$156.31	2	$313
		TYPE SUBTOTAL	**35.00**	**$8,465.17**		**$16,930**
		TOTALS	**35.00**	**$8,465.00**		**$16,930**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FINAL PARCEL MAP REVIEW	S-04100

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Map	

DESCRIPTION OF SERVICE

Reviewing final parcel map for compliance with City conditions and State Map Act requirements.

CURRENT FEE STRUCTURE

Fixed fee for 1st 3 checks and 4th signature check:
Residential/Commercial/Industrial (4 lots or less) - $2,420
Commercial/Industrial (5 lots or more) - $2,420 + $40 per lot
Fee includes three full plan checks and a fourth "signature" check. Deposits in increments of $1,000 required after the 3rd check, if more required.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$4,025.00	TOTAL REVENUE:	$12,075
UNIT COST:	$4,268.33	TOTAL COST:	$12,805
UNIT PROFIT (SUBSIDY):	$(243.33)	TOTAL PROFIT (SUBSIDY):	$(730)
TOTAL UNITS:	3	PCT. COST RECOVERY:	94.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,300 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FINAL PARCEL MAP REVIEW	S-04100
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		4.00	$778.44	3	$2,335
PW-ENGINEERING	PRINCIPAL ENGINEER-C		10.00	$2,497.80	3	$7,493
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	3	$811
PW-ENGINEERING	LICENSED SURVEYOR-C		2.00	$721.58	3	$2,165
		TYPE SUBTOTAL	**18.00**	**$4,268.24**		**$12,805**
		TOTALS	**18.00**	**$4,268.33**		**$12,805**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FINAL/PARCEL MAP REVISION	S-04120

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Map	

DESCRIPTION OF SERVICE

Review of Final Map revisions subsequent to Final Map approval.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,250.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,250.00	TOTAL REVENUE:	$1,250
UNIT COST:	$1,799.00	TOTAL COST:	$1,799
UNIT PROFIT (SUBSIDY):	$(549.00)	TOTAL PROFIT (SUBSIDY):	$(549)
TOTAL UNITS:	1	PCT. COST RECOVERY:	69.48%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FINAL/PARCEL MAP REVISION	S-04120
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	1	$195
PW-ENGINEERING	PRINCIPAL ENGINEER-C		5.00	$1,248.90	1	$1,249
PW-ENGINEERING	ASSIST.ENGINEER		0.50	$67.61	1	$68
CD-PLANNING	ASSOCIATE PLANNER		2.00	$287.74	1	$288
		TYPE SUBTOTAL	**8.50**	**$1,798.86**		**$1,799**
		TOTALS	**8.50**	**$1,799.00**		**$1,799**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ENGINEERING PLAN REVISION	S-04130

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Plan	

DESCRIPTION OF SERVICE

Processing and reviewing a change to an already approved set of engineering plans.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,015

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,015.00	TOTAL REVENUE:	$4,060
UNIT COST:	$1,541.25	TOTAL COST:	$6,165
UNIT PROFIT (SUBSIDY):	$(526.25)	TOTAL PROFIT (SUBSIDY):	$(2,105)
TOTAL UNITS:	4	PCT. COST RECOVERY:	65.86%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,500 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ENGINEERING PLAN REVISION	S-04130
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		3.00	$583.83	4	$2,335
PW-ENGINEERING	PRINCIPAL ENGINEER-C		3.00	$749.34	4	$2,997
PW-ENGINEERING	ASSIST.ENGINEER		1.25	$169.01	4	$676
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.25	$39.08	4	$156
		TYPE SUBTOTAL	**7.50**	**$1,541.26**		**$6,165**
		TOTALS	**7.50**	**$1,541.25**		**$6,165**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PUBLIC/STREET IMPROVEMENT PLAN CHK.	S-04200

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Plan	

DESCRIPTION OF SERVICE

Reviewing plan for proposed improvements to public streets to assure compliance with appropriate City requirements.

CURRENT FEE STRUCTURE

See "Current Fee Schedules Footnote #5" at end of report

Total Construction Cost is estimated using Exhibit "A" following the footnotes.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$18,512.50	TOTAL REVENUE:	$74,050
UNIT COST:	$22,577.25	TOTAL COST:	$90,309
UNIT PROFIT (SUBSIDY):	$(4,064.75)	TOTAL PROFIT (SUBSIDY):	$(16,259)
TOTAL UNITS:	4	PCT. COST RECOVERY:	82.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $22,600 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PUBLIC/STREET IMPROVEMENT PLAN CHK.	S-04200
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		22.00	$4,281.42	4	$17,126
PW-ENGINEERING	PRINCIPAL ENGINEER-C		70.00	$17,484.60	4	$69,938
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$811.26	4	$3,245
		TYPE SUBTOTAL	**98.00**	**$22,577.28**		**$90,309**
		TOTALS	**98.00**	**$22,577.25**		**$90,309**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DRAINAGE IMPROVEMENT PLAN CHECK	S-04210

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Plan	

DESCRIPTION OF SERVICE

Reviewing plan for proposed improvements to public facilities to assure compliance with appropriate City requirements.

CURRENT FEE STRUCTURE

See "Current Fee Schedules Footnote #6" at end of report

Total Construction Cost is estimated using Exhibit "A" following the footnotes.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$5,447.50	TOTAL REVENUE:	$21,790
UNIT COST:	$6,257.75	TOTAL COST:	$25,031
UNIT PROFIT (SUBSIDY):	$(810.25)	TOTAL PROFIT (SUBSIDY):	$(3,241)
TOTAL UNITS:	4	PCT. COST RECOVERY:	87.05%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $6,300 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DRAINAGE IMPROVEMENT PLAN CHECK	S-04210
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		5.50	$1,070.36	4	$4,281
PW-ENGINEERING	PRINCIPAL ENGINEER-C		19.00	$4,745.82	4	$18,983
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	4	$1,082
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES	1.00	$171.21	4	$685
		TYPE SUBTOTAL	**27.50**	**$6,257.81**		**$25,031**
		TOTALS	**27.50**	**$6,257.75**		**$25,031**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LEGAL DESCRIPTION REVIEW	S-04230

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Description	

DESCRIPTION OF SERVICE

Reviewing legal descriptions prior to acceptance by City.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $910. Fee covers review of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$910.00	TOTAL REVENUE:	$5,460
UNIT COST:	$3,290.50	TOTAL COST:	$19,743
UNIT PROFIT (SUBSIDY):	$(2,380.50)	TOTAL PROFIT (SUBSIDY):	$(14,283)
TOTAL UNITS:	6	PCT. COST RECOVERY:	27.66%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $3,300. Fee covers review of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LEGAL DESCRIPTION REVIEW	S-04230
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	6

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	ADMIN.ASSISTANT II		0.75	$57.32	6	$344
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	6	$1,168
PW-ENGINEERING	PRINCIPAL ENGINEER-C		10.00	$2,497.80	6	$14,987
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$540.84	6	$3,245
		TYPE SUBTOTAL	**15.75**	**$3,290.57**		**$19,743**
		TOTALS	**15.75**	**$3,290.50**		**$19,743**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LEGAL DESCRIPTION PREPARATION	S-04235

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Description	

DESCRIPTION OF SERVICE

Preparation of legal descriptions for a developer.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $910. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$910.00	TOTAL REVENUE:	$9,100
UNIT COST:	$3,597.00	TOTAL COST:	$35,970
UNIT PROFIT (SUBSIDY):	$(2,687.00)	TOTAL PROFIT (SUBSIDY):	$(26,870)
TOTAL UNITS:	10	PCT. COST RECOVERY:	25.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $3,600. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LEGAL DESCRIPTION PREPARATION	S-04235
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.75	$113.59	10	$1,136
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	10	$1,946
PW-ENGINEERING	PRINCIPAL ENGINEER-C		9.50	$2,372.91	10	$23,729
PW-ENGINEERING	SR.ENGIN'G TECH-C		4.50	$915.89	10	$9,159
		TYPE SUBTOTAL	**15.75**	**$3,597.00**		**$35,970**
		TOTALS	**15.75**	**$3,597.00**		**$35,970**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RETAINING WALL CALCULATION REVIEW	S-04240

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Calculation	

DESCRIPTION OF SERVICE

Review of engineering calculation and design details of retaining wall.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $745.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$745.00	TOTAL REVENUE:	$3,725
UNIT COST:	$1,997.60	TOTAL COST:	$9,988
UNIT PROFIT (SUBSIDY):	$(1,252.60)	TOTAL PROFIT (SUBSIDY):	$(6,263)
TOTAL UNITS:	5	PCT. COST RECOVERY:	37.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,000 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RETAINING WALL CALCULATION REVIEW	S-04240
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	5	$973
PW-ENGINEERING	PRINCIPAL ENGINEER-C		6.00	$1,498.68	5	$7,493
PW-ENGINEERING	ASSIST.ENGINEER		2.25	$304.22	5	$1,521
		TYPE SUBTOTAL	**9.25**	**$1,997.51**		**$9,988**
		TOTALS	**9.25**	**$1,997.60**		**$9,988**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RIGHT-OF-WAY ENCROACHMENT REQUEST	S-04260

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	REQUEST	

DESCRIPTION OF SERVICE

Review and process a request for City Council approval of an encroachment of privately-owned improvements into the public right-of-way.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,265

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,265.00	TOTAL REVENUE:	$6,325
UNIT COST:	$1,124.60	TOTAL COST:	$5,623
UNIT PROFIT (SUBSIDY):	$140.40	TOTAL PROFIT (SUBSIDY):	$702
TOTAL UNITS:	5	PCT. COST RECOVERY:	112.48%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RIGHT-OF-WAY ENCROACHMENT REQUEST	S-04260
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		3.00	$583.83	5	$2,919
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$540.84	5	$2,704
		TYPE SUBTOTAL	**7.00**	**$1,124.67**		**$5,623**
		TOTALS	**7.00**	**$1,124.60**		**$5,623**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
EXCAV.INSP.-IN EXISTING STREETS	S-04310

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Reviewing and inspecting a utility installation in the public right-of-way to assure compliance with appropriate code requirements.

CURRENT FEE STRUCTURE

Fixed fee based on
linear feet: 0 to 50 - $135; 51 to 100 - $270; 101 to 200 - $405
201 to 500 - $405 plus $1.40/lf
501 to 1,000 - $825 plus $1.20/lf
above 1,000 - $1,425 plus $1.00/lf

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$621.25	TOTAL REVENUE:	$12,425
UNIT COST:	$771.55	TOTAL COST:	$15,431
UNIT PROFIT (SUBSIDY):	$(150.30)	TOTAL PROFIT (SUBSIDY):	$(3,006)
TOTAL UNITS:	20	PCT. COST RECOVERY:	80.52%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $800 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
EXCAV.INSP.-IN EXISTING STREETS	S-04310
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		0.50	$97.31	20	$1,946
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	20	$5,408
PW-ENGINEERING	SR.INSPECTOR-C		2.25	$403.81	20	$8,076
		TYPE SUBTOTAL	**4.75**	**$771.54**		**$15,431**
		TOTALS	**4.75**	**$771.55**		**$15,431**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
EXCAV.INSP.-WITHIN NEW DEVELOPMENT	S-04314

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Reviewing and inspecting a utility installation in the public right-of-way to assure compliance with appropriate code requirements.

CURRENT FEE STRUCTURE

Fixed fee based on lineal feet of installation of each utility:

linear feet: 0 to 50 - $105; 51 to 100 - $210; 101 to 200 - $315;
201 to 500 - $315 plus $1.10/lf
501 to 1,000 - $645 plus $0.70/lf
above 1,000 - $995 plus $0.50/lf

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$657.00	TOTAL REVENUE:	$13,140
UNIT COST:	$816.40	TOTAL COST:	$16,328
UNIT PROFIT (SUBSIDY):	$(159.40)	TOTAL PROFIT (SUBSIDY):	$(3,188)
TOTAL UNITS:	20	PCT. COST RECOVERY:	80.48%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $800 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
EXCAV.INSP.-WITHIN NEW DEVELOPMENT	S-04314
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		0.50	$97.31	20	$1,946
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	20	$5,408
PW-ENGINEERING	SR.INSPECTOR-C		2.50	$448.68	20	$8,974
		TYPE SUBTOTAL	**5.00**	**$816.41**		**$16,328**
		TOTALS	**5.00**	**$816.40**		**$16,328**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PUBLIC WKS.CONSTRUCTION INSPECTION	S-04500

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Inspecting a public works construction. Includes permit issuance, construction inspection, warranty inspections, traffic safety measure enforcement, compliant resolution, etc. and other related field and office activities.

CURRENT FEE STRUCTURE

See "Current Fee Schedules Footnote #7" at end of report

Total Construction Cost is estimated using Exhibit "A" following the footnotes.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$20,260.00	TOTAL REVENUE:	$81,040
UNIT COST:	$24,985.75	TOTAL COST:	$99,943
UNIT PROFIT (SUBSIDY):	$(4,725.75)	TOTAL PROFIT (SUBSIDY):	$(18,903)
TOTAL UNITS:	4	PCT. COST RECOVERY:	81.09%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $25,000 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PUBLIC WKS.CONSTRUCTION INSPECTION	S-04500
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		32.00	$6,227.52	4	$24,910
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$811.26	4	$3,245
PW-ENGINEERING	SR.INSPECTOR-C		100.00	$17,947.00	4	$71,788
		TYPE SUBTOTAL	**138.00**	**$24,985.78**		**$99,943**
		TOTALS	**138.00**	**$24,985.75**		**$99,943**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TRAFF.CONTROL PLAN REV.& INSPECTION	S-04510

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	PERMIT	

DESCRIPTION OF SERVICE

Reviewing traffic control plans and enforcement of traffic safety measures for road closure and detour requests. This service applies when enforcement of traffic safety measures is not included in another permit issued by the City.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,095.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,095.00	TOTAL REVENUE:	$8,760
UNIT COST:	$1,736.50	TOTAL COST:	$13,892
UNIT PROFIT (SUBSIDY):	$(641.50)	TOTAL PROFIT (SUBSIDY):	$(5,132)
TOTAL UNITS:	8	PCT. COST RECOVERY:	63.06%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,700 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
TRAFF.CONTROL PLAN REV.& INSPECTION	S-04510
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	8

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		2.00	$389.22	8	$3,114
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	8	$2,163
PW-ENGINEERING	SR.INSPECTOR-C		6.00	$1,076.82	8	$8,615
		TYPE SUBTOTAL	**10.00**	**$1,736.46**		**$13,892**
		TOTALS	**10.00**	**$1,736.50**		**$13,892**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STREET LIGHTING SYSTEM PLAN CHECK	S-04520

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Plan	

DESCRIPTION OF SERVICE

Reviewing plan for a proposed street lighting system to assure compliance with appropriate City requirements.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit as determined by "Current Fee Schedules Footnote #8" at end of report.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$9,636.67	TOTAL REVENUE:	$28,910
UNIT COST:	$11,775.67	TOTAL COST:	$35,327
UNIT PROFIT (SUBSIDY):	$(2,139.00)	TOTAL PROFIT (SUBSIDY):	$(6,417)
TOTAL UNITS:	3	PCT. COST RECOVERY:	81.84%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $11,800 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STREET LIGHTING SYSTEM PLAN CHECK	S-04520
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		5.00	$973.05	3	$2,919
PW-ENGINEERING	PRINCIPAL ENGINEER-C		40.00	$9,991.20	3	$29,974
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$811.26	3	$2,434
		TYPE SUBTOTAL	**51.00**	**$11,775.51**		**$35,327**
		TOTALS	**51.00**	**$11,775.67**		**$35,327**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ST.LIGHTING SYS.CONSTRUCTION INSP.	S-04525

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Inspecting a street lighting system construction. Includes permit issuance, construction inspection, warranty inspections, traffic safety measure enforcement, compliant resolution and other related field and office activities.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit as determined by "Current Fee Schedules Footnote #9" at end of report.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$18,583.33	TOTAL REVENUE:	$55,750
UNIT COST:	$22,940.33	TOTAL COST:	$68,821
UNIT PROFIT (SUBSIDY):	$(4,357.00)	TOTAL PROFIT (SUBSIDY):	$(13,071)
TOTAL UNITS:	3	PCT. COST RECOVERY:	81.01%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $22,900 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ST.LIGHTING SYS.CONSTRUCTION INSP.	S-04525
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		10.00	$1,946.10	3	$5,838
PW-ENGINEERING	ASSIST.ENGINEER		12.00	$1,622.52	3	$4,868
PW-ENGINEERING	SR.INSPECTOR-C		100.00	$17,947.00	3	$53,841
PW-ENGINEERING	SR.ENGIN'G TECH-C		7.00	$1,424.71	3	$4,274
		TYPE SUBTOTAL	**129.00**	**$22,940.33**		**$68,821**
		TOTALS	**129.00**	**$22,940.33**		**$68,821**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	S-04550

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Permit	

DESCRIPTION OF SERVICE

Reviewing permit applications for oversize, overweight vehicles to travel on City Streets.

CURRENT FEE STRUCTURE

Fixed Fee of $16 - Single trip permit (fee set by State)
Fixed Fee of $90 - Annual permit (fee set by State)
Deposit of $500 - Special services such as engineering investigator, escort, tree trimming, etc.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$16.00	TOTAL REVENUE:	$1,920
UNIT COST:	$101.41	TOTAL COST:	$12,169
UNIT PROFIT (SUBSIDY):	$(85.41)	TOTAL PROFIT (SUBSIDY):	$(10,249)
TOTAL UNITS:	120	PCT. COST RECOVERY:	15.78%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $16 - Single trip permit (fee set by State)
Fixed Fee of $90 - Annual permit (fee set by State)
Deposit of $500 - Special services such as engineering investigator, escort, tree trimming, etc.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	S-04550
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	120

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASSIST.ENGINEER		0.75	$101.41	120	$12,169
		TYPE SUBTOTAL	**0.75**	**$101.41**		**$12,169**
		TOTALS	**0.75**	**$101.41**		**$12,169**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STREET VACATION-SUMMARY	S-04610

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Request	

DESCRIPTION OF SERVICE

Reviewing and processing a request to abandon all or a portion of a public right-of-way.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $2,575.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,575.00	TOTAL REVENUE:	$5,150
UNIT COST:	$2,652.00	TOTAL COST:	$5,304
UNIT PROFIT (SUBSIDY):	$(77.00)	TOTAL PROFIT (SUBSIDY):	$(154)
TOTAL UNITS:	2	PCT. COST RECOVERY:	97.10%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,700 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STREET VACATION-SUMMARY	S-04610
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		0.50	$132.07	2	$264
PW-ENGINEERING	ASST.P.W.DIRECTOR		6.00	$1,167.66	2	$2,335
PW-ENGINEERING	ASSIST.ENGINEER		10.00	$1,352.10	2	$2,704
		TYPE SUBTOTAL	**16.50**	**$2,651.83**		**$5,304**
		TOTALS	**16.50**	**$2,652.00**		**$5,304**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STREET VACATION-FULL	S-04620

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Request	

DESCRIPTION OF SERVICE

Reviewing and processing a request to abandon all or a portion of a public right-of-way.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $4,800.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$4,800.00	TOTAL REVENUE:	$4,800
UNIT COST:	$3,990.00	TOTAL COST:	$3,990
UNIT PROFIT (SUBSIDY):	$810.00	TOTAL PROFIT (SUBSIDY):	$810
TOTAL UNITS:	1	PCT. COST RECOVERY:	120.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,000 or as determined by the Director of Public Works.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STREET VACATION-FULL	S-04620
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		0.50	$132.07	1	$132
PW-ENGINEERING	ASST.P.W.DIRECTOR		4.00	$778.44	1	$778
PW-ENGINEERING	PRINCIPAL ENGINEER-C		8.00	$1,998.24	1	$1,998
PW-ENGINEERING	ASSIST.ENGINEER		8.00	$1,081.68	1	$1,082
		TYPE SUBTOTAL	**20.50**	**$3,990.43**		**$3,990**
		TOTALS	**20.50**	**$3,990.00**		**$3,990**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SMALL WIRELESS FAC. IN PUBLIC ROW	S-04650

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PW-ENGINEERING	PERMIT	

DESCRIPTION OF SERVICE

Reviewing and inspecting a small wireless facility in the public right-of-way as defined in Chapter 12 of the Highland Municipal Code. This fee is consistent with the "safe harbor" fee recommended by the FCC's order (Sept. 27, 2018).

CURRENT FEE STRUCTURE

None

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$659.00	TOTAL COST:	$2,636
UNIT PROFIT (SUBSIDY):	$(659.00)	TOTAL PROFIT (SUBSIDY):	$(2,636)
TOTAL UNITS:	4	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Flat Fee of $660

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SMALL WIRELESS FAC. IN PUBLIC ROW	S-04650
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		0.50	$97.31	4	$389
PW-ENGINEERING	ASSIST.ENGINEER		1.50	$202.82	4	$811
PW-ENGINEERING	SR.INSPECTOR-C		2.00	$358.94	4	$1,436
		TYPE SUBTOTAL	**4.00**	**$659.07**		**$2,636**
		TOTALS	**4.00**	**$659.00**		**$2,636**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ANNEXATION PROCESS'G (TO DISTRICTS)	S-04700

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Annexation	

DESCRIPTION OF SERVICE

Processing an annexation of a property to City Benefit Assessment District, preparing required report and estimates and conducting required hearings.

CURRENT FEE STRUCTURE

Flat Fee of $705 plus any consultant fees.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$705.00	TOTAL REVENUE:	$7,050
UNIT COST:	$1,113.90	TOTAL COST:	$11,139
UNIT PROFIT (SUBSIDY):	$(408.90)	TOTAL PROFIT (SUBSIDY):	$(4,089)
TOTAL UNITS:	10	PCT. COST RECOVERY:	63.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ANNEXATION PROCESS'G (TO DISTRICTS)	S-04700
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	10	$1,946
PW-ENGINEERING	ASSIST.ENGINEER		3.00	$405.63	10	$4,056
PW-PUBLIC SERVICES	PUB.SVCS.MGR		3.00	$513.63	10	$5,136
		TYPE SUBTOTAL	**7.00**	**$1,113.87**		**$11,139**
		TOTALS	**7.00**	**$1,113.90**		**$11,139**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BOND PROCESSING-SWR/WTR/STR/GRDG	S-04800

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Bond	

DESCRIPTION OF SERVICE

Processing securities and agreements for acceptance by City and release of bonds upon fulfillment of conditions.

CURRENT FEE STRUCTURE

Fixed Fee of $730 per Bond (performance, labor/material and maintenance bond of the same type of improvement are to be counted as one bond. There are usually 3 Other Bonds per tract: Sewer & Water, Street & Drainage, and Grading.).

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$730.00	TOTAL REVENUE:	$10,950
UNIT COST:	$1,081.60	TOTAL COST:	$16,224
UNIT PROFIT (SUBSIDY):	$(351.60)	TOTAL PROFIT (SUBSIDY):	$(5,274)
TOTAL UNITS:	15	PCT. COST RECOVERY:	67.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BOND PROCESSING-SWR/WTR/STR/GRDG	S-04800
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.50	$75.73	15	$1,136
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$194.61	15	$2,919
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$811.26	15	$12,169
		TYPE SUBTOTAL	**7.50**	**$1,081.60**		**$16,224**
		TOTALS	**7.50**	**$1,081.60**		**$16,224**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BOND PROCESSING-LANDSCAPE	S-04810

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Bond	

DESCRIPTION OF SERVICE

Processing securities and agreements for acceptance by City and release of bonds upon fulfillment of conditions.

CURRENT FEE STRUCTURE

Fixed Fee of $935 (Performance, labor, material and maintenance bond of same type of improvement are to be counted as one bond.)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$935.00	TOTAL REVENUE:	$14,025
UNIT COST:	$936.87	TOTAL COST:	$14,053
UNIT PROFIT (SUBSIDY):	$(1.87)	TOTAL PROFIT (SUBSIDY):	$(28)
TOTAL UNITS:	15	PCT. COST RECOVERY:	99.80%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $900 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BOND PROCESSING-LANDSCAPE	S-04810
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		0.50	$97.31	15	$1,460
PW-ENGINEERING	ASSIST.ENGINEER		3.65	$493.52	15	$7,403
CD-PLANNING	ASSIST.CD DIR.		1.50	$346.01	15	$5,190
		TYPE SUBTOTAL	**5.65**	**$936.84**		**$14,053**
		TOTALS	**5.65**	**$936.87**		**$14,053**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PROFESSIONAL REPORT REVIEW	S-04900

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Report	

DESCRIPTION OF SERVICE

Reviewing a professional engineering report for compliance with City codes and standards such as a traffic report, hydrology report and geological studies.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $3,300.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,300.00	TOTAL REVENUE:	$13,200
UNIT COST:	$5,434.50	TOTAL COST:	$21,738
UNIT PROFIT (SUBSIDY):	$(2,134.50)	TOTAL PROFIT (SUBSIDY):	$(8,538)
TOTAL UNITS:	4	PCT. COST RECOVERY:	60.72%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $5,400 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PROFESSIONAL REPORT REVIEW	S-04900
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		6.00	$1,167.66	4	$4,671
PW-ENGINEERING	PRINCIPAL ENGINEER-C		16.00	$3,996.48	4	$15,986
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	4	$1,082
		TYPE SUBTOTAL	**24.00**	**$5,434.56**		**$21,738**
		TOTALS	**24.00**	**$5,434.50**		**$21,738**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
WQMP REVIEW & INSPECTION	S-04905

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Report	

DESCRIPTION OF SERVICE

Review Water Quality Management Plan (WQMP) for compliance with City and State codes. Site inspection to insure Best Management Practices contained in the WQMP have been implemented.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $5,200.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$5,200.00	TOTAL REVENUE:	$41,600
UNIT COST:	$9,157.25	TOTAL COST:	$73,258
UNIT PROFIT (SUBSIDY):	$(3,957.25)	TOTAL PROFIT (SUBSIDY):	$(31,658)
TOTAL UNITS:	8	PCT. COST RECOVERY:	56.79%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $9,200 or as determined by the Director of Public Works.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
WQMP REVIEW & INSPECTION	S-04905
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	8

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASST.P.W.DIRECTOR		3.00	$583.83	8	$4,671
PW-ENGINEERING	PRINCIPAL ENGINEER-C		24.00	$5,994.72	8	$47,958
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$270.42	8	$2,163
PW-ENGINEERING	SR.INSPECTOR-C		10.00	$1,794.70	8	$14,358
PW-PUBLIC SERVICES	PUB.SVCS.MGR		3.00	$513.63	8	$4,109
		TYPE SUBTOTAL	**42.00**	**$9,157.30**		**$73,258**
		TOTALS	**42.00**	**$9,157.25**		**$73,258**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GIS MAP UPDATE	S-04910

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Project	

DESCRIPTION OF SERVICE

Updating city-wide parcel-based map in the computerized geographical information system.

CURRENT FEE STRUCTURE

Fixed Fee of $95 per map plus "full cost" of any San Bernardino County mapping charges

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$95.00	TOTAL REVENUE:	$380
UNIT COST:	$71.25	TOTAL COST:	$285
UNIT PROFIT (SUBSIDY):	$23.75	TOTAL PROFIT (SUBSIDY):	$95
TOTAL UNITS:	4	PCT. COST RECOVERY:	133.33%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $70 per map plus "full cost" of any San Bernardino County mapping charges

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GIS MAP UPDATE	S-04910
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ENG.TECH I-C		0.50	$71.23	4	$285
		TYPE SUBTOTAL	**0.50**	**$71.23**		**$285**
		TOTALS	**0.50**	**$71.25**		**$285**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MICROFILMING OF MAPS AND PLANS	S-04920

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Project	

DESCRIPTION OF SERVICE

Microfilming of maps and plans

CURRENT FEE STRUCTURE

Fixed Fee of $115 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$115.00	TOTAL REVENUE:	$460
UNIT COST:	$106.75	TOTAL COST:	$427
UNIT PROFIT (SUBSIDY):	$8.25	TOTAL PROFIT (SUBSIDY):	$33
TOTAL UNITS:	4	PCT. COST RECOVERY:	107.73%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $105 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
MICROFILMING OF MAPS AND PLANS	S-04920
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ENG.TECH I-C		0.75	$106.85	4	$427
		TYPE SUBTOTAL	**0.75**	**$106.85**		**$427**
		TOTALS	**0.75**	**$106.75**		**$427**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SMARA ANNUAL REVIEW	S-04930

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Review	

DESCRIPTION OF SERVICE

Reviewing State-mandated Financial Assurance of Surface Mining Reclamation Plans and the annual inspection of mining operations to ensure compliance with conditions of approval and the Surface Mining & Reclamation Act (SMARA).

CURRENT FEE STRUCTURE

Fixed Fee of $1,510 per review by staff plus deposit of $6,000 deposit for consultant actual costs plus department overhead

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,510.00	TOTAL REVENUE:	$1,510
UNIT COST:	$1,845.00	TOTAL COST:	$1,845
UNIT PROFIT (SUBSIDY):	$(335.00)	TOTAL PROFIT (SUBSIDY):	$(335)
TOTAL UNITS:	1	PCT. COST RECOVERY:	81.84%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Community Development.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SMARA ANNUAL REVIEW	S-04930
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		8.00	$1,845.36	1	$1,845
		TYPE SUBTOTAL	**8.00**	**$1,845.36**		**$1,845**
		TOTALS	**8.00**	**$1,845.00**		**$1,845**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
HISTORIC/CULTURAL SITE DESIGNATION	S-04960

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Site	

DESCRIPTION OF SERVICE

Reviewing a request for designation of a site as a historical or cultural resource. This service is rarely performed.

CURRENT FEE STRUCTURE

Fixed Fee of $1,670 per review.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,670.00	TOTAL REVENUE:	$1,670
UNIT COST:	$1,900.00	TOTAL COST:	$1,900
UNIT PROFIT (SUBSIDY):	$(230.00)	TOTAL PROFIT (SUBSIDY):	$(230)
TOTAL UNITS:	1	PCT. COST RECOVERY:	87.89%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $1,900 per review.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
HISTORIC/CULTURAL SITE DESIGNATION	S-04960
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		2.00	$461.34	1	$461
CD-PLANNING	ASSOCIATE PLANNER		10.00	$1,438.70	1	$1,439
		TYPE SUBTOTAL	**12.00**	**$1,900.04**		**$1,900**
		TOTALS	**12.00**	**$1,900.00**		**$1,900**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
COM'L REGULATORY APPLICATION REV.	S-05000

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-PLANNING	APPLICATION	

DESCRIPTION OF SERVICE

Reviewing and processing a new/moved regulatory license application for a business within the City.

CURRENT FEE STRUCTURE

Initial Fixed Fee of $225

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$225.00	TOTAL REVENUE:	$3,150
UNIT COST:	$310.00	TOTAL COST:	$4,340
UNIT PROFIT (SUBSIDY):	$(85.00)	TOTAL PROFIT (SUBSIDY):	$(1,190)
TOTAL UNITS:	14	PCT. COST RECOVERY:	72.58%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $310

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
COM'L REGULATORY APPLICATION REV.	S-05000
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	14

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.75	$54.90	14	$769
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.50	$59.37	14	$831
CD-PLANNING	PLANNING TECH III		0.50	$52.89	14	$740
CD-CODE ENFCMNT	CODE COMP.OFF.		0.75	$74.00	14	$1,036
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	14	$964
		TYPE SUBTOTAL	**3.00**	**$310.01**		**$4,340**
		TOTALS	**3.00**	**$310.00**		**$4,340**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE RENEWAL PROC'G	S-05001

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	Application	

DESCRIPTION OF SERVICE

Reviewing and processing an approved regulatory license renewal application.

CURRENT FEE STRUCTURE

Annual - Fixed Fee of $40 plus an additional $50 if a mobile water user

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$40.00	TOTAL REVENUE:	$144,400
UNIT COST:	$47.99	TOTAL COST:	$173,244
UNIT PROFIT (SUBSIDY):	$(7.99)	TOTAL PROFIT (SUBSIDY):	$(28,844)
TOTAL UNITS:	3,610	PCT. COST RECOVERY:	83.35%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Annual - Fixed Fee of $50

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE RENEWAL PROC'G	S-05001
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3,610

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.25	$18.30	3,610	$66,063
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.25	$29.69	3,610	$107,181
		TYPE SUBTOTAL	**0.50**	**$47.99**		**$173,244**
		TOTALS	**0.50**	**$47.99**		**$173,244**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-INFO.CHANGE	S-05002

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	LICENSE	

DESCRIPTION OF SERVICE

Reviewing and processing changes requested to an active regulatory license. Additional building and fire department fees are applicable for a change of location.

CURRENT FEE STRUCTURE

$30 - Change of owner and/or business name change
$75 - Change of location

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$35.63	TOTAL REVENUE:	$285
UNIT COST:	$43.00	TOTAL COST:	$344
UNIT PROFIT (SUBSIDY):	$(7.37)	TOTAL PROFIT (SUBSIDY):	$(59)
TOTAL UNITS:	8	PCT. COST RECOVERY:	82.85%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$35 - Change of owner and/or business name change
$90 - Change of location

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-INFO.CHANGE	S-05002
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	8

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II	Name/Owner Chge	0.50	$36.60	7	$256
		TYPE SUBTOTAL	**0.50**	**$36.60**		**$256**
FINANCE	ACCTG ASSIST II	Location Chge	0.50	$36.60	1	$37
CD-PLANNING	PLANNING TECH III		0.25	$26.44	1	$26
CD-CODE ENFCMNT	CODE COMP.OFF.		0.25	$24.67	1	$25
		TYPE SUBTOTAL	**1.00**	**$87.71**		**$88**
		TOTALS	**1.50**	**$43.00**		**$344**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-BOOTH RENTAL	S-05006

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	APPLICATION	

DESCRIPTION OF SERVICE

Reviewing and processing a regulatory license application for a business located within an established business. Examples include hair salons, nail salon, etc.

CURRENT FEE STRUCTURE

Fixed Fee of $55

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$55.00	TOTAL REVENUE:	$715
UNIT COST:	$63.08	TOTAL COST:	$820
UNIT PROFIT (SUBSIDY):	$(8.08)	TOTAL PROFIT (SUBSIDY):	$(105)
TOTAL UNITS:	13	PCT. COST RECOVERY:	87.20%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $65

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-BOOTH RENTAL	S-05006
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	13

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.50	$36.60	13	$476
CD-PLANNING	PLANNING TECH III		0.25	$26.44	13	$344
		TYPE SUBTOTAL	**0.75**	**$63.04**		**$820**
		TOTALS	**0.75**	**$63.08**		**$820**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-MOBILE VENDOR	S-05008

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	APPLICATION	

DESCRIPTION OF SERVICE

Reviewing and processing a regulatory license application for a mobile business such as ice cream vendor, catering truck. Each vehicle must have a separate regulatory license.

CURRENT FEE STRUCTURE

Annual - Fixed Fee of $165 plus an additional $105 if a mobile water user

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$217.50	TOTAL REVENUE:	$2,175
UNIT COST:	$231.90	TOTAL COST:	$2,319
UNIT PROFIT (SUBSIDY):	$(14.40)	TOTAL PROFIT (SUBSIDY):	$(144)
TOTAL UNITS:	10	PCT. COST RECOVERY:	93.79%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Annual - Fixed Fee of $175 plus an additional $120 if a mobile water user plus the cost of fingerprinting (currently $34)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-MOBILE VENDOR	S-05008
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.50	$36.60	10	$366
POLICE DEPARTMENT	LIEUTENANT		0.25	$50.09	10	$501
POLICE DEPARTMENT	SERGEANT		0.50	$85.83	10	$858
		TYPE SUBTOTAL	**1.25**	**$172.52**		**$1,725**
PW-PUBLIC SERVICES	PUB.SVCS.COORD.	Mobile Wtr User	1.00	$118.74	5	$594
		TYPE SUBTOTAL	**1.00**	**$118.74**		**$594**
		TOTALS	**2.25**	**$231.90**		**$2,319**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-DELINQUENT	S-05010

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	Delinquent Customer	

DESCRIPTION OF SERVICE

Office and field follow-up to collect a delinquent regulatory license renewal application.

CURRENT FEE STRUCTURE

$20 per notice
$40 per visit

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$22.48	TOTAL REVENUE:	$11,800
UNIT COST:	$27.28	TOTAL COST:	$14,321
UNIT PROFIT (SUBSIDY):	$(4.80)	TOTAL PROFIT (SUBSIDY):	$(2,521)
TOTAL UNITS:	525	PCT. COST RECOVERY:	82.40%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$25 per notice
$50 per visit

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-DELINQUENT	S-05010
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	525

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II	Notice	0.33	$24.16	460	$11,114
		TYPE SUBTOTAL	**0.33**	**$24.16**		**$11,114**
CD-CODE ENFCMNT	CODE COMP.OFF.	Visit	0.50	$49.34	65	$3,207
		TYPE SUBTOTAL	**0.50**	**$49.34**		**$3,207**
		TOTALS	**0.83**	**$27.28**		**$14,321**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SOLICITING/PEDDLING PERMIT	S-05015

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	PERMIT	

DESCRIPTION OF SERVICE

To process a permit for someone engaged in the business of peddling goods, wares, merchandise or of soliciting orders for goods or services for the repair or improvement of real property exceeding $25 in cost or value pursuant to HIMC 5.04.340 & 350.

CURRENT FEE STRUCTURE

Fixed Fee of $165

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$165.00	TOTAL REVENUE:	$660
UNIT COST:	$172.50	TOTAL COST:	$690
UNIT PROFIT (SUBSIDY):	$(7.50)	TOTAL PROFIT (SUBSIDY):	$(30)
TOTAL UNITS:	4	PCT. COST RECOVERY:	95.65%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $175 plus the cost of fingerprinting (currently $34)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SOLICITING/PEDDLING PERMIT	S-05015
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.50	$36.60	4	$146
POLICE DEPARTMENT	LIEUTENANT		0.25	$50.09	4	$200
POLICE DEPARTMENT	SERGEANT		0.50	$85.83	4	$343
		TYPE SUBTOTAL	**1.25**	**$172.52**		**$690**
		TOTALS	**1.25**	**$172.50**		**$690**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
NPDES INSPECTION	S-05020

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PW-COMM.MANDATES	INSPECTION	

DESCRIPTION OF SERVICE

To inspect all com'l/ind'l businesses for compliance with City Ord. & State-issued pmts plus review material and waste handling and storage practices, pollutant control BMP implementation and maintenance, and evidence of unauth. non-storm water dischges.

CURRENT FEE STRUCTURE

$155 - Commercial
$310 - Industrial
$0 - WQMP (Water Quality Management Plan)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$157.14	TOTAL REVENUE:	$34,100
UNIT COST:	$192.06	TOTAL COST:	$41,678
UNIT PROFIT (SUBSIDY):	$(34.92)	TOTAL PROFIT (SUBSIDY):	$(7,578)
TOTAL UNITS:	217	PCT. COST RECOVERY:	81.82%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$180 - Commercial
$355 - Industrial
$355 - WQMP (Water Quality Management Plan)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
NPDES INSPECTION	S-05020
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	217

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-PUBLIC SERVICES	PUB.SVCS.COORD.	Commercial	1.50	$178.11	200	$35,622
		TYPE SUBTOTAL	**1.50**	**$178.11**		**$35,622**
PW-PUBLIC SERVICES	PUB.SVCS.COORD.	Industrial	3.00	$356.22	10	$3,562
		TYPE SUBTOTAL	**3.00**	**$356.22**		**$3,562**
PW-PUBLIC SERVICES	PUB.SVCS.COORD.	WQMP	3.00	$356.22	7	$2,494
		TYPE SUBTOTAL	**3.00**	**$356.22**		**$2,494**
		TOTALS	**7.50**	**$192.06**		**$41,678**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RES'L RENTAL ENHANCEMENT PROG.LIC.	S-05151

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	Application	

DESCRIPTION OF SERVICE

Reviewing and processing a regulatory license for a residential rental unit.

CURRENT FEE STRUCTURE

Initial Fixed Fee of $100
Plus $14 for each add'l unit greater than three
$40 for an additional inspection after the first two

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$100.00	TOTAL REVENUE:	$2,700
UNIT COST:	$117.78	TOTAL COST:	$3,180
UNIT PROFIT (SUBSIDY):	$(17.78)	TOTAL PROFIT (SUBSIDY):	$(480)
TOTAL UNITS:	27	PCT. COST RECOVERY:	84.91%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $120

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RES'L RENTAL ENHANCEMENT PROG.LIC.	S-05151
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	27

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.25	$18.30	27	$494
CD-PLANNING	ADMIN.ASSIST III		0.50	$50.15	27	$1,354
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$49.34	27	$1,332
		TYPE SUBTOTAL	**1.25**	**$117.79**		**$3,180**
		TOTALS	**1.25**	**$117.78**		**$3,180**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-OUT OF CITY	S-05152

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	Application	

DESCRIPTION OF SERVICE

Reviewing and processing a regulatory license for businesses that are physically located outside the City limits, but conduct business within the City limits.

CURRENT FEE STRUCTURE

Initial Fixed Fee of $155

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$155.00	TOTAL REVENUE:	$34,720
UNIT COST:	$181.78	TOTAL COST:	$40,719
UNIT PROFIT (SUBSIDY):	$(26.78)	TOTAL PROFIT (SUBSIDY):	$(5,999)
TOTAL UNITS:	224	PCT. COST RECOVERY:	85.27%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $180

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-OUT OF CITY	S-05152
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	224

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.50	$36.60	224	$8,198
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		1.00	$118.74	224	$26,598
CD-PLANNING	PLANNING TECH III		0.25	$26.44	224	$5,923
		TYPE SUBTOTAL	**1.75**	**$181.78**		**$40,719**
		TOTALS	**1.75**	**$181.78**		**$40,719**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BUSINESS REGULATION (MAJOR)	S-05200

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Sheriff	License	

DESCRIPTION OF SERVICE

Reviewing background, premises, operation, and requirements of specified business activities which could create a threat to the public health, safety, welfare, and morals. (Examples include: unlicensed by State massage parlors and palm readers.)

CURRENT FEE STRUCTURE

Initial Fixed Fee of $380
Annual Fixed Fee of $310

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$345.00	TOTAL REVENUE:	$1,380
UNIT COST:	$344.75	TOTAL COST:	$1,379
UNIT PROFIT (SUBSIDY):	$0.25	TOTAL PROFIT (SUBSIDY):	$1
TOTAL UNITS:	4	PCT. COST RECOVERY:	100.07%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Initial Fixed Fee of $380
Annual Renewal Fixed Fee of $310

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BUSINESS REGULATION (MAJOR)	S-05200
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.50	$36.60	4	$146
POLICE DEPARTMENT	LIEUTENANT		0.25	$50.09	4	$200
POLICE DEPARTMENT	SERGEANT		0.50	$85.83	4	$343
		TYPE SUBTOTAL	**1.25**	**$172.52**		**$690**
FIRE-PREVENTION	FIRE MARSHALL-FC	Initial	1.50	$206.55	2	$413
		TYPE SUBTOTAL	**1.50**	**$206.55**		**$413**
FIRE-PREVENTION	FIRE MARSHALL-FC	Annual	1.00	$137.70	2	$275
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$275**
		TOTALS	**3.75**	**$344.75**		**$1,379**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BUSINESS REGULATION (MINOR)	S-05210

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
General Government	License	

DESCRIPTION OF SERVICE

Reviewing background, premises, operation, and requirements of specified business activities which could create a threat to the public health, safety, welfare, and morals. (Examples include: massage technicians.)

CURRENT FEE STRUCTURE

Fixed Fee of $165

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$165.00	TOTAL REVENUE:	$990
UNIT COST:	$172.50	TOTAL COST:	$1,035
UNIT PROFIT (SUBSIDY):	$(7.50)	TOTAL PROFIT (SUBSIDY):	$(45)
TOTAL UNITS:	6	PCT. COST RECOVERY:	95.65%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $175 plus the cost of fingerprinting (currently $34)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BUSINESS REGULATION (MINOR)	S-05210
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	6

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.50	$36.60	6	$220
POLICE DEPARTMENT	LIEUTENANT		0.25	$50.09	6	$301
POLICE DEPARTMENT	SERGEANT		0.50	$85.83	6	$515
		TYPE SUBTOTAL	**1.25**	**$172.52**		**$1,035**
		TOTALS	**1.25**	**$172.50**		**$1,035**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FILM PERMIT	S-05250

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PERMIT	

DESCRIPTION OF SERVICE

Review a request to film in the City to identify City services that will be affected or required such as Police, Traffic Control, Fire Safety, and Refuse Hauling.

CURRENT FEE STRUCTURE

Fixed Fee of $845

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$845.00	TOTAL REVENUE:	$845
UNIT COST:	$1,020.00	TOTAL COST:	$1,020
UNIT PROFIT (SUBSIDY):	$(175.00)	TOTAL PROFIT (SUBSIDY):	$(175)
TOTAL UNITS:	1	PCT. COST RECOVERY:	82.84%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies charged against an initial deposit of $1,000.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FILM PERMIT	S-05250
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	LIEUTENANT		1.00	$200.36	1	$200
POLICE DEPARTMENT	SERGEANT		1.00	$171.65	1	$172
PW-ENGINEERING	ENG.TECH I-C		1.00	$142.46	1	$142
CD-PLANNING	PLANNING TECH III		2.00	$211.54	1	$212
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$156.31	1	$156
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	1	$138
		TYPE SUBTOTAL	**7.00**	**$1,020.02**		**$1,020**
		TOTALS	**7.00**	**$1,020.00**		**$1,020**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BINGO PERMIT REVIEW	S-05300

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Sheriff	Permit	

DESCRIPTION OF SERVICE

Reviewing and processing a bingo permit application.

CURRENT FEE STRUCTURE

Fixed Fee of $75 per permit. (Does not include business license fee.)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$75
UNIT COST:	$61.00	TOTAL COST:	$61
UNIT PROFIT (SUBSIDY):	$14.00	TOTAL PROFIT (SUBSIDY):	$14
TOTAL UNITS:	1	PCT. COST RECOVERY:	122.95%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $60 per permit. (Does not include business license fee.)

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BINGO PERMIT REVIEW	S-05300
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.25	$18.30	1	$18
POLICE DEPARTMENT	SERGEANT		0.25	$42.91	1	$43
		TYPE SUBTOTAL	**0.50**	**$61.21**		**$61**
		TOTALS	**0.50**	**$61.00**		**$61**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BINGO PERMIT RENEWAL	S-05310

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
General Government	Permit	

DESCRIPTION OF SERVICE

Reviewing and processing annual renewal of an approved bingo permit.

CURRENT FEE STRUCTURE

Fixed Fee of $15

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$15.00	TOTAL REVENUE:	$15
UNIT COST:	$18.00	TOTAL COST:	$18
UNIT PROFIT (SUBSIDY):	$(3.00)	TOTAL PROFIT (SUBSIDY):	$(3)
TOTAL UNITS:	1	PCT. COST RECOVERY:	83.33%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $18

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
BINGO PERMIT RENEWAL	S-05310
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.25	$18.30	1	$18
		TYPE SUBTOTAL	**0.25**	**$18.30**		**$18**
		TOTALS	**0.25**	**$18.00**		**$18**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ADMINISTRATIVE CITATION HEARING	S-05420

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CODE ENFORCEMENT	HEARING	

DESCRIPTION OF SERVICE

Reviewing and processing a request for a hearing regarding an administrative citation.

CURRENT FEE STRUCTURE

Fixed Fee of $25

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$25.00	TOTAL REVENUE:	$75
UNIT COST:	$575.33	TOTAL COST:	$1,726
UNIT PROFIT (SUBSIDY):	$(550.33)	TOTAL PROFIT (SUBSIDY):	$(1,651)
TOTAL UNITS:	3	PCT. COST RECOVERY:	4.35%

SUGGESTED FEE FOR COST RECOVERY OF: 6%

Fixed Fee of $35

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ADMINISTRATIVE CITATION HEARING	S-05420
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.17	$12.44	3	$37
CD-CODE ENFCMNT	ADMIN.ASSISTANT III		4.00	$365.44	3	$1,096
CD-CODE ENFCMNT	CODE COMP.OFF.		2.00	$197.34	3	$592
		TYPE SUBTOTAL	**6.17**	**$575.22**		**$1,726**
		TOTALS	**6.17**	**$575.33**		**$1,726**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FORECLOSURE REGISTRATION	S-05480

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	PROPERTY	

DESCRIPTION OF SERVICE

Inspect, research, process and monitor foreclosed properties for compliance with City Codes.

CURRENT FEE STRUCTURE

Fixed Fee of $110 per property per year or fraction thereof

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$11,000
UNIT COST:	$140.70	TOTAL COST:	$14,070
UNIT PROFIT (SUBSIDY):	$(30.70)	TOTAL PROFIT (SUBSIDY):	$(3,070)
TOTAL UNITS:	100	PCT. COST RECOVERY:	78.18%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $140 per property per year or fraction thereof

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FORECLOSURE REGISTRATION	S-05480
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	100

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-CODE ENFCMNT	ADMIN.ASSISTANT III		1.00	$91.36	100	$9,136
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$49.34	100	$4,934
		TYPE SUBTOTAL	**1.50**	**$140.70**		**$14,070**
		TOTALS	**1.50**	**$140.70**		**$14,070**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
YARD AND GARAGE SALE REVIEW	S-05500

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Finance	Permit	

DESCRIPTION OF SERVICE

Reviewing and processing application for yard or garage sale permit.

CURRENT FEE STRUCTURE

$10 (paid only at City Hall)
Limited to 3 permits annually

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$10.00	TOTAL REVENUE:	$10,000
UNIT COST:	$10.98	TOTAL COST:	$10,980
UNIT PROFIT (SUBSIDY):	$(0.98)	TOTAL PROFIT (SUBSIDY):	$(980)
TOTAL UNITS:	1,000	PCT. COST RECOVERY:	91.07%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$10 (paid only at City Hall)
Limited to 3 permits annually

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
YARD AND GARAGE SALE REVIEW	S-05500
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1,000

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
GEN.GOVERNMENT	ADMIN.ASSISTANT I		0.17	$10.98	1,000	$10,980
		TYPE SUBTOTAL	**0.17**	**$10.98**		**$10,980**
		TOTALS	**0.17**	**$10.98**		**$10,980**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CITATION SIGN-OFF	S-05550

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Sheriff	Citation	

DESCRIPTION OF SERVICE

To sign off on a citation issued for a vehicle mechanical defect.

CURRENT FEE STRUCTURE

$0 - Resident (0% Recovery)
$23 - Non resident (50% Recovery)

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$23.00	TOTAL REVENUE:	$23
UNIT COST:	$47.00	TOTAL COST:	$47
UNIT PROFIT (SUBSIDY):	$(24.00)	TOTAL PROFIT (SUBSIDY):	$(24)
TOTAL UNITS:	1	PCT. COST RECOVERY:	48.94%

SUGGESTED FEE FOR COST RECOVERY OF: 50%

$0 - Resident (0% Recovery)
$24 - Non resident (50% Recovery)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CITATION SIGN-OFF	S-05550
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	DEPUTY		0.25	$32.88	1	$33
POLICE DEPARTMENT	SVC.SPECIALIST		0.25	$14.00	1	$14
		TYPE SUBTOTAL	**0.50**	**$46.88**		**$47**
		TOTALS	**0.50**	**$47.00**		**$47**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
NOTICE OF VEHICLE TO BE DISMANTLED	S-05560

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Sheriff	Application	

DESCRIPTION OF SERVICE

Processing an application to dismantle or junk a vehicle.

CURRENT FEE STRUCTURE

$45 - Passenger vehicle, leisure craft, single/double axle trailer
$60 - Commercial vehicle
$65 - Motor Home

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$56.67	TOTAL REVENUE:	$170
UNIT COST:	$57.00	TOTAL COST:	$171
UNIT PROFIT (SUBSIDY):	$(0.33)	TOTAL PROFIT (SUBSIDY):	$(1)
TOTAL UNITS:	3	PCT. COST RECOVERY:	99.42%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$45 - Passenger vehicle, leisure craft, single/double axle trailer
$60 - Commercial vehicle
$65 - Motor Home

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
NOTICE OF VEHICLE TO BE DISMANTLED	S-05560
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	DEPUTY	Passenger	0.35	$46.03	1	$46
		TYPE SUBTOTAL	**0.35**	**$46.03**		**$46**
POLICE DEPARTMENT	DEPUTY	Commercial	0.45	$59.18	1	$59
		TYPE SUBTOTAL	**0.45**	**$59.18**		**$59**
POLICE DEPARTMENT	DEPUTY	Motor Home	0.50	$65.76	1	$66
		TYPE SUBTOTAL	**0.50**	**$65.76**		**$66**
		TOTALS	**1.30**	**$57.00**		**$171**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LOUD PARTY RESPONSE	S-05565

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Sheriff	Response	

DESCRIPTION OF SERVICE

To respond to a party that is creating a public nuisance.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	206	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LOUD PARTY RESPONSE	S-05565
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	206

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PARKING ADMINISTRATIVE HEARING REV.	S-05610

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
General Government	Appeal	

DESCRIPTION OF SERVICE

Appeal of an initial review request.

CURRENT FEE STRUCTURE

Fixed Fee of $30 per appeal

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$30.00	TOTAL REVENUE:	$30
UNIT COST:	$27.00	TOTAL COST:	$27
UNIT PROFIT (SUBSIDY):	$3.00	TOTAL PROFIT (SUBSIDY):	$3
TOTAL UNITS:	1	PCT. COST RECOVERY:	111.11%

SUGGESTED FEE FOR COST RECOVERY OF: 58%

Fixed Fee of $25 per appeal

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PARKING ADMINISTRATIVE HEARING REV.	S-05610
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNTANT		0.25	$26.85	1	$27
		TYPE SUBTOTAL	**0.25**	**$26.85**		**$27**
		TOTALS	**0.25**	**$27.00**		**$27**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FALSE ALARM RESPONSE-SHERIFF	S-05900

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Sheriff	Response	

DESCRIPTION OF SERVICE

Responding to false burglary alarm given by private alarm systems, after stipulated number of false alarms and admonitions about such false alarms.

CURRENT FEE STRUCTURE

First Three False Alarms in a 12 month period - no charge
Fourth " " " " - $ 80
Fifth " " " " - $160
Sixth or more " " " " - $300

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$1.75	TOTAL REVENUE:	$175
UNIT COST:	$185.22	TOTAL COST:	$18,522
UNIT PROFIT (SUBSIDY):	$(183.47)	TOTAL PROFIT (SUBSIDY):	$(18,347)
TOTAL UNITS:	100	PCT. COST RECOVERY:	0.94%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First Three False Alarms in a 12 month period - no charge
Fourth " " " " - $ 90
Fifth " " " " - $185
Sixth or more " " " " - $370

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FALSE ALARM RESPONSE-SHERIFF	S-05900
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	100

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNTANT		0.50	$53.70	100	$5,370
POLICE DEPARTMENT	DEPUTY		1.00	$131.52	100	$13,152
		TYPE SUBTOTAL	**1.50**	**$185.22**		**$18,522**
		TOTALS	**1.50**	**$185.22**		**$18,522**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FALSE ALARM RESPONSE-FIRE	S-05902

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	Response	

DESCRIPTION OF SERVICE

Responding to false fire alarm given by private alarm systems, after stipulated number of false alarms and admonitions about such false alarms.

CURRENT FEE STRUCTURE

First Two False Alarms in a 12 month period - no charge
Third " " " " - $ 55
Fourth " " " " - $110
Fifth or more " " " " - $160

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$61.00	TOTAL COST:	$61
UNIT PROFIT (SUBSIDY):	$(61.00)	TOTAL PROFIT (SUBSIDY):	$(61)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First Two False Alarms in a 12 month period - no charge
Third " " " " - $ 60
Fourth " " " " - $120
Fifth or more " " " " - $180

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FALSE ALARM RESPONSE-FIRE	S-05902
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-SUPPRESSION	FIRE CAPTAIN		0.25	$22.70	1	$23
FIRE-SUPPRESSION	FIRE ENGINEER		0.25	$19.74	1	$20
FIRE-SUPPRESSION	FIREFIGHTER 2		0.25	$18.36	1	$18
		TYPE SUBTOTAL	**0.75**	**$60.80**		**$61**
		TOTALS	**0.75**	**$61.00**		**$61**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	S-05904A

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Dwelling	

DESCRIPTION OF SERVICE

Review plans for proposed custom single family dwelling (SFD), tract model or duplex for compliance with fire/life safety issues. Includes a plan check and a signature check, a written report of findings & and two (pre-constr.& final) on-site inspections.

CURRENT FEE STRUCTURE

Fixed Fee of $440

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$440.00	TOTAL REVENUE:	$8,360
UNIT COST:	$445.53	TOTAL COST:	$8,465
UNIT PROFIT (SUBSIDY):	$(5.53)	TOTAL PROFIT (SUBSIDY):	$(105)
TOTAL UNITS:	19	PCT. COST RECOVERY:	98.76%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $445

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	S-05904A
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	19

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	19	$2,616
FIRE-PREVENTION	PLANS EXAMINER-FC		2.00	$307.80	19	$5,848
		TYPE SUBTOTAL	**3.00**	**$445.50**		**$8,465**
		TOTALS	**3.00**	**$445.53**		**$8,465**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	S-05904B

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	APPLICATION	

DESCRIPTION OF SERVICE

Review plans for proposed custom single family dwelling (SFD), tract model or duplex for compliance with fire/life safety standards in fire zones 1 & 2. Conduct two on-site inspections of SFD, tract model or duplex for compliance.

CURRENT FEE STRUCTURE

Plan Check - Actual time at $148 per hour with a two hour minimum of $296
Inspection - $365

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$661.00	TOTAL REVENUE:	$12,559
UNIT COST:	$652.05	TOTAL COST:	$12,389
UNIT PROFIT (SUBSIDY):	$8.95	TOTAL PROFIT (SUBSIDY):	$170
TOTAL UNITS:	19	PCT. COST RECOVERY:	101.37%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - Actual time at $155 per hour with a two hour minimum of $310
Inspection - $345

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	S-05904B
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	19

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	Inspection	2.50	$344.25	19	$6,541
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$307.80	19	$5,848
		TYPE SUBTOTAL	**4.50**	**$652.05**		**$12,389**
		TOTALS	**4.50**	**$652.05**		**$12,389**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	S-05905

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	DWELLING UNIT	

DESCRIPTION OF SERVICE

Inspect single family dwelling for compliance with fire/life safety standards in fire zones 1 & 2. Inspect tract site and fuel modification compliance. Includes two inspections of each SFD in tract for compliance.

CURRENT FEE STRUCTURE

$145 per unit

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$9,425
UNIT COST:	$137.71	TOTAL COST:	$8,951
UNIT PROFIT (SUBSIDY):	$7.29	TOTAL PROFIT (SUBSIDY):	$474
TOTAL UNITS:	65	PCT. COST RECOVERY:	105.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$140 per unit

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	S-05905
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	65

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	65	$8,951
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$8,951**
		TOTALS	**1.00**	**$137.71**		**$8,951**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	S-05906

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	DWELLING UNIT	

DESCRIPTION OF SERVICE

On-site inspection for compliance with previously conditioned fire and life safety requirements for each production unit in tract..

CURRENT FEE STRUCTURE

Fixed Fee of $75 per unit

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$4,875
UNIT COST:	$68.85	TOTAL COST:	$4,475
UNIT PROFIT (SUBSIDY):	$6.15	TOTAL PROFIT (SUBSIDY):	$400
TOTAL UNITS:	65	PCT. COST RECOVERY:	108.94%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $70 per unit

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	S-05906
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	65

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$68.85	65	$4,475
		TYPE SUBTOTAL	**0.50**	**$68.85**		**$4,475**
		TOTALS	**0.50**	**$68.85**		**$4,475**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE PLAN CHECK+INSPECTION-MFD	S-05908

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Complex/Unit	

DESCRIPTION OF SERVICE

Review plans for proposed multi-family dwelling for compliance with fire and life safety issues. Includes two plan checks and a signature check and two site complex inspections.

CURRENT FEE STRUCTURE

Fixed Fee of $734 for the 1st 50 units. For more than 50 units, $148 per hour for plan check with a 3 hour minimum and $145 per hour for inspection with a 2 hour minimum.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$734.00	TOTAL REVENUE:	$165,150
UNIT COST:	$737.10	TOTAL COST:	$165,848
UNIT PROFIT (SUBSIDY):	$(3.10)	TOTAL PROFIT (SUBSIDY):	$(698)
TOTAL UNITS:	225	PCT. COST RECOVERY:	99.58%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $735 for the 1st 50 units. For more than 50 units, $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 2 hour minimum.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE PLAN CHECK+INSPECTION-MFD	S-05908
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	225

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		2.00	$275.40	225	$61,965
FIRE-PREVENTION	PLANS EXAMINER-FC		3.00	$461.70	225	$103,883
		TYPE SUBTOTAL	**5.00**	**$737.10**		**$165,848**
		TOTALS	**5.00**	**$737.10**		**$165,848**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-TENANT IMPROVEMENT	S-05910

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Suite/Unit	

DESCRIPTION OF SERVICE

Review plans for alterations to an existing com'l/ind'l occupancy for compliance with fire and life safety issues. Includes two plan checks and a signature check, a written report of findings & two (pre-construction and final) on-site inspections.

CURRENT FEE STRUCTURE

Fixed Fee of $589 for the 1st 4,000 square feet. For more than 4,000 sq.ft., $148 per hour for plan check with a 3 hour minimum and $145 per hour for inspection with a 1 hour minimum.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$589.00	TOTAL REVENUE:	$7,068
UNIT COST:	$599.42	TOTAL COST:	$7,193
UNIT PROFIT (SUBSIDY):	$(10.42)	TOTAL PROFIT (SUBSIDY):	$(125)
TOTAL UNITS:	12	PCT. COST RECOVERY:	98.26%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $600 for the 1st 4,000 square feet. For more than 4,000 sq.ft., $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 1 hour minimum.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-TENANT IMPROVEMENT	S-05910
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	12

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	12	$1,652
FIRE-PREVENTION	PLANS EXAMINER-FC		3.00	$461.70	12	$5,540
		TYPE SUBTOTAL	**4.00**	**$599.40**		**$7,193**
		TOTALS	**4.00**	**$599.42**		**$7,193**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-NEW COM'L/IND'L SITE	S-05912A

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	SITE	

DESCRIPTION OF SERVICE

To review plans for a proposed commercial/industrial site for compliance with fire/life safety standards. Conduct various site inspections to insure compliance with fire/life safety standards.

CURRENT FEE STRUCTURE

Plan Check - Actual time at $148 per hour with a two-hour minimum of $296
Inspection - Fixed Fee of $290

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$586.00	TOTAL REVENUE:	$8,790
UNIT COST:	$583.20	TOTAL COST:	$8,748
UNIT PROFIT (SUBSIDY):	$2.80	TOTAL PROFIT (SUBSIDY):	$42
TOTAL UNITS:	15	PCT. COST RECOVERY:	100.48%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - Actual time at $155 per hour with a two-hour minimum of $310
Inspection - Fixed Fee of $275

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-NEW COM'L/IND'L SITE	S-05912A
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	Inspection	2.00	$275.40	15	$4,131
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$307.80	15	$4,617
		TYPE SUBTOTAL	**4.00**	**$583.20**		**$8,748**
		TOTALS	**4.00**	**$583.20**		**$8,748**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-NEW C/I CONSTRUCTION	S-05912B

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Building	

DESCRIPTION OF SERVICE

Review plans for proposed com'l/ind'l structure for compliance with fire and life safety issues. Includes two plan checks and a signature check, a written report of findings & two on-site inspections (construction and final).

CURRENT FEE STRUCTURE

Fixed Fee of $737 for the first 4,000 sq.ft.
For more than 4,000 sq.ft., $148 per hour for plan check with a 4 hour minimum and $145 per hour for inspection with a 1 hour minimum.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$737.00	TOTAL REVENUE:	$11,055
UNIT COST:	$753.33	TOTAL COST:	$11,300
UNIT PROFIT (SUBSIDY):	$(16.33)	TOTAL PROFIT (SUBSIDY):	$(245)
TOTAL UNITS:	15	PCT. COST RECOVERY:	97.83%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $755 for the first 4,000 sq.ft.
For more than 4,000 sq.ft., $155 per hour for plan check with a 4 hour minimum and $140 per hour for inspection with a 1 hour minimum.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-NEW C/I CONSTRUCTION	S-05912B
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	15	$2,066
FIRE-PREVENTION	PLANS EXAMINER-FC		4.00	$615.60	15	$9,234
		TYPE SUBTOTAL	**5.00**	**$753.30**		**$11,300**
		TOTALS	**5.00**	**$753.33**		**$11,300**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP:SFD OR ADDITION	S-05914A

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review plans for fire sprinkler system (NFPA 13-D (M)) for a SFD for compliance with fire and life safety issues. Includes one plan review and signature check, system test, written report of findings & two (hydrostatic and final) on-site inspections.

CURRENT FEE STRUCTURE

Fixed Fee of $515

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$515.00	TOTAL REVENUE:	$33,475
UNIT COST:	$522.45	TOTAL COST:	$33,959
UNIT PROFIT (SUBSIDY):	$(7.45)	TOTAL PROFIT (SUBSIDY):	$(484)
TOTAL UNITS:	65	PCT. COST RECOVERY:	98.57%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $520

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP:SFD OR ADDITION	S-05914A
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	65

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	65	$8,951
FIRE-PREVENTION	PLANS EXAMINER-FC		2.50	$384.75	65	$25,009
		TYPE SUBTOTAL	**3.50**	**$522.45**		**$33,959**
		TOTALS	**3.50**	**$522.45**		**$33,959**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP.-RES'L ALTER'NS	S-05914B

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	APPLICATION	

DESCRIPTION OF SERVICE

To review plans and inspect any alterations to a residential fire sprinkler system.

CURRENT FEE STRUCTURE

Plan Check - Actual time at $148 per hour with a two hour minimum of $296 per tract model. (#65; $19,240)
Inspection - $145 for the 1st 15 heads (#65; $9,425), plus
$73 for each additional 15 heads or portion thereof (#13; $949)

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$455.60	TOTAL REVENUE:	$29,614
UNIT COST:	$446.55	TOTAL COST:	$29,026
UNIT PROFIT (SUBSIDY):	$9.05	TOTAL PROFIT (SUBSIDY):	$588
TOTAL UNITS:	65	PCT. COST RECOVERY:	102.03%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - Actual time at $155 per hour with a two hour minimum of $310 per tract model.
Inspection - $140 for the 1st 15 heads plus $70 for each additional 15 heads or portion thereof

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP.-RES'L ALTER'NS	S-05914B
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	65

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$307.80	65	$20,007
		TYPE SUBTOTAL	**2.00**	**$307.80**		**$20,007**
FIRE-PREVENTION	FIRE MARSHALL-FC	1st 15 Heads	1.00	$137.70	65	$8,951
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$8,951**
FIRE-PREVENTION	FIRE MARSHALL-FC	Ea.Add'l 15 Heads	0.50	$68.85	1	$69
		TYPE SUBTOTAL	**0.50**	**$68.85**		**$69**
		TOTALS	**3.50**	**$446.55**		**$29,026**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP FOR MFD	S-05917

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review fire sprinkler system (NFPA 13R) for multi-family dwellings for compliance with fire/life safety issues. Incl.rev. of hydraulic calcs, written rpt of findings, two plan cks and signature ck. & three on-site inspections.

CURRENT FEE STRUCTURE

Fixed Fee of $879 for the 1st 100 heads
For more than 100 heads, $148 per hour for plan check with a 3 hour minimum and $145 per hour for inspection with a 3 hour minimum.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$879.00	TOTAL REVENUE:	$879
UNIT COST:	$875.00	TOTAL COST:	$875
UNIT PROFIT (SUBSIDY):	$4.00	TOTAL PROFIT (SUBSIDY):	$4
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.46%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $875 for the 1st 100 heads
For more than 100 heads, $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 3 hour minimum.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP FOR MFD	S-05917
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		3.00	$413.10	1	$413
FIRE-PREVENTION	PLANS EXAMINER-FC		3.00	$461.70	1	$462
		TYPE SUBTOTAL	**6.00**	**$874.80**		**$875**
		TOTALS	**6.00**	**$875.00**		**$875**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP-NFPA 13-COM/IND	S-05919

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review fire sprinkler system (NFPA 13) for a commercial or industrial project for compliance with fire/life safety issues. Including review of hydraulic calcs, written report of findings, 2 plan checks, signature check & four on-site inspections.

CURRENT FEE STRUCTURE

Fixed Fee of $956 for the 1st 100 heads
For greater than 100 heads, $148 per hour for plan check with a 4.5 hour minimum and $145 per hour for inspection with a 2 hour minimum.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$956.00	TOTAL REVENUE:	$14,340
UNIT COST:	$967.93	TOTAL COST:	$14,519
UNIT PROFIT (SUBSIDY):	$(11.93)	TOTAL PROFIT (SUBSIDY):	$(179)
TOTAL UNITS:	15	PCT. COST RECOVERY:	98.77%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $970 for the 1st 100 heads
For greater than 100 heads, $155 per hour for plan check with a 4.5 hour minimum and $140 per hour for inspection with a 2 hour minimum.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP-NFPA 13-COM/IND	S-05919
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		2.00	$275.40	15	$4,131
FIRE-PREVENTION	PLANS EXAMINER-FC		4.50	$692.55	15	$10,388
		TYPE SUBTOTAL	**6.50**	**$967.95**		**$14,519**
		TOTALS	**6.50**	**$967.93**		**$14,519**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	S-05920

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review engineered automatic fire suppression system plans for compliance with fire and life safety issues. Includes two plan checks, a signature check and two on-site inspections (construction and final).

CURRENT FEE STRUCTURE

Fixed Fee of $588

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$588.00	TOTAL REVENUE:	$3,528
UNIT COST:	$591.33	TOTAL COST:	$3,548
UNIT PROFIT (SUBSIDY):	$(3.33)	TOTAL PROFIT (SUBSIDY):	$(20)
TOTAL UNITS:	6	PCT. COST RECOVERY:	99.44%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $590

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	S-05920
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	6

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.50	$206.55	6	$1,239
FIRE-PREVENTION	PLANS EXAMINER-FC		2.50	$384.75	6	$2,309
		TYPE SUBTOTAL	**4.00**	**$591.30**		**$3,548**
		TOTALS	**4.00**	**$591.33**		**$3,548**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	S-05922A

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review industrial suppression system plans for compliance with fire and life safety issues. Includes two plan checks and a signature check, two on-site inspections (construction and final) and initial permit.

CURRENT FEE STRUCTURE

Fixed Fee of $588

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$588.00	TOTAL REVENUE:	$1,176
UNIT COST:	$591.50	TOTAL COST:	$1,183
UNIT PROFIT (SUBSIDY):	$(3.50)	TOTAL PROFIT (SUBSIDY):	$(7)
TOTAL UNITS:	2	PCT. COST RECOVERY:	99.41%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $590

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	S-05922A
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.50	$206.55	2	$413
FIRE-PREVENTION	PLANS EXAMINER-FC		2.50	$384.75	2	$770
		TYPE SUBTOTAL	**4.00**	**$591.30**		**$1,183**
		TOTALS	**4.00**	**$591.50**		**$1,183**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE PLAN CK/INSP-MISC.REPAIR TEST	S-05922B

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

To perform a plan check and inspection on a miscellaneous repair or system test.

CURRENT FEE STRUCTURE

Plan Check - Actual time at $148 per hour, one-hour minimum
Inspection - Actual time at $145 per hour, one-hour minimum

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$293.00	TOTAL REVENUE:	$879
UNIT COST:	$291.67	TOTAL COST:	$875
UNIT PROFIT (SUBSIDY):	$1.33	TOTAL PROFIT (SUBSIDY):	$4
TOTAL UNITS:	3	PCT. COST RECOVERY:	100.46%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - Actual time at $155 per hour, one-hour minimum
Inspection - Actual time at $140 per hour, one-hour minimum

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE PLAN CK/INSP-MISC.REPAIR TEST	S-05922B
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	3	$413
FIRE-PREVENTION	PLANS EXAMINER-FC		1.00	$153.90	3	$462
		TYPE SUBTOTAL	**2.00**	**$291.60**		**$875**
		TOTALS	**2.00**	**$291.67**		**$875**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	S-05923

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Permit	

DESCRIPTION OF SERVICE

Review industrial suppression system operation for compliance with fire and life safety issues. Includes operational on-site inspection and annual permit.

CURRENT FEE STRUCTURE

Fixed Fee of $290

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$290.00	TOTAL REVENUE:	$1,740
UNIT COST:	$275.33	TOTAL COST:	$1,652
UNIT PROFIT (SUBSIDY):	$14.67	TOTAL PROFIT (SUBSIDY):	$88
TOTAL UNITS:	6	PCT. COST RECOVERY:	105.33%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $275

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	S-05923
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	6

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		2.00	$275.40	6	$1,652
		TYPE SUBTOTAL	**2.00**	**$275.40**		**$1,652**
		TOTALS	**2.00**	**$275.33**		**$1,652**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLAN CHK+INSP.OF FIRE ALARM SYSTEM	S-05924

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review fire alarm system plans for compliance with fire and life safety issues. Includes two plan checks, a signature check, a system materials check and two (rough wiring and system test/final) on-site inspections.

CURRENT FEE STRUCTURE

Fixed Fee of $734 for the 1st 20 fire alarms
For more than 20 alarms, $148 per hour of plan check with a 3-hour minimum and $145 per hour of inspection with a 2-hour minimum charged against an initial deposit determined by staff.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$734.00	TOTAL REVENUE:	$11,010
UNIT COST:	$737.13	TOTAL COST:	$11,057
UNIT PROFIT (SUBSIDY):	$(3.13)	TOTAL PROFIT (SUBSIDY):	$(47)
TOTAL UNITS:	15	PCT. COST RECOVERY:	99.57%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $735 for the 1st 20 fire alarms
For more than 20 alarms, $155 per hour of plan check with a 3-hour minimum and $140 per hour of inspection with a 2-hour minimum charged against an initial deposit determined by staff.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PLAN CHK+INSP.OF FIRE ALARM SYSTEM	S-05924
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	15

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		2.00	$275.40	15	$4,131
FIRE-PREVENTION	PLANS EXAMINER-FC		3.00	$461.70	15	$6,926
		TYPE SUBTOTAL	**5.00**	**$737.10**		**$11,057**
		TOTALS	**5.00**	**$737.13**		**$11,057**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE	REFERENCE NO.
FIRE P.CK/INSP-UNDERGROUND FIRE SYS	S-05926

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	SYSTEM	

DESCRIPTION OF SERVICE

To review plans for an underground fire system per building for fire/life safety standards. To perform various on-site inspections of system: underground pipe sections, thrust block, hydrostatic test, flush and final.

CURRENT FEE STRUCTURE

Plan Check - Actual time at $148 per hour with a two hour minimum of $296 (#18; $5,328)
Inspection - $290 for the initial inspection (#18; $5,220) plus,
$73 for each additional inspection after the initial inspection (#9; $657)

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$622.50	TOTAL REVENUE:	$11,205
UNIT COST:	$617.61	TOTAL COST:	$11,117
UNIT PROFIT (SUBSIDY):	$4.89	TOTAL PROFIT (SUBSIDY):	$88
TOTAL UNITS:	18	PCT. COST RECOVERY:	100.79%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - Actual time at $155 per hour with a two hour minimum of $310
Inspection - $275 for the initial inspection plus $70 for each additional inspection after the initial inspection

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-UNDERGROUND FIRE SYS	S-05926
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	18

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	Init.Insp.	2.00	$275.40	18	$4,957
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$307.80	18	$5,540
		TYPE SUBTOTAL	**4.00**	**$583.20**		**$10,498**
FIRE-PREVENTION	FIRE MARSHALL-FC	Ea.Add'l Insp.	0.50	$68.85	9	$620
		TYPE SUBTOTAL	**0.50**	**$68.85**		**$620**
		TOTALS	**4.50**	**$617.61**		**$11,117**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LPG STORAGE/USE-INITIAL PERMIT	S-05930

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review plans for above ground storage of more than 500 gallons of LPG for compliance with fire and life safety issues. Includes plan check/site review, written report of findings, two on-site inspections (construction and final) and initial permit.

CURRENT FEE STRUCTURE

Fixed Fee of $435

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$435.00	TOTAL REVENUE:	$435
UNIT COST:	$413.00	TOTAL COST:	$413
UNIT PROFIT (SUBSIDY):	$22.00	TOTAL PROFIT (SUBSIDY):	$22
TOTAL UNITS:	1	PCT. COST RECOVERY:	105.33%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $415

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LPG STORAGE/USE-INITIAL PERMIT	S-05930
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		3.00	$413.10	1	$413
		TYPE SUBTOTAL	**3.00**	**$413.10**		**$413**
		TOTALS	**3.00**	**$413.00**		**$413**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LPG STORAGE/USE-ANNUAL RENEWAL	S-05931

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Permit	

DESCRIPTION OF SERVICE

Review operation for above ground storage of more than 500 gallons of Liquified Petroleum Gas (LPG) for compliance with fire and life safety issues. Includes site inspection and annual permit.

CURRENT FEE STRUCTURE

Fixed Fee of $218

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$218.00	TOTAL REVENUE:	$654
UNIT COST:	$206.67	TOTAL COST:	$620
UNIT PROFIT (SUBSIDY):	$11.33	TOTAL PROFIT (SUBSIDY):	$34
TOTAL UNITS:	3	PCT. COST RECOVERY:	105.48%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $205

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LPG STORAGE/USE-ANNUAL RENEWAL	S-05931
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.50	$206.55	3	$620
		TYPE SUBTOTAL	**1.50**	**$206.55**		**$620**
		TOTALS	**1.50**	**$206.67**		**$620**

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FLAMMABLE LIQUID STORAGE-INITIAL	S-05932

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Initial Permit	

DESCRIPTION OF SERVICE

Review above-ground storage of more than 60 gal. of flammable or combustible liquids for compliance with fire/life safety issues. Includes plan check, site review, written rpt. of findings and two construction & final on-site inspections and initial pmt.

CURRENT FEE STRUCTURE

Fixed Fee of $435

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$435.00	TOTAL REVENUE:	$1,740
UNIT COST:	$413.00	TOTAL COST:	$1,652
UNIT PROFIT (SUBSIDY):	$22.00	TOTAL PROFIT (SUBSIDY):	$88
TOTAL UNITS:	4	PCT. COST RECOVERY:	105.33%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $415

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FLAMMABLE LIQUID STORAGE-INITIAL	S-05932
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		3.00	$413.10	4	$1,652
		TYPE SUBTOTAL	**3.00**	**$413.10**		**$1,652**
		TOTALS	**3.00**	**$413.00**		**$1,652**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FLAMMABLE LIQUID STORAGE-ANNUAL	S-05933

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Annual Permit	

DESCRIPTION OF SERVICE

Review operation for above-ground storage of more than 60 gallons of flammable or combustible liquids for compliance with fire and life safety issues. Includes site inspection and annual permit.

CURRENT FEE STRUCTURE

Fixed Fee of $218

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$218.00	TOTAL REVENUE:	$218
UNIT COST:	$207.00	TOTAL COST:	$207
UNIT PROFIT (SUBSIDY):	$11.00	TOTAL PROFIT (SUBSIDY):	$11
TOTAL UNITS:	1	PCT. COST RECOVERY:	105.31%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $205

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FLAMMABLE LIQUID STORAGE-ANNUAL	S-05933
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.50	$206.55	1	$207
		TYPE SUBTOTAL	**1.50**	**$206.55**		**$207**
		TOTALS	**1.50**	**$207.00**		**$207**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-PLACES: ASSMBLY/CHURCH	S-05934

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Permit	

DESCRIPTION OF SERVICE

Conduct State-mandated annual inspection of occupancy used as a place of assembly, including churches, pursuant to CCR Title 19 for compliance with fire/life safety issues. Includes site inspection and annual permit.

CURRENT FEE STRUCTURE

Fixed Fee of $290

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$290.00	TOTAL REVENUE:	$2,900
UNIT COST:	$275.40	TOTAL COST:	$2,754
UNIT PROFIT (SUBSIDY):	$14.60	TOTAL PROFIT (SUBSIDY):	$146
TOTAL UNITS:	10	PCT. COST RECOVERY:	105.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $275

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-PLACES: ASSMBLY/CHURCH	S-05934
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		2.00	$275.40	10	$2,754
		TYPE SUBTOTAL	**2.00**	**$275.40**		**$2,754**
		TOTALS	**2.00**	**$275.40**		**$2,754**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-RES'L CARE FACILITY	S-05937

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Permit	

DESCRIPTION OF SERVICE

Conduct annual inspection of residential family day care facilities for compliance with fire and life safety issues. Includes on-site inspection and annual permit.

CURRENT FEE STRUCTURE

$145 per hour, one-hour minimum

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$1,450
UNIT COST:	$137.70	TOTAL COST:	$1,377
UNIT PROFIT (SUBSIDY):	$7.30	TOTAL PROFIT (SUBSIDY):	$73
TOTAL UNITS:	10	PCT. COST RECOVERY:	105.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$140 per hour, one-hour minimum

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-RES'L CARE FACILITY	S-05937
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	10	$1,377
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$1,377**
		TOTALS	**1.00**	**$137.70**		**$1,377**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-COM'L CARE FACILITY	S-05938

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Permit	

DESCRIPTION OF SERVICE

Conduct annual inspection of a commercial residential, senior or day care facility for compliance with fire and life safety issues. Includes on-site inspection and annual permit.

CURRENT FEE STRUCTURE

$145 per hour, one-hour minimum

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$290
UNIT COST:	$137.50	TOTAL COST:	$275
UNIT PROFIT (SUBSIDY):	$7.50	TOTAL PROFIT (SUBSIDY):	$15
TOTAL UNITS:	2	PCT. COST RECOVERY:	105.45%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$140 per hour, one-hour minimum

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-COM'L CARE FACILITY	S-05938
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	2	$275
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$275**
		TOTALS	**1.00**	**$137.50**		**$275**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP/PMT RES CARE FAC(6+)	S-05940

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	PERMIT	

DESCRIPTION OF SERVICE

Review residential, senior or day care facility plans for compliance with fire and life safety issues. Includes plan check, written report of findings, on-site inspection and initial permit.

CURRENT FEE STRUCTURE

Fixed Fee of $435

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$435.00	TOTAL REVENUE:	$435
UNIT COST:	$413.00	TOTAL COST:	$413
UNIT PROFIT (SUBSIDY):	$22.00	TOTAL PROFIT (SUBSIDY):	$22
TOTAL UNITS:	1	PCT. COST RECOVERY:	105.33%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $415

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP/PMT RES CARE FAC(6+)	S-05940
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		3.00	$413.10	1	$413
		TYPE SUBTOTAL	**3.00**	**$413.10**		**$413**
		TOTALS	**3.00**	**$413.00**		**$413**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
HAZARDOUS MATERIALS PERMIT	S-05951

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Issuing a required permit and performing the required hazardous materials field inspection for a facility using targeted chemicals which is required to obtain a Hazardous Waste Generator permit from the County of San Bernardino.

CURRENT FEE STRUCTURE

$363 - Initial Plan Check and Inspection (#5; $1,815)
$218 - Annual Renewal of Permit to Operate (#5; $1,090)

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$290.50	TOTAL REVENUE:	$2,905
UNIT COST:	$361.00	TOTAL COST:	$3,610
UNIT PROFIT (SUBSIDY):	$(70.50)	TOTAL PROFIT (SUBSIDY):	$(705)
TOTAL UNITS:	10	PCT. COST RECOVERY:	80.47%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$430 - Initial Plan Check and Inspection
$290 - Annual Renewal of Permit to Operate

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
HAZARDOUS MATERIALS PERMIT	S-05951
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-PUBLIC SERVICES	PUB.SVCS.MGR	Inspect	0.50	$85.61	5	$428
FIRE-PREVENTION	FIRE MARSHALL-FC	Initial P.Ck.& Insp.	2.50	$344.25	5	$1,721
		TYPE SUBTOTAL	**3.00**	**$429.86**		**$2,149**
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.50	$85.61	5	$428
FIRE-PREVENTION	FIRE MARSHALL-FC	Permit Renewal	1.50	$206.55	5	$1,033
		TYPE SUBTOTAL	**2.00**	**$292.16**		**$1,461**
		TOTALS	**5.00**	**$361.00**		**$3,610**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GREEN WASTE OPERATIONS	S-05955

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review of plans for proposed green waste facility for compliance with fire and life safety issues. Includes plan check, written report of findings and two on-site inspections.

CURRENT FEE STRUCTURE

$725 - Initial Permit Issuance
$363 - Annual Permit Renewal

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$544.00	TOTAL REVENUE:	$1,088
UNIT COST:	$516.50	TOTAL COST:	$1,033
UNIT PROFIT (SUBSIDY):	$27.50	TOTAL PROFIT (SUBSIDY):	$55
TOTAL UNITS:	2	PCT. COST RECOVERY:	105.32%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$690 - Initial Permit Issuance
$345 - Annual Permit Renewal

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
GREEN WASTE OPERATIONS	S-05955
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	Initial	5.00	$688.50	1	$689
		TYPE SUBTOTAL	**5.00**	**$688.50**		**$689**
FIRE-PREVENTION	FIRE MARSHALL-FC	Annual	2.50	$344.25	1	$344
		TYPE SUBTOTAL	**2.50**	**$344.25**		**$344**
		TOTALS	**7.50**	**$516.50**		**$1,033**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/ INSP-HIGH PILED STORAGE	S-05960

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	PERMIT	

DESCRIPTION OF SERVICE

To review plans and perform an on-site inspection of high piled storage for compliance with fire/life safety standards.

CURRENT FEE STRUCTURE

$148 per hour of plan check with a 2-hour minimum and $145 for the first inspection plus $73 for each additional inspection charged against an initial deposit determined by staff.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$514.00	TOTAL REVENUE:	$514
UNIT COST:	$514.00	TOTAL COST:	$514
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$155 per hour of plan check with a 2-hour minimum and $140 for the first inspection plus $70 for each additional inspection charged against an initial deposit determined by staff.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/ INSP-HIGH PILED STORAGE	S-05960
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	1st Insp.	1.00	$137.70	1	$138
FIRE-PREVENTION	FIRE MARSHALL-FC	Add'l Insp.	0.50	$68.85	1	$69
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$307.80	1	$308
		TYPE SUBTOTAL	**3.50**	**$514.35**		**$514**
		TOTALS	**3.50**	**$514.00**		**$514**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-HIGH HAZARD STORAGE	S-05961

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PERMIT	

DESCRIPTION OF SERVICE

To review plans and perform an on-site inspection of high hazard storage for compliance with fire/life safety standards.

CURRENT FEE STRUCTURE

$148 per hour of plan check with a 2-hour minimum and $145 for the first inspection plus $73 for each additional inspection charged against an initial deposit determined by staff.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$514.00	TOTAL REVENUE:	$514
UNIT COST:	$514.00	TOTAL COST:	$514
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$155 per hour of plan check with a 2-hour minimum and $140 for the first inspection plus $70 for each additional inspection charged against an initial deposit determined by staff.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-HIGH HAZARD STORAGE	S-05961
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	1st Insp.	1.00	$137.70	1	$138
FIRE-PREVENTION	FIRE MARSHALL-FC	Add'l Insp.	0.50	$68.85	1	$69
FIRE-PREVENTION	PLANS EXAMINER-FC		2.00	$307.80	1	$308
		TYPE SUBTOTAL	**3.50**	**$514.35**		**$514**
		TOTALS	**3.50**	**$514.00**		**$514**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE	REFERENCE NO.
FIRE INSPECTION-SPECIAL EVENT	S-05981

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	EVENT	

DESCRIPTION OF SERVICE

On-site inspection for a special event for fire/life safety standards. Includes written conditions for event and one on-site inspection.

CURRENT FEE STRUCTURE

Fixed Fee of $145

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$2,900
UNIT COST:	$137.70	TOTAL COST:	$2,754
UNIT PROFIT (SUBSIDY):	$7.30	TOTAL PROFIT (SUBSIDY):	$146
TOTAL UNITS:	20	PCT. COST RECOVERY:	105.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $140

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE INSPECTION-SPECIAL EVENT	S-05981
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	20	$2,754
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$2,754**
		TOTALS	**1.00**	**$137.70**		**$2,754**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE	REFERENCE NO.
FIRE TECHNICAL RSCH.OR CONSULT.SVC.	S-05983

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	HOUR	

DESCRIPTION OF SERVICE

To provide technical research or consultation for fire prevention.

CURRENT FEE STRUCTURE

$145 per hour

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$145
UNIT COST:	$138.00	TOTAL COST:	$138
UNIT PROFIT (SUBSIDY):	$7.00	TOTAL PROFIT (SUBSIDY):	$7
TOTAL UNITS:	1	PCT. COST RECOVERY:	105.07%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$140 per hour

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE TECHNICAL RSCH.OR CONSULT.SVC.	S-05983
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	1	$138
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$138**
		TOTALS	**1.00**	**$138.00**		**$138**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE	REFERENCE NO.
REVIEW FIRE PLAN REVISIONS	S-05985

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	PLANS	

DESCRIPTION OF SERVICE

To review revisions to previously approved fire plans of any type.

CURRENT FEE STRUCTURE

$148 per hour for plan checking charged against an initial deposit determined by staff.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$148.00	TOTAL REVENUE:	$148
UNIT COST:	$154.00	TOTAL COST:	$154
UNIT PROFIT (SUBSIDY):	$(6.00)	TOTAL PROFIT (SUBSIDY):	$(6)
TOTAL UNITS:	1	PCT. COST RECOVERY:	96.10%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$155 per hour for plan checking charged against an initial deposit determined by staff.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REVIEW FIRE PLAN REVISIONS	S-05985
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	PLANS EXAMINER-FC		1.00	$153.90	1	$154
		TYPE SUBTOTAL	**1.00**	**$153.90**		**$154**
		TOTALS	**1.00**	**$154.00**		**$154**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-BUS. CERT. OF OCCUPANCY	S-05990

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	BUSINESS	

DESCRIPTION OF SERVICE

On-site inspection of fire/life safety standards for a new business license.

CURRENT FEE STRUCTURE

Fixed Fee of $145

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$14,500
UNIT COST:	$137.70	TOTAL COST:	$13,770
UNIT PROFIT (SUBSIDY):	$7.30	TOTAL PROFIT (SUBSIDY):	$730
TOTAL UNITS:	100	PCT. COST RECOVERY:	105.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $140

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-BUS. CERT. OF OCCUPANCY	S-05990
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	100

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	100	$13,770
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$13,770**
		TOTALS	**1.00**	**$137.70**		**$13,770**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PRELIMINARY FIRE PREVENTION REVIEW	S-05996

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	REVIEW	

DESCRIPTION OF SERVICE

Review preliminary fire prevention plan. Provide written recommendations and preliminary acceptance of fire prevention plan.

CURRENT FEE STRUCTURE

Fixed Fee of $145

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$145
UNIT COST:	$138.00	TOTAL COST:	$138
UNIT PROFIT (SUBSIDY):	$7.00	TOTAL PROFIT (SUBSIDY):	$7
TOTAL UNITS:	1	PCT. COST RECOVERY:	105.07%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $140

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PRELIMINARY FIRE PREVENTION REVIEW	S-05996
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	1	$138
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$138**
		TOTALS	**1.00**	**$138.00**		**$138**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE FLOW TEST OVERSIGHT	S-05998

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

To witness the physical flow testing of a specified fire hydrant, verify calculations and review the written report of findings.

CURRENT FEE STRUCTURE

Fixed Fee of $145

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$3,625
UNIT COST:	$137.72	TOTAL COST:	$3,443
UNIT PROFIT (SUBSIDY):	$7.28	TOTAL PROFIT (SUBSIDY):	$182
TOTAL UNITS:	25	PCT. COST RECOVERY:	105.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $140

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE FLOW TEST OVERSIGHT	S-05998
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	25

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$137.70	25	$3,443
		TYPE SUBTOTAL	**1.00**	**$137.70**		**$3,443**
		TOTALS	**1.00**	**$137.72**		**$3,443**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE 2ND RE-INSPECTION SERVICE	S-05999

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Re-Inspection	

DESCRIPTION OF SERVICE

Re-inspection of previously inspected project that failed to pass its first and second inspection or a previously scheduled inspection where the project was not ready for inspection.

CURRENT FEE STRUCTURE

Fixed Fee of $109 per reinspection

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$109.00	TOTAL REVENUE:	$109
UNIT COST:	$103.00	TOTAL COST:	$103
UNIT PROFIT (SUBSIDY):	$6.00	TOTAL PROFIT (SUBSIDY):	$6
TOTAL UNITS:	1	PCT. COST RECOVERY:	105.83%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $105 per reinspection

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
FIRE 2ND RE-INSPECTION SERVICE	S-05999
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		0.75	$103.28	1	$103
		TYPE SUBTOTAL	**0.75**	**$103.28**		**$103**
		TOTALS	**0.75**	**$103.00**		**$103**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ANIMAL REGULATION	S-06100

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Animal Control/C.Enf	License	

DESCRIPTION OF SERVICE

Assuring that dogs and other animals are sufficiently free of disease, safe and under control so as not to create a public nuisance or health hazard.

CURRENT FEE STRUCTURE

See "Current Fee Schedules Footnote #10" at end of report

The City adopts fees established by the County of San Bernardino. These fees were updated by the County and adopted by the City effective July 1, 2020. Therefore, the current and proposed fees are the same.

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REVENUE AND COST COMPARISON

UNIT REVENUE:	$36.00	TOTAL REVENUE:	$55,008
UNIT COST:	$321.92	TOTAL COST:	$491,894
UNIT PROFIT (SUBSIDY):	$(285.92)	TOTAL PROFIT (SUBSIDY):	$(436,886)
TOTAL UNITS:	1,528	PCT. COST RECOVERY:	11.18%

SUGGESTED FEE FOR COST RECOVERY OF: 13%

See "Current Fee Schedules Footnote #10" at end of report

December 2, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
ANIMAL REGULATION	S-06100
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1,528

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.17	$12.44	1,528	$19,008
CD-ANIMAL CONTROL		Program Costs	0.00	$309.48	1,528	$472,885
		TYPE SUBTOTAL	**0.17**	**$321.92**		**$491,894**
		TOTALS	**0.17**	**$321.92**		**$491,894**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PRIVATE PROPERTY AUTO ABATEMENT	S-06200

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	Complaint	

DESCRIPTION OF SERVICE

Removing abandoned vehicles from private property. A court-ordered warrant for removal is required.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$169.50	TOTAL REVENUE:	$1,695
UNIT COST:	$197.30	TOTAL COST:	$1,973
UNIT PROFIT (SUBSIDY):	$(27.80)	TOTAL PROFIT (SUBSIDY):	$(278)
TOTAL UNITS:	10	PCT. COST RECOVERY:	85.91%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PRIVATE PROPERTY AUTO ABATEMENT	S-06200
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-CODE ENFCMNT	CODE COMP.OFF.		2.00	$197.34	10	$1,973
		TYPE SUBTOTAL	**2.00**	**$197.34**		**$1,973**
		TOTALS	**2.00**	**$197.30**		**$1,973**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
VEHICLE ABATEMENT APPEALS PROCESS'G	S-06310

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	Appeal	

DESCRIPTION OF SERVICE

Processing appeal to Planning Commission related to private property vehicle abatement. Fee is refunded if it is determined that the vehicle was not in violation of City Codes.

CURRENT FEE STRUCTURE

Fixed Fee of $385 per Appeal

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$385.00	TOTAL REVENUE:	$770
UNIT COST:	$398.00	TOTAL COST:	$796
UNIT PROFIT (SUBSIDY):	$(13.00)	TOTAL PROFIT (SUBSIDY):	$(26)
TOTAL UNITS:	2	PCT. COST RECOVERY:	96.73%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $400 per Appeal

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
VEHICLE ABATEMENT APPEALS PROCESS'G	S-06310
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ADMIN.ASSIST III		2.00	$200.60	2	$401
CD-CODE ENFCMNT	CODE COMP.OFF.		2.00	$197.34	2	$395
		TYPE SUBTOTAL	**4.00**	**$397.94**		**$796**
		TOTALS	**4.00**	**$398.00**		**$796**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STORAGE IMPOUND RELEASE PROCESSING	S-06320

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Sheriff	Release	

DESCRIPTION OF SERVICE

Processing the release of a stored or impounded vehicle as stated in Ordinance No. 201.

CURRENT FEE STRUCTURE

Fixed Fee of $215 per Vehicle

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$215.00	TOTAL REVENUE:	$54,825
UNIT COST:	$278.21	TOTAL COST:	$70,944
UNIT PROFIT (SUBSIDY):	$(63.21)	TOTAL PROFIT (SUBSIDY):	$(16,119)
TOTAL UNITS:	255	PCT. COST RECOVERY:	77.28%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $280 per Vehicle

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
STORAGE IMPOUND RELEASE PROCESSING	S-06320
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	255

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	SERGEANT		0.50	$85.83	255	$21,887
POLICE DEPARTMENT	DEPUTY		1.25	$164.39	255	$41,919
POLICE DEPARTMENT	SVC.SPECIALIST		0.50	$27.99	255	$7,137
		TYPE SUBTOTAL	**2.25**	**$278.21**		**$70,944**
		TOTALS	**2.25**	**$278.21**		**$70,944**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
NUISANCE ABATEMENT HEARING	S-06420

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	Request	

DESCRIPTION OF SERVICE

Hearing to determine if a property is in violation of City regulations. The Planning Commission must make a "Declaration of Public Nuisance."

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
NUISANCE ABATEMENT HEARING	S-06420
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	0

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
OUTDOOR DISPLAY PERMIT	S-06430

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Permit	

DESCRIPTION OF SERVICE

Inspecting an outdoor display to ensure that it conforms with appropriate code requirements.

CURRENT FEE STRUCTURE

$45 per Permit

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$45.00	TOTAL REVENUE:	$450
UNIT COST:	$52.90	TOTAL COST:	$529
UNIT PROFIT (SUBSIDY):	$(7.90)	TOTAL PROFIT (SUBSIDY):	$(79)
TOTAL UNITS:	10	PCT. COST RECOVERY:	85.07%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$55 per Permit

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
OUTDOOR DISPLAY PERMIT	S-06430
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.50	$52.89	10	$529
		TYPE SUBTOTAL	**0.50**	**$52.89**		**$529**
		TOTALS	**0.50**	**$52.90**		**$529**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RESIDENTIAL PARKING PERMIT	S-06440

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing permit applications for parking exemption on single family residential properties.

CURRENT FEE STRUCTURE

Fixed Fee of $35 per permit

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$35.00	TOTAL REVENUE:	$175
UNIT COST:	$79.40	TOTAL COST:	$397
UNIT PROFIT (SUBSIDY):	$(44.40)	TOTAL PROFIT (SUBSIDY):	$(222)
TOTAL UNITS:	5	PCT. COST RECOVERY:	44.08%

SUGGESTED FEE FOR COST RECOVERY OF: 44%

Fixed Fee of $35 per permit

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RESIDENTIAL PARKING PERMIT	S-06440
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	PLANNING TECH III		0.75	$79.33	5	$397
		TYPE SUBTOTAL	**0.75**	**$79.33**		**$397**
		TOTALS	**0.75**	**$79.40**		**$397**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REFUSE EXEMPTION PERMIT	S-06610

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PW-PUBLIC SERVICES	APPLICATION	

DESCRIPTION OF SERVICE

Review permit applications for exemption from res'l solid waste service. Three types of exemption are: (1) Vacant Properties; (2) Resident who self-hauls to landfill; and (3) Resident with business and residence in the City may self-haul to business.

CURRENT FEE STRUCTURE

Fixed Fee of $35 per exemption

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$35.00	TOTAL REVENUE:	$875
UNIT COST:	$29.68	TOTAL COST:	$742
UNIT PROFIT (SUBSIDY):	$5.32	TOTAL PROFIT (SUBSIDY):	$133
TOTAL UNITS:	25	PCT. COST RECOVERY:	117.92%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $30 per exemption

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REFUSE EXEMPTION PERMIT	S-06610
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	25

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.25	$29.69	25	$742
		TYPE SUBTOTAL	**0.25**	**$29.69**		**$742**
		TOTALS	**0.25**	**$29.68**		**$742**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
EMERGENCY SERVICES TO DEVELOPERS	S-07600

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Maintenance	Request	

DESCRIPTION OF SERVICE

Providing emergency services to contractors.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
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SERVICE	REFERENCE NO.
EMERGENCY SERVICES TO DEVELOPERS	S-07600
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	0

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RETURNED CHECK PROCESSING	S-07800

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Finance	Check	

DESCRIPTION OF SERVICE

Processing checks returned due to non-sufficient funds, closed accounts, etc.

CURRENT FEE STRUCTURE

$40 plus bank charges

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$40.00	TOTAL REVENUE:	$720
UNIT COST:	$22.33	TOTAL COST:	$402
UNIT PROFIT (SUBSIDY):	$17.67	TOTAL PROFIT (SUBSIDY):	$318
TOTAL UNITS:	18	PCT. COST RECOVERY:	179.10%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$22 plus bank charges

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
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SERVICE	REFERENCE NO.
RETURNED CHECK PROCESSING	S-07800
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	18

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	SR.ACCOUNTANT		0.08	$9.88	18	$178
FINANCE	ACCTG ASSIST II		0.17	$12.44	18	$224
		TYPE SUBTOTAL	0.25	$22.32		$402
		TOTALS	0.25	$22.33		$402

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November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RECORDS RESEARCH SERVICE	S-07900

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Hour	

DESCRIPTION OF SERVICE

Researching public records that are not readily retrievable and require extensive research or review as requested by individuals.

CURRENT FEE STRUCTURE

First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RECORDS RESEARCH SERVICE	S-07900
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	0

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DOCUMENT PRINTING & COPYING	S-08000

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Item	

DESCRIPTION OF SERVICE

Printing various City documents for sale, including maps, drawings, codes, and other publications.

CURRENT FEE STRUCTURE

Simple hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Simple hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DOCUMENT PRINTING & COPYING	S-08000
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	0

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
COPYING SERVICE	S-08100

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Page	

DESCRIPTION OF SERVICE

Providing the service of copying documents including paper and copy machines as requested by an individual.

CURRENT FEE STRUCTURE

$.25 for each page. $2.00 per page for Engineering copies.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$.25 for each page. $2.00 per page for Engineering copies.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
COPYING SERVICE	S-08100
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	0

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
AGENDA/MINUTE SERVICE	S-08200

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Subscriber	

DESCRIPTION OF SERVICE

Printing and mailing City Council and Planning Commission Agenda and Minutes requested by private individuals or companies.

CURRENT FEE STRUCTURE

Minutes only - $30 annually
Agenda only - $30 annually
Minutes & Agenda - $60 annually

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$40.00	TOTAL REVENUE:	$120
UNIT COST:	$50.33	TOTAL COST:	$151
UNIT PROFIT (SUBSIDY):	$(10.33)	TOTAL PROFIT (SUBSIDY):	$(31)
TOTAL UNITS:	3	PCT. COST RECOVERY:	79.47%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Minutes only - $38 annually
Agenda only - $38 annually
Minutes & Agenda - $75 annually

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
AGENDA/MINUTE SERVICE	S-08200
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK	Agenda & Minutes	0.50	$75.73	1	$76
		TYPE SUBTOTAL	**0.50**	**$75.73**		**$76**
CITY CLERK	CITY CLERK	Minutes Only	0.25	$37.86	1	$38
		TYPE SUBTOTAL	**0.25**	**$37.86**		**$38**
CITY CLERK	CITY CLERK	Agenda Only	0.25	$37.86	1	$38
		TYPE SUBTOTAL	**0.25**	**$37.86**		**$38**
		TOTALS	**1.00**	**$50.33**		**$151**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DOCUMENT CERTIFICATION	S-08300

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Document	

DESCRIPTION OF SERVICE

Reviewing City documents to ensure that they are a true and correct copy and providing certification thereof upon request of a private individual.

CURRENT FEE STRUCTURE

$30 per certification per document plus copying services

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$30.00	TOTAL REVENUE:	$150
UNIT COST:	$37.80	TOTAL COST:	$189
UNIT PROFIT (SUBSIDY):	$(7.80)	TOTAL PROFIT (SUBSIDY):	$(39)
TOTAL UNITS:	5	PCT. COST RECOVERY:	79.37%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$38 per certification per document plus copying services

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DOCUMENT CERTIFICATION	S-08300
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.25	$37.86	5	$189
		TYPE SUBTOTAL	**0.25**	**$37.86**		**$189**
		TOTALS	**0.25**	**$37.80**		**$189**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CD/AUDIO TAPE COPYING SERVICE	S-08400

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Tape	

DESCRIPTION OF SERVICE

Transcribing City proceedings and making a CD or tape of such meetings available for purchase by the public.

CURRENT FEE STRUCTURE

Only the cost of tape/CD

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 0%

Only the cost of tape/CD

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CD/AUDIO TAPE COPYING SERVICE	S-08400
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	0

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CANDIDATE FILING ASSISTANCE	S-08500

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Application	

DESCRIPTION OF SERVICE

Assisting City Council candidates in filing procedures, nomination papers, and campaign filings prior to elections.

CURRENT FEE STRUCTURE

Deposit of $25 refundable upon submission of final papers. (Election Code 10228 mandates a $25 maximum)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$25.00	TOTAL REVENUE:	$125
UNIT COST:	$303.00	TOTAL COST:	$1,515
UNIT PROFIT (SUBSIDY):	$(278.00)	TOTAL PROFIT (SUBSIDY):	$(1,390)
TOTAL UNITS:	5	PCT. COST RECOVERY:	8.25%

SUGGESTED FEE FOR COST RECOVERY OF: 10%

Deposit of $25 refundable upon submission of final papers. (Election Code 10228 mandates a $25 maximum)

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CANDIDATE FILING ASSISTANCE	S-08500
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		2.00	$302.90	5	$1,515
		TYPE SUBTOTAL	**2.00**	**$302.90**		**$1,515**
		TOTALS	**2.00**	**$303.00**		**$1,515**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DELINQUENT REFUSE LIEN ADMIN.	S-08600

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Lien	

DESCRIPTION OF SERVICE

Recording, collecting and releasing delinquent refuse liens.

CURRENT FEE STRUCTURE

Fixed Fee of $185

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$185.00	TOTAL REVENUE:	$92,500
UNIT COST:	$192.23	TOTAL COST:	$96,115
UNIT PROFIT (SUBSIDY):	$(7.23)	TOTAL PROFIT (SUBSIDY):	$(3,615)
TOTAL UNITS:	500	PCT. COST RECOVERY:	96.24%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $190

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DELINQUENT REFUSE LIEN ADMIN.	S-08600
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	500

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.50	$75.73	500	$37,865
FINANCE	SR.ACCOUNTANT		0.25	$30.89	500	$15,445
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.50	$85.61	500	$42,805
		TYPE SUBTOTAL	**1.25**	**$192.23**		**$96,115**
		TOTALS	**1.25**	**$192.23**		**$96,115**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LIEN RELEASE	S-08610

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CODE ENFORCEMENT	LIEN	

DESCRIPTION OF SERVICE

Recording and releasing substandard housing liens.

CURRENT FEE STRUCTURE

Fixed Fee of $50 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$1,250
UNIT COST:	$45.16	TOTAL COST:	$1,129
UNIT PROFIT (SUBSIDY):	$4.84	TOTAL PROFIT (SUBSIDY):	$121
TOTAL UNITS:	25	PCT. COST RECOVERY:	110.72%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $45 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
LIEN RELEASE	S-08610
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	25

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.25	$37.86	25	$947
CD-CODE ENFCMNT	ADMIN.ASSISTANT III		0.08	$7.31	25	$183
		TYPE SUBTOTAL	**0.33**	**$45.17**		**$1,129**
		TOTALS	**0.33**	**$45.16**		**$1,129**

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REQUESTED STUDY SESSION PREPARATION	S-08700

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Request	

DESCRIPTION OF SERVICE

Preparing for a study session requested by an applicant to the City Council, Planning Commission, Community Trails Committee or Historic & Cultural Preservation Board.

CURRENT FEE STRUCTURE

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $500.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$500.00	TOTAL REVENUE:	$500
UNIT COST:	$594.00	TOTAL COST:	$594
UNIT PROFIT (SUBSIDY):	$(94.00)	TOTAL PROFIT (SUBSIDY):	$(94)
TOTAL UNITS:	1	PCT. COST RECOVERY:	84.18%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $600.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
REQUESTED STUDY SESSION PREPARATION	S-08700
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.50	$75.73	1	$76
CD-PLANNING	ASSIST.CD DIR.		1.00	$230.67	1	$231
CD-PLANNING	ASSOCIATE PLANNER		2.00	$287.74	1	$288
		TYPE SUBTOTAL	**3.50**	**$594.14**		**$594**
		TOTALS	**3.50**	**$594.00**		**$594**

DRAFT

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CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PASSPORT SERVICE	S-08800

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	PASSPORT	

DESCRIPTION OF SERVICE

To process a customer's application for a passport.

CURRENT FEE STRUCTURE

$35 (Fee authorized by the State Department)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$35.00	TOTAL REVENUE:	$1,750
UNIT COST:	$38.22	TOTAL COST:	$1,911
UNIT PROFIT (SUBSIDY):	$(3.22)	TOTAL PROFIT (SUBSIDY):	$(161)
TOTAL UNITS:	50	PCT. COST RECOVERY:	91.58%

SUGGESTED FEE FOR COST RECOVERY OF: 92%

Maximum authorized by the State Department (currently $35) plus any State fees, if applicable

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
PASSPORT SERVICE	S-08800
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	50

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	ADMIN.ASSISTANT II		0.50	$38.22	50	$1,911
		TYPE SUBTOTAL	**0.50**	**$38.22**		**$1,911**
		TOTALS	**0.50**	**$38.22**		**$1,911**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
NOTARY PUBLIC SERVICE	S-08900

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Request	

DESCRIPTION OF SERVICE

Providing various notary services.

CURRENT FEE STRUCTURE

Fixed Fee of $15 per Notarized form - Maximum Allowed by State

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$15.00	TOTAL REVENUE:	$450
UNIT COST:	$37.87	TOTAL COST:	$1,136
UNIT PROFIT (SUBSIDY):	$(22.87)	TOTAL PROFIT (SUBSIDY):	$(686)
TOTAL UNITS:	30	PCT. COST RECOVERY:	39.61%

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Fixed Fee of $15 per Notarized form - Maximum Allowed by State

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
NOTARY PUBLIC SERVICE	S-08900
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	30

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		0.25	$37.86	30	$1,136
		TYPE SUBTOTAL	**0.25**	**$37.86**		**$1,136**
		TOTALS	**0.25**	**$37.87**		**$1,136**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RECORDATION OF DOCUMENT	S-09000

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Document	

DESCRIPTION OF SERVICE

Recording a document with the County Recorder.

CURRENT FEE STRUCTURE

Fixed Fee of $125 plus county recording charges for City delivery.

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$125.00	TOTAL REVENUE:	$5,500
UNIT COST:	$151.45	TOTAL COST:	$6,664
UNIT PROFIT (SUBSIDY):	$(26.45)	TOTAL PROFIT (SUBSIDY):	$(1,164)
TOTAL UNITS:	44	PCT. COST RECOVERY:	82.53%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $150 plus county recording charges for City delivery.

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
RECORDATION OF DOCUMENT	S-09000
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	44

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		1.00	$151.45	44	$6,664
		TYPE SUBTOTAL	**1.00**	**$151.45**		**$6,664**
		TOTALS	**1.00**	**$151.45**		**$6,664**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
INITIATIVE-NOTICE OF INTENT	S-09100

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Notice	

DESCRIPTION OF SERVICE

Filing a notice of intent to circulate an initiative for signatures to put on the ballot.

CURRENT FEE STRUCTURE

$200 (maximum per Election Code Sec.9202)

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$200.00	TOTAL REVENUE:	$200
UNIT COST:	$1,212.00	TOTAL COST:	$1,212
UNIT PROFIT (SUBSIDY):	$(1,012.00)	TOTAL PROFIT (SUBSIDY):	$(1,012)
TOTAL UNITS:	1	PCT. COST RECOVERY:	16.50%

SUGGESTED FEE FOR COST RECOVERY OF: 17%

$200 (maximum per Election Code Sec.9202)

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
INITIATIVE-NOTICE OF INTENT	S-09100
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	CITY CLERK		8.00	$1,211.60	1	$1,212
		TYPE SUBTOTAL	**8.00**	**$1,211.60**		**$1,212**
		TOTALS	**8.00**	**$1,212.00**		**$1,212**

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DELINQUENT PENALTY RECEIVABLES	S-09200

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Finance	Receivable	

DESCRIPTION OF SERVICE

Penalty charge on all delinquent payments.

CURRENT FEE STRUCTURE

Fixed Fee of $35 per receivable

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$35.00	TOTAL REVENUE:	$350
UNIT COST:	$53.70	TOTAL COST:	$537
UNIT PROFIT (SUBSIDY):	$(18.70)	TOTAL PROFIT (SUBSIDY):	$(187)
TOTAL UNITS:	10	PCT. COST RECOVERY:	65.18%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $55 per receivable

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
DELINQUENT PENALTY RECEIVABLES	S-09200
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	10

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNTANT		0.50	$53.70	10	$537
		TYPE SUBTOTAL	0.50	$53.70		$537
		TOTALS	0.50	$53.70		$537

DRAFT

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CREDIT CARD CHARGE RECOVERY	S-09300

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
VARIOUS	TRANSACTION	

DESCRIPTION OF SERVICE

To recover the fee charged by the bank when a customer uses a credit or debit card for the purchase of City services.

CURRENT FEE STRUCTURE

Visa, MasterCard & Discover Credit or Debit Card - $1.50 for payments less than $50; Payments greater than $50 are 2.49% of the payment amount

American Express Credit Card - 3.5% of the payment amount plus $1.50

DRAFT

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$0.00	TOTAL COST:	$0
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Visa, MasterCard & Discover Credit or Debit Card - $1.50 for payments less than $50; Payments greater than $50 are 2.49% of the payment amount

American Express Credit Card - 3.5% of the payment amount plus $1.50

November 12, 2020

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2020-2021 BUDGET

SERVICE	REFERENCE NO.
CREDIT CARD CHARGE RECOVERY	S-09300
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	0.00	$0.00		$0
		TOTALS	0.00	$0.00		$0

DRAFT

November 12, 2020

1. S-03800 GRADING PLAN CHECK - ROUGH

Fixed fee for 1st 3 checks:

Total # of cubic yards :	Fee
Up to 5,000 cy :	$1,670 Minimum
5,001-10,000 cy :	$1,670 + $.22/cy over 5,000 cy
10,001-15,000 cy :	$2,770 + $.08/cy over 10,000 cy
15,001-20,000 cy :	$3,170 + $.06/cy over 15,000 cy
20,001-35,000 cy :	$3,470 + $.04/cy over 20,000 cy
35,001-50,000 cy :	$4,070 + $.035/cy over 35,000 cy
50,001-100,000 cy :	$4,595 + $.025/cy over 50,000 cy
>=100,001 cy :	$5,845 + $.015/cy over 100,000 cy

Fee includes three full plan checks & a fourth signature check. Additional deposits after the third check will be collected in increments of $1,500. If rough grading plan is combined with precise grading plan, applicant shall pay the higher of plan check fee for rough grading plan or precise grading plan, but not both fees.

2. S-03810 GRADING PLAN CHECK - PRECISE

Fixed fee for first three checks:

A. Residential (with subdivision map):

Total # of lots :	Fee
1-10 lots :	$1,340
11-50 lots :	$1,340 + $44/lot over 10
51-100 lots :	$3,100 + $33/lot over 50
101-200 lots :	$4,750 + $22/lot over 100
over 200 lots :	$6,950 + $11/lot over 200

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2. S-03810 GRADING PLAN CHECK - PRECISE [continued]

B. Commercial, industrial and residential (w/o subdivision map, i.e. apartment, mobile home park, etc.):

Total Construction Cost	Fee
$1 - $ 20,000	$1,670
$20,001 - $ 30,000	$1,670 + 2.25% over $20,000
$30,001 - $150,000	$1,895 + 2.15% over $30,000
$150,001 - $400,000	$4,475 + 2.05% over $150,000
$400,001 - $600,000	$9,600 + 1.8% over $400,000
More than $600,000	$13,200 + 1.6% over $600,000

Fee includes three full plan checks & a fourth signature check. Additional deposits after the third check will be collected in increments of $1,500. If rough grading plan is combined with precise grading plan, applicant shall pay the higher of plan check fee for rough grading plan or precise grading plan, but not both fees.

3. S-03900 GRADING INSPECTION - ROUGH

Total # of cubic yards	Fee
Up to 5,000 cy	$1,670 Minimum
5,001-10,000 cy	$1,670 + $.22/cy over 5,000 cy
10,001-15,000 cy	$2,770 + $.08/cy over 10,000 cy
15,001-20,000 cy	$3,170 + $.06/cy over 15,000 cy
20,001-35,000 cy	$3,470 + $.04/cy over 20,000 cy
35,001-50,000 cy	$4,070 + $.035/cy over 35,000 cy
50,001-100,000 cy	$4,595 + $.025/cy over 50,000 cy
>=100,001 cy	$5,845 + $.015/cy over 100,000 cy

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4. S-03910 GRADING INSPECTION - PRECISE

A. Fixed fee: Residential (with subdivision map):

Total # of lots	Fee
1-10	$1,110
11-50	$1,110 + $50/lot over 10
51-100	$3,110 + $33/lot over 50
101-200	$4,760 + $22/lot over 100
Over 200	$6,960 + $16/lot over 200

B. Fixed fee: Commercial, industrial and residential (w/o subdivision map, i.e. apartment, mobile home park, etc.):

Total Construction Cost	Fee
$1 - $ 20,000	$ 1,670
$20,001 - $ 30,000	$ 1,670 + 2.25% over $ 20,000
$30,001 - $150,000	$ 1,895 + 2.15% over $ 30,000
$150,001 - $400,000	$ 4,475 + 2.05% over $150,000
$400,001 - $600,000	$ 9,600 + 1.8% over $400,000
>=$600,001	$13,200 + 1.6% over $600,000

The above fee divided by $57 equals the number of calendar days for which the permit is valid. After that number of days, an additional fee based on actual time is required.

5. S-04200 PUBLIC/STREET IMPROVEMENT PLAN CHK.

Fixed fee for 1st three checks:

Total Const. Cost	Fee
$1 - $20,000	$ 525
$20,001 - $30,000	$ 525 + 2.45% of amount over $ 20,000
$30,001 -$150,000	$ 770 + 2.25% of amount over $ 30,000
$150,001 -$400,000	$3,470 + 1.95% of amount over $150,000
$400,001 -$600,000	$8,345 + 1.6% of amount over $400,000
$600,001 and above	$11,545 + 1.5% of amount over $600,000

Fee includes three full plan checks & a fourth signature check. Additional deposits after the third check will be collected in increments of $1,000.

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6. S-04210 DRAINAGE IMPROVEMENT PLAN CHECK

Fixed fee for 1st three checks:

Total Const. Cost	Fee
$1 - $20,000	$525
$20,001 - $30,000	$525+2.25% of amount over $20,000
$30,001 - $150,000	$750+2.05% of amount over $30,000
$150,001 - $400,000	$3,210+1.65% of amount over $150,000
$400,001 - $600,000	$7,335+ 1.0% of amount over $400,000
$600,001 and above	$9,335+ 0.5% of amount over $600,000

Fee includes three full plan checks & a fourth signature check. Additional deposits after the third check will be collected in increments of $1,000.

7. S-04500 PUBLIC WKS. CONSTRUCTION INSPECTION

Fixed fee based on:

Total Constr.Cost	Fee
$1 - $5,000	$280
$5,001 - $10,000	$560
$10,001 - $20,000	$560+3.75% of amount over $10,000
$20,001 -$600,000	$935+ 2.6% of amount over $20,000
$600,001-$1,000,000	$16,015+2.3% of amount over $600,000
$1,000,001 and above	$25,215+1.8% of amount over $1,000,000

Fixed fee of 10% of above if work is to replace existing improvement voluntarily.

The above fee divided by $57 equals the number of calendar days for which the permit is valid. After that number of days, an additional fee based on actual time is required.

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8. S-04520 STREET LIGHTING SYSTEM PLAN CHECK

Total Const. Cost:		Deposit:
$1 - $20,000	:	$525
$20,001 - $30,000	:	$525+2.45% of amount over $20,000
$30,001 - $150,000	:	$770+2.25% of amount over $30,000
$150,001 - $400,000	:	$3,470+1.95% of amount over $150,000
$400,001 - and above	:	$8,345+ 1.6% of amount over $400,000

9. S-04525 ST.LIGHTING SYSTEM CONSTRUCTION INSPECT'N

Total Const. Cost		Deposit
$1 - $5,000	:	$280
$5,001 - $10,000	:	$560
$10,001 - $20,000	:	$560+3.75% of amount over $10,000
$20,001 -$600,000	:	$935+ 2.6% of amount over $20,000
$600,001 -and above	:	$16,015+ 2.3% of amount over $600,000

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10. S-06100 ANIMAL REGULATION (AS OF 7/1/2020)

Dog License Fees:

Unneutered/Unspayed	--	$10 per month
Neutered/Spayed	--	$3.00 per month for 1 year
	--	$2.75 per month for 2 years
	--	$2.50 per month for 3 years

Sr.Citizen/Disabled Owner (dog neutered/spayed):

	--	$1.50 per month for 1 year
	--	$1.50 per month for 2 years
	--	$1.50 per month for 3 years

Medically Determined that Dog is at High Risk from Spay/Neuter Surgery:

	--	$2.50 per month
Unlicensed Penalty	--	$20 on all licenses which have not been purchased or renewed 30 days after the expiration of a current license or 30 days after notification a license is required. All dogs 5 months of age or older and owned for more than 15 days are required to be licensed.
Service Dog	--	No Charge

Other Fees:

New owner registration of currently licensed/registered animal – $5.00

Replacement dog/cat tag – $5.00

Registration of dog/cat currently licensed/registered in another jurisdiction and issuance of County tag – $5.00

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EXHIBIT "A"

CITY OF HIGHLAND
ITEMIZED UNIT PRICES FOR THE CALCULATION OF TOTAL CONSTRUCTION COST
MARCH, 2007

QUANTITY	UNIT	ITEM	UNIT PRICE	AMOUNT
	L.F.	P.C.C. CURB AND GUTTER - 8" C.F.	$20.00	
	L.F.	P.C.C. CURB AND GUTTER - 6" C.F.	20.00	
	L.F.	A.C. BERM	11.00	
	S.F.	4" P.C.C. SIDEWALK	4.00	
	S.F.	6" DRIVE APPROACH	6.00	
	S.F.	8" P.C.C. CROSS GUTTER	8.00	
	C.Y.	STREET EXCAVATION	12.00	
	C.Y.	IMPORTED EMBANKMENT	17.00	
	C.Y.	AGGREGATE BASE	62.00	
	TON	ASPHALT CONCRETE	50.00	
	S.F.	1" THICK A.C. OVERLAY	0.60	
	EA.	ADJUST SEWER M.H. TO GRADE	464.00	
	EA.	ADJUST SEWER C.O.TO GRADE	254.00	
	EA.	ADJUST WATER VALVES TO GRADE	120.00	
	L.F.	BARRICADING	41.00	
	L.F.	2" X 4" REDWOOD HEADER	4.00	
	S.F.	REMOVAL OF A.C. PAVEMENT	0.70	
	S.F.	REMOVAL OF P.C.C. SIDEWALK	2.30	
	EA.	STREET SIGNS W/R1	269.00	
	EA.	REFLECTORS & POSTS	149.00	
	L.F.	18" RCP	65.00	
	L.F.	21" RCP	70.00	
	L.F.	24" RCP	93.00	
	L.F.	27" RCP	104.00	
	L.F.	30" RCP	118.00	
	L.F.	36" RCP	139.00	
	L.F.	48" RCP	196.00	
	L.F.	51" RCP	211.00	
	EA.	CATCH BASIN W = 7'	4,138.00	
	EA.	CATCH BASIN W = 14'	5,203.00	
	EA.	CATCH BASIN W = 21'	7,764.00	
	EA.	JUNCTION STRUCTURE	2,594.00	
	EA	TRANSITION STRUCTURE	1,200.00	
	EA.	STORM DRAIN MANHOLE	3,182.00	
	C.Y.	CONCRETE - MISC. STRUCTURE	800.00	
			SUBTOTAL:	
			10% CONTINGENCIES:	
		TOTAL CONSTRUCTION COST ESTIMATE FOR FEE PURPOSES:		

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(NOTE: STAFF IS UPDATING THIS SCHEDULE FOR THE PURPOSE OF DETERMINING THE DEPOSIT FOR A PROJECT. APPLICANTS SHOULD REQUEST THE CURRENT SCHEDULE IF IT IS NECESSARY.)

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APPENDIX

FULLY-BURDENED HOURLY RATES

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POSITION TITLE	FULLY-BURDENED HOURLY RATE
ACCOUNTANT	$107
ACCTG ASSIST II	$73
ADMIN.ANALYST	$102
ADMIN.ASSIST III	$100
ADMIN.ASSISTANT I	$65
ADMIN.ASSISTANT II	$76
ADMIN.ASSISTANT III	$91
ASSIST.CD DIR.	$231
ASSIST.ENGINEER	$135
ASSOCIATE PLANNER	$144
ASST.P.W.DIRECTOR	$195
BLDG INSPECTOR-BC	$148
BUILDING OFFICIAL	$156
CITY CLERK	$151
CITY ENG/PW.DIR	$252
CITY MANAGER	$259
CODE COMP.OFF.	$99
COMM. DEVELOP. DIR.	$565
DEPUTY	$132
DIR.OF ADMIN.SVCS.	$219
ENG.TECH I-C	$142
ENGINEER III-C	$204
LICENSED SURVEYOR-C	$361
MAINT. WORKER I	$116
MAINT. WORKER II	$127
PERMIT TECH	$77
PLAN CHECK ENG-BC	$191
PLANNING TECH III	$106
PRINCIPAL ENGINEER-C	$250
PUB.SVCS.COORD.	$119
PUB.SVCS.MGR	$171
PUB.WKS.MANAGER	$274
SHERIFF CAPTAIN	$264
SHERIFF LIEUTENANT	$200
SHERIFF SERGEANT	$172
SHERIFF SVC.SPECIALIST	$56
SR. MAINT. WORKER	$81
SR.ACCOUNTANT	$124
SR.ENGIN'G TECH-C	$204
SR.INSPECTOR-C	$179
SR.PLANS EXAMINER-BC	$174
VOLUNTEER COORD.	$87

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Attachment #2

Comparison of Current and Proposed fees


NOVEMBER 24, 1987
CITY OF HIGHLAND

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	SERVICE	CURRENT FEE	SUGGESTED FEE
B-001	GEN.PMT.APPLICATION-NO PLAN REV.	$65	$60
B-001.1	GEN.PMT.APPLICATION-WITH PLAN REV.	$110	$125
B-001.3	REPLACEMENT PERMIT APPLICATION	$50	$40
B-002.1	PMT.APPLICATION-TRACT RESIDENTIAL	$100	$65
B-002.2	PMT.APPLICATION-NON TRACT RES'L	$210	$165
B-002.3	PMT.APPLICATION-NEW COMMERCIAL	$855	$720
B-003.1	TRACT PHASING	$260	$145
B-003.1.2	BLD.CONST.P/C-TRACTS-UNIQUE MODEL	$2,610	$1,735
B-003.2	BLD.CONST.P/C-CUSTOM RESL<=2,300 SF	$2,000	$1,895
B-003.2.1	BLD.CONST.P/C-CUSTOM RESL >2,300 SF	$3,060	$2,900
B-003.3	BLDG.CONST.P.CK-COMMERCIAL	Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-004.1	BLDG.CONST.INSP-RESIDENTIAL	$1,445 - 500 to 1,799 SF $2,100 - 1,800 to 2,299 SF $2,540 - 2,300 to 2,799 SF $2,975 - 2,800 to3,299 SF $3,420 - 3,300 to 3,799 SF $3,855 - 3,800 to 4,299 SF $4,300 - 4,300 to 4,799 SF $4,740 - 4,800 to 5,299 SF $4,740 + $.88/SF - for 5,300 SF + above	$1,410 - 500 to 1,799 SF $2,050 - 1,800 to 2,299 SF $2,480 - 2,300 to 2,799 SF $2,905 - 2,800 to3,299 SF $3,335 - 3,300 to 3,799 SF $3,760 - 3,800 to 4,299 SF $4,195 - 4,300 to 4,799 SF $4,625 - 4,800 to 5,299 SF $4,625 + $.86/SF - for 5,300 SF + above
B-004.3	BLDG.CONST.INSP-COMMERCIAL	Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-005	ELECTRICAL CONSTRUCTION PLAN CHECK	$365 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.	$345 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.
B-007	PLUMBING CONSTRUCTION PLAN CHECK	$365 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.	$345 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.
B-008. 1	PLMB'G CONST.INSP-FIXTR./TRAP-COM'L	$60	$60
B-008. 2	PLMB'G CONST.INSP-COM'L PRE-TRT.	$85	$85
B-008. 3	PLMB'G CONST.INSP-GAS PIPING SYS.	$75	$75
B-008. 4	PLMB'G CONST.INSP-GAS PRES.REG.	$60	$60
B-008. 5	PLMB'G CONST.INSP-REPAIR/ALTERATION	$50	$50
B-008. 6	PLMB'G CONST.INSP-REFRIG.LINES	$85	$85
B-008. 8	PLMB'G CONST.INSP-VENT/BKFLW DEVICE	$90	$75
B-008. 9	PLMB'G CONST.INSP-DISHWASHER	$60	Staff recommends deleting this fee as the City has never required a separate permit for a dishwasher.
B-008.10	PLMB'G CONST.INSP-GAS TEST	$60	$60
B-008.11	PLMB'G CONST.INSP-WATER HTR-RES'L	$75	$75
B-008.13	PLMB'G CONST.INSP-MANHOLE-ON SITE	$75	$75
B-009.1	CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	$120	$125
B-009.2	CONN.TO NEW PRIV.SEWER SYSTEMS	$160	$160
B-010	MECHANICAL CONSTRUCTION PLAN CHECK	$365 for the first 2 hours plus the Fully-Burdened Hourly Rate for any time over 2 hours rounded to the nearest 15 minutes.	$345 for the first 2 hours plus the Fully-Burdened Hourly Rate for any time over 2 hours rounded to the nearest 15 minutes.

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	SERVICE	CURRENT FEE	SUGGESTED FEE
B-011	MECHANICAL INSPECTION	Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-011.1	MECH.INSP-COM'L FURN.BURNERS =<100K	$85	$85
B-011.2	MECH.INSP-COM'L FURN.BURNERS >100K	$110	$110
B-011.4	MECH.INSP-REPAIR/ALTERATIONS-RES'L	$50	$50
B-011.5	MECHANICAL INSP-BOILERS-COM'L	$125	$125
B-011.6	MECH.INSP-AIR HANDLING UNITS-RES'L	$75	$75
B-011.7	MECH.INSP-EVAPORATIVE UNITS-RES/COM	$50	$50
B-011.8	MECHANICAL INSP-COMMERCIAL HOOD	$110	$110
B-012.1	SIGN PERMIT & INSPECTION-UNLIGHTED	$145	$150
B-012.2	SIGN PERMIT & INSPECTION-LIGHTED	$220	$225
B-013.1	PATIOS WITHOUT ENCLOSURE INSPECTION	$255	$285
B-013.1.1	PATIOS WITH FOUNDATION ONLY INSP.	$60	$90
B-013.2	PATIOS WITH ENCLOSURE INSPECTION	$280	$310
B-013.3	PATIOS - ALUMINUM	$160	$185
B-014.1	GARDEN WALLS AND PILASTERS	$225 per 300' of wall or fraction thereof	$225 per 300' of wall or fraction thereof
B-014.2	RETAINING WALLS	$240	$270
B-015.1	TEAR-OFF REROOFING W/O STRUCT.CHGS	$110	$110
B-015.2	TEAR-OFF REROOFING WITH STRUCT.CHGS	$330	$335
B-015.4	ROOF-MOUNTED SOLAR ARRAY-RES'L	Fixed Fee of $390 plus the application fee $110 (B-001.1) equals the State-mandated $500 maximum free for a residential system up to 15 kW, PLUS $15 per kilowatt above 15 kW Note: Per SB-1222, the total charge shall not exceed $500 ($390 fixed fee from this service plus $110 permit fee from B-001.1) plus $15 per kW above 15 kW for residential rooftop solar energy systems.	Fixed Fee of $365 plus the application fee $125 (B-001.1) is less than the State-mandated $500 maximum free for a residential system up to 15 kW, PLUS $15 per kilowatt above 15 kW
B-015.5	ROOF-MOUNTED SOLAR ARRAY-COM'L	Fixed Fee of $890 for a commercial solar PV system under 51 kW, PLUS $7 per kilowatt for each kilowatt between 51 kW and 250 kW, PLUS $5 per kilowatt for each kilowatt above 250 kW Note: Per SB-1222, the total charge shall not exceed $1,000 ($890 fixed fee plus $110 permit fee from B-001.1) plus $7 per kW between 51 kW and 250 kW plus $5 per kW for every kilowatt above 250 kW for commercial solar energy systems.	Fixed Fee of $870 for a commercial solar PV system under 51 kW, PLUS $5 per kilowatt for each kilowatt between 51 kW and 250 kW, PLUS $4 per kilowatt for each kilowatt above 250 kW Note: Per SB-1222, the total charge shall not exceed $1,000 ($870 fixed fee plus $125 permit fee from B-001.1 is only $995) plus $5 per kW between 51 kW and 250 kW plus $4 per kW for every kilowatt above 250 kW for commercial solar energy systems.
B-016	TENANT IMPROVEMENTS	Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-016.1	RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	**SERVICE**	**CURRENT FEE**	**SUGGESTED FEE**
B-016.2	RES'L ADD'NS/ALTERATIONS/REHAB-INSP	Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-017	MISC.SPECIAL INSPECTION HOURLY	Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-017.1	UTILITY METER RESET - RESIDENTIAL	$80	$75
B-018.1	SWIMMING POOL/SPA PMT INSP W/O HTR	$525	$560
B-018.2	SWIMMING POOL/SPA PMT INSP WITH HTR	$670	$705
B-018.4	SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	$305	$335
B-019	CERT.OF OCC./BUS.LIC.INSP-RES+COM	$145	$175
B-020.1.1	ELEC.INSP.R-S-L-O (1-5 UNITS)-COM'L	$60	$60
B-020.1.2	ELEC.INSP.R-S-L-O (6-10 UNTS)-COM'L	$75	$75
B-020.1.3	ELEC.INSP.R-S-L-O (11-20 UN.)-COM'L	$85	$85
B-020.3	ELEC.INSP.POLE PLTF-M-FIXTURE-COM'L	$120 per 10 fixtures or fraction thereof	$125 per 10 fixtures or fraction thereof
B-020.4.1	ELEC.INSP.THEATRICAL LTG-COM'L 1-5	$60	$60
B-020.4.2	ELEC.INSP.THEATRICAL LTG-COM'L 6-10	$75	$75
B-020.4.3	ELEC.INSP.THEATRICAL LTG-COM'L11-20	$85	$85
B-020.6	ELEC.INSP-TEMP.POWER SVCS	$85	$85
B-020.7.2	ELECTRICAL INSP.- APPLIANCES	$110	$110
B-020.8	ELEC.INSP.POWER APPARATUS-COM'L	$160	$160
B-020.9.1	ELEC.INSP.SVCS: <200 AMPS	$75	$75
B-020.9.2	ELEC.INSP.SVCS: 200 TO 1,000 AMPS	$110	$110
B-020.90	ELECTRICAL INSP.-RES'L REWIRE	$230	$235
B-020.91.1	ELEC.INSP.-NEW COM'L (< 2K SF)	$330	$335
B-020.91.2	ELEC.INSP.-NEW COM'L (2K-<4K SF)	$695	$700
B-020.91.3	ELEC.INSP.-NEW COM'L (4K-<6K SF)	$1,065	$1,070
B-020.91.4	ELEC.INSP.-NEW COM'L (6K-<8K SF)	$1,430	$1,440
B-020.91.5	ELEC.INSP.-NEW COM'L (8K-<10K SF)	$1,760	$1,775
B-020.91.6	ELEC.INSP.-NEW COM'L (=>10K SF)	Fee based on the most current Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-020.92	SNGLE LOT RES.PRECSE GRAD'G PLN REV	$690	$575
B-020.93	SNGLE LOT RES.PRECSE GRAD'G INSP.	$310	$315
B-025.01	ARCHIVE COSTS FOR BUILDING PLANS	42ó per 8-1/2" x 11" sheets $41.75 per 100 8-1/2" x 11" sheets	46ó per 8-1/2" x 11" sheets $46.30 per 100 8-1/2" x 11" sheets
B-025.02	ARCHIVE COSTS FOR BLDG.PLNS-OTHER	$6.96 per sheet larger than 8-1/2" x 11"	$7.72 per sheet larger than 8-1/2" x 11"
B-026	BUILDING CODE APPEAL PROCESSING	Fixed Fee of $480 per appeal	Fixed Fee of $640 per appeal
S-00210	TEMPORARY USE PERMIT REVIEW	Fixed Fee of $45 per application	Fixed Fee of $55 per application
S-00215	TEMPORARY OCCUPANCY PERMIT REVIEW	Fixed Fee of $450 per application	Fixed Fee of $520 per application
S-00220	TREE REMOVAL REVIEW & PERMIT	Fixed Fee of $300 per application	Fixed Fee of $575 per application
S-00250	TEMPORARY RV PARKING PERMIT	Fixed Fee of $25	Fixed Fee of $27

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	SERVICE	CURRENT FEE	SUGGESTED FEE
S-00300	HAZARDOUS BLDG.& NUISANCE ABATEMENT	No charge if voluntary compliance Otherwise - Bill or lien the property owner the RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.	No charge if voluntary compliance Otherwise - Bill or lien the property owner the RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other stateor county fees applicable.
S-00600	GENERAL PLAN AMENDMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $9,300.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,600.
S-00700	ZONE CHANGE REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $5,700.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,400.
S-00800	DEVELOPMENT CODE AMENDMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $6,500.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $7,900.
S-00910	CONDITIONAL USE PERMIT-ABC LICENSE	Fixed Fee of $1,425	Fixed Fee of $3,735
S-00912	ALCOHOLIC BEVERAGE CONTROL LETTER	Fixed Fee of $1,425	Fixed Fee of $1,650
S-00915	CONDITIONAL USE PERMIT REVIEW-MAJOR	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $11,100. (Not part of a tract map or parcel map application.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $12,300. (Not part of a tract map or parcel map application.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-01000	MINOR VARIANCE REVIEW	Fixed Fee of $2,345	Fixed Fee of $2,715
S-01100	MAJOR VARIANCE REVIEW	Fixed Fee of $4,450	Fixed Fee of $5,525
S-01200	HOME OCCUPATION PERMIT REVIEW	Fixed Fee of $120 per permit based on 50% recovery of costs.	Fixed Fee of $134 per permit based on 50% recovery of costs.
S-01400	SPECIFIC PLAN REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $41,500. For projects thatare deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $37,700. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-01450	SPECIFIC PLAN REVISION REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $9,700. (Not part of a tract map or parcel map application.)	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $17,900. (Not part of a tract map or parcel map application.)
S-01500	DESIGN REVIEW PERMIT-MINOR	Fixed Fee of $3,450	Fixed Fee of $3,965
S-01510	DESIGN REVIEW PERMIT-MAJOR	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,500. (Applicable when project does not require separate CUP approval.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special eqpt. or supplies, other state or county fees applicable charged against an initial deposit of $9,900. (Applicable whenproject does not require separate CUP approval.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	SERVICE	CURRENT FEE	SUGGESTED FEE
S-01640	PUD REVISION REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,600. (Not part of a tract map or parcel map application.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.	Staff recommends deleting this service as the project would be covered by a specific plan.
S-01710	ANNEXATION REQUEST REVIEW (TO CITY)	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $16,700. For projects thatare deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $16,300. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-01900	ENVIRONMENTAL IMPACT REPORT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit equal to 10% of the total EIRcontract amount.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit equal to the total EIRcontract amount.
S-01930	INITIAL STUDY	Fixed Fee of $3,885	Fixed Fee of $4,750
S-02100	TENTATIVE TRACT MAP REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $15,300. For projects thatare deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $17,900. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-02110	ENTITLEMENT EXTENSION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, charged against an initial deposit of $2,000.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, charged against an initial deposit of $4,800.
S-02200	TENTATIVE PARCEL MAP REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $5,300.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,000.
S-02300	DEVELOPMENT AGREEMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $31,600 (staff=$8,000; dept.hds=$9,800; city atty=$13,800). For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,000 plus an estimate of the City Attorney's time. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-02310	DIF DEFERRAL PROCESSING	Fixed Fee of $325 per agreement for the first five agreements. No additional charge for subsequent agreements if they are turned in with the first five agreements at time of payment.	Fixed Fee of $375 per agreement for the first five agreements. No additional charge for subsequent agreements if they are turned in with the first five agreements at time of payment.
S-02320	DIF CREDIT APPLICATION PROCESSING	Fixed Fee of $1,435 for the first fee category and for each fee category processed separately. Fixed Fee of $215 per each additional fee category when processed together.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $3,500 or as determined by the Director of Public Works.
S-02500	LOT LINE ADJUSTMENT REVIEW	Fixed Fee of $1,835	Fixed Fee of $2,455
S-02600	SIGN PLAN PROGRAM APPLICATION REV.	Fixed Fee of $2,210	Fixed Fee of $2,470

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	**SERVICE**	**CURRENT FEE**	**SUGGESTED FEE**
S-02710	SPECIAL EVENT PERMIT REVIEW-MINOR	Special Event Permit - $0 City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.	Special Event Permit - $0 City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.
S-02715	SPECIAL EVENT PERMIT REVIEW-MAJOR	Special Event Permit - $0 City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.	Special Event Permit - $0 City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.
S-02900	CERTIFICATE OF COMPLIANCE REVIEW	Fixed Fee of $715	Fixed Fee of $640
S-03000	PARCEL MERGER REVIEW	Fixed Fee of $1,900	Fixed Fee of $1,830
S-03100	STAFF DECISION APPEAL REVIEW	Fixed Fee of $80 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery) Fixed Fee of $815 - all other Planning appeals (100% recovery) Fixed Fee of $465 - all other Engineering appeals (100% recovery)	Fixed Fee of $93 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery) Fixed Fee of $930 - all other Planning appeals (100% recovery) Fixed Fee of $390 - all other Engineering appeals (100% recovery)
S-03150	STAFF REVIEW PERMIT	Fixed Fee of $45	Fixed Fee of $53
S-03200	REV.TO CONDITIONS OF APPROVAL-PLNG.	Fixed Fee of $1,585	Fixed Fee of $1,770
S-03210	REV.TO CONDITIONS OF APPROVAL-ENG.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,200.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,400 or as determined by the Director of Public Works.
S-03300	SIGN PERMIT (CODE REVIEW)	Fixed Fee of $130 per permit. If change in the sign copy, the cost is 25% of the permit.	Fixed Fee of $160 per permit. If change in the sign copy, the cost is 25% of the permit.
S-03600	PROPERTY INFORMATION PREPARATION	First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.	First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-03650	APPEAL OF P.C. DECISION TO COUNCIL	Fixed Fee of $225 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery) All Others: Fixed Fee of $2,235 for a Planning issue Fixed Fee of $960 for an Engineering issue.	Fixed Fee of $248 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery) All Others: Fixed Fee of $2,475 for a Planning issue Fixed Fee of $815 for an Engineering issue.
S-03800	GRADING PLAN CHECK-ROUGH	See "Current Fee Schedules Footnote #1" at end of report	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $7,900 or as determined by the Director of Public Works.
S-03810	GRADING PLAN CHECK-PRECISE	See "Current Fee Schedules Footnote #2" at end of report Total Construction Cost is estimated using Exhibit "A" following the footnotes.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $6,000 or as determined by the Director of Public Works.
S-03820	GRADING PLAN REVISION-PRECISE	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $715.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.
S-03900	GRADING INSPECTION-ROUGH	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, charged against an initial deposit calculated using "Current Fee Schedules Footnote #3" at end of report	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $7,700 or as determined by the Director of Public Works.

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	**SERVICE**	**CURRENT FEE**	**SUGGESTED FEE**
S-03910	GRADING INSPECTION-PRECISE	See "Current Fee Schedules Footnote #4" at end of report Total Construction Cost is estimated using Exhibit "A" following the footnotes.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,100 or as determined by the Director of Public Works.
S-03920	WALL INSPECTION	Total Construction Cost : Fixed Fee $0 to $2,500 : $250 $2,501 to $5,000 : $500 $5,001 to $10,000 : $500 + 5% of cost over $5,000 $10,001 to $300,000 : $750 + 2% of cost over $10,000 $300,001and above : $6,550 + 1% of cost over $300,000	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Public Works.
S-03930	GROVE REMOVAL REVIEW & PERMIT	Acreage : Fee 0 to 2 : $1,100 >2 to 20 : $1,100 plus $25/acre or portion thereof over 2 acres >20 to 40 : $1,550 plus $15/acre or portion thereof over 20 acres Over 40 : $1,850 plus $5/acre or portion thereof over 40	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,300 or as determined by the Director of Public Works.
S-03940	IMPORT PLAN REVIEW AND INSPECTION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,340.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,900 or as determined by the Director of Public Works.
S-04000	FINAL TRACT MAP REVIEW	Fixed Fee of $2,255 plus $40.00/lot on 1st three (3) checks Fee includes three full plan checks and a fourth "signature" check. Deposits in increments of $1,000 required after the 3rd check, if more required.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $8,500 or as determined by the Director of Public Works.
S-04100	FINAL PARCEL MAP REVIEW	Fixed fee for 1st 3 checks and 4th signature check: Residential/Commercial/Industrial (4 lots or less) - $2,420 Commercial/Industrial (5 lots or more) - $2,420 + $40 per lot Fee includes three full plan checks and a fourth "signature" check. Deposits in increments of $1,000 required after the 3rd check, if more required.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,300 or as determined by the Director of Public Works.
S-04120	FINAL/PARCEL MAP REVISION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,250.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Public Works.
S-04130	ENGINEERING PLAN REVISION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,015	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,500 or as determined by the Director of Public Works.
S-04200	PUBLIC/STREET IMPROVEMENT PLAN CHK.	See "Current Fee Schedules Footnote #5" at end of report Total Construction Cost is estimated using Exhibit "A" following the footnotes.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $22,600 or as determined by the Director of Public Works.
S-04210	DRAINAGE IMPROVEMENT PLAN CHECK	See "Current Fee Schedules Footnote #6" at end of report Total Construction Cost is estimated using Exhibit "A" following the footnotes.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $6,300 or as determined by the Director of Public Works.
S-04230	LEGAL DESCRIPTION REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $910. Fee covers review oflegal description by City for single lot residence. (Not part of a tract map or parcel map application.)	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $3,300. Fee covers reviewof legal description by City for single lot residence. (Not part of a tract map or parcel map application.)

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	**SERVICE**	**CURRENT FEE**	**SUGGESTED FEE**
S-04235	LEGAL DESCRIPTION PREPARATION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $910. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $3,600. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)
S-04240	RETAINING WALL CALCULATION REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $745.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,000 or as determined by the Director of Public Works.
S-04260	RIGHT-OF-WAY ENCROACHMENT REQUEST	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,265	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.
S-04310	EXCAV.INSP.-IN EXISTING STREETS	Fixed fee based on linear feet: 0 to 50 - $135; 51 to 100 - $270; 101 to 200 - $405 201 to 500 - $405 plus $1.40/lf 501 to 1,000 - $825 plus $1.20/lf above 1,000 - $1,425 plus $1.00/lf	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $800 or as determined by the Director of Public Works.
S-04314	EXCAV.INSP.-WITHIN NEW DEVELOPMENT	Fixed fee based on lineal feet of installation of each utility: linear feet: 0 to 50 - $105; 51 to 100 - $210; 101 to 200 - $315; 201 to 500 - $315 plus $1.10/lf 501 to 1,000 - $645 plus $0.70/lf above 1,000 - $995 plus $0.50/lf	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $800 or as determined by the Director of Public Works.
S-04500	PUBLIC WKS.CONSTRUCTION INSPECTION	See "Current Fee Schedules Footnote #7" at end of report Total Construction Cost is estimated using Exhibit "A" following the footnotes.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $25,000 or as determined by the Director of Public Works.
S-04510	TRAFF.CONTROL PLAN REV.& INSPECTION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $1,095.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,700 or as determined by the Director of Public Works.
S-04520	STREET LIGHTING SYSTEM PLAN CHECK	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit as determined by "Current FeeSchedules Footnote #8" at end of report.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $11,800 or as determined by the Director of Public Works.
S-04525	ST.LIGHTING SYS.CONSTRUCTION INSP.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit as determined by "Current FeeSchedules Footnote #9" at end of report.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $22,900 or as determined by the Director of Public Works.
S-04550	OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	Fixed Fee of $16 - Single trip permit (fee set by State) Fixed Fee of $90 - Annual permit (fee set by State) Deposit of $500 - Special services such as engineering investigator, escort, tree trimming, etc.	Fixed Fee of $16 - Single trip permit (fee set by State) Fixed Fee of $90 - Annual permit (fee set by State) Deposit of $500 - Special services such as engineering investigator, escort, tree trimming, etc.
S-04610	STREET VACATION-SUMMARY	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $2,575.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,700 or as determined by the Director of Public Works.

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	SERVICE	CURRENT FEE	SUGGESTED FEE
S-04620	STREET VACATION-FULL	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $4,800.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,000 or as determined by the Director of Public Works.
S-04650	SMALL WIRELESS FAC. IN PUBLIC ROW	None	Flat Fee of $660
S-04700	ANNEXATION PROCESS'G (TO DISTRICTS)	Flat Fee of $705 plus any consultant fees.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.
S-04800	BOND PROCESSING-SWR/WTR/STR/GRDG	Fixed Fee of $730 per Bond (performance, labor/material and maintenance bond of the same type of improvement are to be counted as one bond. There are usually 3 Other Bonds per tract: Sewer & Water, Street & Drainage, and Grading.).	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.
S-04810	BOND PROCESSING-LANDSCAPE	Fixed Fee of $935 (Performance, labor, material and maintenance bond of same type of improvement are to be counted as one bond.)	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $900 or as determined by the Director of Public Works.
S-04900	PROFESSIONAL REPORT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $3,300.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $5,400 or as determined by the Director of Public Works.
S-04905	WQMP REVIEW & INSPECTION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $5,200.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $9,200 or as determined by the Director of Public Works.
S-04910	GIS MAP UPDATE	Fixed Fee of $95 per map plus "full cost" of any San Bernardino County mapping charges	Fixed Fee of $70 per map plus "full cost" of any San Bernardino County mapping charges
S-04920	MICROFILMING OF MAPS AND PLANS	Fixed Fee of $115 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)	Fixed Fee of $105 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)
S-04930	SMARA ANNUAL REVIEW	Fixed Fee of $1,510 per review by staff plus deposit of $6,000 deposit for consultant actual costs plus department overhead	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Community Development.
S-04960	HISTORIC/CULTURAL SITE DESIGNATION	Fixed Fee of $1,670 per review.	Fixed Fee of $1,900 per review.
S-05000	COM'L REGULATORY APPLICATION REV.	Initial Fixed Fee of $225	Fixed Fee of $310
S-05001	REGULATORY LICENSE RENEWAL PROC'G	Annual - Fixed Fee of $40 plus an additional $50 if a mobile water user	Annual - Fixed Fee of $50
S-05002	REGULATORY LICENSE-INFO.CHANGE	$30 - Change of owner and/or business name change $75 - Change of location	$35 - Change of owner and/or business name change $90 - Change of location
S-05006	REGULATORY LICENSE-BOOTH RENTAL	Fixed Fee of $55	Fixed Fee of $65
S-05008	REGULATORY LICENSE-MOBILE VENDOR	Annual - Fixed Fee of $165 plus an additional $105 if a mobile water user	Annual - Fixed Fee of $175 plus an additional $120 if a mobile water user plus the cost of fingerprinting (currently $34)
S-05010	REGULATORY LICENSE-DELINQUENT	$20 per notice $40 per visit	$25 per notice $50 per visit
S-05015	SOLICITING/PEDDLING PERMIT	Fixed Fee of $165	Fixed Fee of $175 plus the cost of fingerprinting (currently $34)
S-05020	NPDES INSPECTION	$155 - Commercial $310 - Industrial $0 - WQMP (Water Quality Management Plan)	$180 - Commercial $355 - Industrial $355 - WQMP (Water Quality Management Plan)
S-05151	RES'L RENTAL ENHANCEMENT PROG.LIC.	Initial Fixed Fee of $100 Plus $14 for each add'l unit greater than three $40 for an additional inspection after the first two	Fixed Fee of $120
S-05152	REGULATORY LICENSE-OUT OF CITY	Initial Fixed Fee of $155	Fixed Fee of $180

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	**SERVICE**	**CURRENT FEE**	**SUGGESTED FEE**
S-05200	BUSINESS REGULATION (MAJOR)	Initial Fixed Fee of $380 Annual Fixed Fee of $310	Initial Fixed Fee of $380 Annual Renewal Fixed Fee of $310
S-05210	BUSINESS REGULATION (MINOR)	Fixed Fee of $165	Fixed Fee of $175 plus the cost of fingerprinting (currently $34)
S-05250	FILM PERMIT	Fixed Fee of $845	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies charged against an initial deposit of $1,000.
S-05300	BINGO PERMIT REVIEW	Fixed Fee of $75 per permit. (Does not include business license fee.)	Fixed Fee of $60 per permit. (Does not include business license fee.)
S-05310	BINGO PERMIT RENEWAL	Fixed Fee of $15	Fixed Fee of $18
S-05420	ADMINISTRATIVE CITATION HEARING	Fixed Fee of $25	Fixed Fee of $35
S-05480	FORECLOSURE REGISTRATION	Fixed Fee of $110 per property per year or fraction thereof	Fixed Fee of $140 per property per year or fraction thereof
S-05500	YARD AND GARAGE SALE REVIEW	$10 (paid only at City Hall) Limited to 3 permits annually	$10 (paid only at City Hall) Limited to 3 permits annually
S-05550	CITATION SIGN-OFF	$0 - Resident (0% Recovery) $23 - Non resident (50% Recovery)	$0 - Resident (0% Recovery) $24 - Non resident (50% Recovery)
S-05560	NOTICE OF VEHICLE TO BE DISMANTLED	$45 - Passenger vehicle, leisure craft, single/double axle trailer $60 - Commercial vehicle $65 - Motor Home	$45 - Passenger vehicle, leisure craft, single/double axle trailer $60 - Commercial vehicle $65 - Motor Home
S-05565	LOUD PARTY RESPONSE	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-05610	PARKING ADMINISTRATIVE HEARING REV.	Fixed Fee of $30 per appeal	Fixed Fee of $25 per appeal
S-05900	FALSE ALARM RESPONSE-SHERIFF	First Three False Alarms in a 12 month period - no charge Fourth " " " " - $ 80 Fifth " " " " - $160 Sixth or more " "" " - $300	First Three False Alarms in a 12 month period - no charge Fourth " " " " - $ 90 Fifth " " " " - $185 Sixth or more " "" " - $370
S-05902	FALSE ALARM RESPONSE-FIRE	First Two False Alarms in a 12 month period - no charge Third " " " " - $ 55 Fourth " " " " - $110 Fifth or more " " "" - $160	First Two False Alarms in a 12 month period - no charge Third " " " " - $ 60 Fourth " " " " - $120 Fifth or more " " "" - $180
S-05904A	FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	Fixed Fee of $440	Fixed Fee of $445
S-05904B	FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	Plan Check - Actual time at $148 per hour with a two hour minimum of $296 Inspection - $365	Plan Check - Actual time at $155 per hour with a two hour minimum of $310 Inspection - $345
S-05905	FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	$145 per unit	$140 per unit
S-05906	FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	Fixed Fee of $75 per unit	Fixed Fee of $70 per unit
S-05908	FIRE PLAN CHECK+INSPECTION-MFD	Fixed Fee of $734 for the 1st 50 units. For more than 50 units, $148 per hour for plan check with a 3 hour minimum and $145 per hour for inspection with a 2 hour minimum.	Fixed Fee of $735 for the 1st 50 units. For more than 50 units, $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 2 hour minimum.
S-05910	FIRE P.CK+INSP-TENANT IMPROVEMENT	Fixed Fee of $589 for the 1st 4,000 square feet. For more than 4,000 sq.ft., $148 per hour for plan check with a 3 hour minimum and $145 per hour for inspection with a 1 hour minimum.	Fixed Fee of $600 for the 1st 4,000 square feet. For more than 4,000 sq.ft., $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 1 hour minimum.
S-05912A	FIRE P.CK/INSP-NEW COM'L/IND'L SITE	Plan Check - Actual time at $148 per hour with a two-hour minimum of $296 Inspection - Fixed Fee of $290	Plan Check - Actual time at $155 per hour with a two-hour minimum of $310 Inspection - Fixed Fee of $275
S-05912B	FIRE P.CK+INSP-NEW C/I CONSTRUCTION	Fixed Fee of $737 for the first 4,000 sq.ft. For more than 4,000 sq.ft., $148 per hour for plan check with a 4 hour minimum and $145 per hour for inspection with a 1 hour minimum.	Fixed Fee of $755 for the first 4,000 sq.ft. For more than 4,000 sq.ft., $155 per hour for plan check with a 4 hour minimum and $140 per hour for inspection with a 1 hour minimum.
S-05914A	SPRINKLER P.CK/INSP:SFD OR ADDITION	Fixed Fee of $515	Fixed Fee of $520
S-05914B	SPRINKLER P.CK/INSP.-RES'L ALTER'NS	Plan Check - Actual time at $148 per hour with a two hour minimum of $296 per tract model. (#65; $19,240) Inspection - $145 for the 1st 15 heads (#65; $9,425), plus $73 for each additional 15 heads or portion thereof (#13; $949)	Plan Check - Actual time at $155 per hour with a two hour minimum of $310 per tract model. Inspection - $140 for the 1st 15 heads plus $70 for each additional 15 heads or portion thereof

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	SERVICE	CURRENT FEE	SUGGESTED FEE
S-05917	SPRINKLER P.CK/INSP FOR MFD	Fixed Fee of $879 for the 1st 100 heads For more than 100 heads, $148 per hour for plan check with a 3 hour minimum and $145 per hour for inspection with a 3 hour minimum.	Fixed Fee of $875 for the 1st 100 heads For more than 100 heads, $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 3 hour minimum.
S-05919	SPRINKLER P.CK/INSP-NFPA 13-COM/IND	Fixed Fee of $956 for the 1st 100 heads For greater than 100 heads, $148 per hour for plan check with a 4.5 hour minimum and $145 per hour for inspection with a 2 hour minimum.	Fixed Fee of $970 for the 1st 100 heads For greater than 100 heads, $155 per hour for plan check with a 4.5 hour minimum and $140 per hour for inspection with a 2 hour minimum.
S-05920	SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	Fixed Fee of $588	Fixed Fee of $590
S-05922A	SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	Fixed Fee of $588	Fixed Fee of $590
S-05922B	FIRE PLAN CK/INSP-MISC.REPAIR TEST	Plan Check - Actual time at $148 per hour, one-hour minimum Inspection - Actual time at $145 per hour, one-hour minimum	Plan Check - Actual time at $155 per hour, one-hour minimum Inspection - Actual time at $140 per hour, one-hour minimum
S-05923	ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	Fixed Fee of $290	Fixed Fee of $275
S-05924	PLAN CHK+INSP.OF FIRE ALARM SYSTEM	Fixed Fee of $734 for the 1st 20 fire alarms For more than 20 alarms, $148 per hour of plan check with a 3-hour minimum and $145 per hour of inspection with a 2-hour minimum charged against an initial deposit determined by staff.	Fixed Fee of $735 for the 1st 20 fire alarms For more than 20 alarms, $155 per hour of plan check with a 3-hour minimum and $140 per hour of inspection with a 2-hour minimum charged against an initial deposit determined by staff.
S-05926	FIRE P.CK/INSP-UNDERGROUND FIRE SYS	Plan Check - Actual time at $148 per hour with a two hour minimum of $296 (#18; $5,328) Inspection - $290 for the initial inspection (#18; $5,220) plus, $73 for each additional inspection after the initial inspection (#9; $657)	Plan Check - Actual time at $155 per hour with a two hour minimum of $310 Inspection - $275 for the initial inspection plus $70 for each additional inspection after the initial inspection
S-05930	LPG STORAGE/USE-INITIAL PERMIT	Fixed Fee of $435	Fixed Fee of $415
S-05931	LPG STORAGE/USE-ANNUAL RENEWAL	Fixed Fee of $218	Fixed Fee of $205
S-05932	FLAMMABLE LIQUID STORAGE-INITIAL	Fixed Fee of $435	Fixed Fee of $415
S-05933	FLAMMABLE LIQUID STORAGE-ANNUAL	Fixed Fee of $218	Fixed Fee of $205
S-05934	CCR TITLE 19-PLACES: ASSMBLY/CHURCH	Fixed Fee of $290	Fixed Fee of $275
S-05937	CCR TITLE 19-RES'L CARE FACILITY	$145 per hour, one-hour minimum	$140 per hour, one-hour minimum
S-05938	CCR TITLE 19-COM'L CARE FACILITY	$145 per hour, one-hour minimum	$140 per hour, one-hour minimum
S-05940	FIRE P.CK/INSP/PMT RES CARE FAC(6+)	Fixed Fee of $435	Fixed Fee of $415
S-05951	HAZARDOUS MATERIALS PERMIT	$363 - Initial Plan Check and Inspection (#5; $1,815) $218 - Annual Renewal of Permit to Operate (#5; $1,090)	$430 - Initial Plan Check and Inspection $290 - Annual Renewal of Permit to Operate
S-05955	GREEN WASTE OPERATIONS	$725 - Initial Permit Issuance $363 - Annual Permit Renewal	$690 - Initial Permit Issuance $345 - Annual Permit Renewal
S-05960	FIRE P.CK/ INSP-HIGH PILED STORAGE	$148 per hour of plan check with a 2-hour minimum and $145 for the first inspection plus $73 for each additional inspection charged against an initial deposit determined by staff.	$155 per hour of plan check with a 2-hour minimum and $140 for the first inspection plus $70 for each additional inspection charged against an initial deposit determined by staff.
S-05961	FIRE P.CK/INSP-HIGH HAZARD STORAGE	$148 per hour of plan check with a 2-hour minimum and $145 for the first inspection plus $73 for each additional inspection charged against an initial deposit determined by staff.	$155 per hour of plan check with a 2-hour minimum and $140 for the first inspection plus $70 for each additional inspection charged against an initial deposit determined by staff.
S-05981	FIRE INSPECTION-SPECIAL EVENT	Fixed Fee of $145	Fixed Fee of $140
S-05983	FIRE TECHNICAL RSCH.OR CONSULT.SVC.	$145 per hour	$140 per hour
S-05985	REVIEW FIRE PLAN REVISIONS	$148 per hour for plan checking charged against an initial deposit determined by staff.	$155 per hour for plan checking charged against an initial deposit determined by staff.
S-05990	FIRE INSP-BUS. CERT. OF OCCUPANCY	Fixed Fee of $145	Fixed Fee of $140
S-05996	PRELIMINARY FIRE PREVENTION REVIEW	Fixed Fee of $145	Fixed Fee of $140
S-05998	FIRE FLOW TEST OVERSIGHT	Fixed Fee of $145	Fixed Fee of $140
S-05999	FIRE 2ND RE-INSPECTION SERVICE	Fixed Fee of $109 per reinspection	Fixed Fee of $105 per reinspection
S-06100	ANIMAL REGULATION	See "Current Fee Schedules Footnote #10" at end of report The City adopts fees established by the County of San Bernardino. These fees were updated by the County and adopted by the City effective July 1, 2020. Therefore, the current and proposed fees are the same.	See "Current Fee Schedules Footnote #10" at end of report

City of Highland Fees for Service Update (Current Fees & Proposed Fees) -- FY 2020-2021			
REF#	**SERVICE**	**CURRENT FEE**	**SUGGESTED FEE**
S-06200	PRIVATE PROPERTY AUTO ABATEMENT	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-06310	VEHICLE ABATEMENT APPEALS PROCESS'G	Fixed Fee of $385 per Appeal	Fixed Fee of $400 per Appeal
S-06320	STORAGE IMPOUND RELEASE PROCESSING	Fixed Fee of $215 per Vehicle	Fixed Fee of $280 per Vehicle
S-06420	NUISANCE ABATEMENT HEARING	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-06430	OUTDOOR DISPLAY PERMIT	$45 per Permit	$55 per Permit
S-06440	RESIDENTIAL PARKING PERMIT	Fixed Fee of $35 per permit	Fixed Fee of $35 per permit
S-06610	REFUSE EXEMPTION PERMIT	Fixed Fee of $35 per exemption	Fixed Fee of $30 per exemption
S-07600	EMERGENCY SERVICES TO DEVELOPERS	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-07800	RETURNED CHECK PROCESSING	$40 plus bank charges	$22 plus bank charges
S-07900	RECORDS RESEARCH SERVICE	First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.	First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-08000	DOCUMENT PRINTING & COPYING	Simple hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.	Simple hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-08100	COPYING SERVICE	$.25 for each page. $2.00 per page for Engineering copies.	$.25 for each page. $2.00 per page for Engineering copies.
S-08200	AGENDA/MINUTE SERVICE	Minutes only - $30 annually Agenda only - $30 annually Minutes & Agenda - $60 annually	Minutes only - $38 annually Agenda only - $38 annually Minutes & Agenda - $75 annually
S-08300	DOCUMENT CERTIFICATION	$30 per certification per document plus copying services	$38 per certification per document plus copying services
S-08400	CD/AUDIO TAPE COPYING SERVICE	Only the cost of tape/CD	Only the cost of tape/CD
S-08500	CANDIDATE FILING ASSISTANCE	Deposit of $25 refundable upon submission of final papers. (Election Code 10228 mandates a $25 maximum)	Deposit of $25 refundable upon submission of final papers. (Election Code 10228 mandates a $25 maximum)
S-08600	DELINQUENT REFUSE LIEN ADMIN.	Fixed Fee of $185	Fixed Fee of $190
S-08610	LIEN RELEASE	Fixed Fee of $50 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)	Fixed Fee of $45 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)
S-08700	REQUESTED STUDY SESSION PREPARATION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $500.	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $600.
S-08800	PASSPORT SERVICE	$35 (Fee authorized by the State Department)	Maximum authorized by the State Department (currently $35) plus any State fees, if applicable
S-08900	NOTARY PUBLIC SERVICE	Fixed Fee of $15 per Notarized form - Maximum Allowed by State	Fixed Fee of $15 per Notarized form - Maximum Allowed by State
S-09000	RECORDATION OF DOCUMENT	Fixed Fee of $125 plus county recording charges for City delivery.	Fixed Fee of $150 plus county recording charges for City delivery.
S-09100	INITIATIVE-NOTICE OF INTENT	$200 (maximum per Election Code Sec.9202)	$200 (maximum per Election Code Sec.9202)
S-09200	DELINQUENT PENALTY RECEIVABLES	Fixed Fee of $35 per receivable	Fixed Fee of $55 per receivable
S-09300	CREDIT CARD CHARGE RECOVERY	Visa, MasterCard & Discover Credit or Debit Card - $1.50 for payments less than $50; Payments greater than $50 are 2.49% of the payment amount American Express Credit Card - 3.5% of the payment amount plus $1.50	Visa, MasterCard & Discover Credit or Debit Card - $1.50 for payments less than $50; Payments greater than $50 are 2.49% of the payment amount American Express Credit Card - 3.5% of the payment amount plus $1.50

Attachment #3
Proposed Ordinance

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING CHAPTER 2.36 ("FEES AND SERVICE CHARGES") OF THE HIGHLAND MUNICIPAL CODE TO PROVIDE ADDITIONAL CATEGORIES OF FEES AND CHARGES, AND TO UPDATE AND AMEND OTHER PROVISIONS AS APPROPRIATE

THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA DOES ORDAIN AS FOLLOWS:

Section 1. Findings, Purpose, and Intent

A. Commencing in approximately 1989, in accordance with applicable provisions of the Government Code and the California constitution, the City Council of the City of Highland has commissioned studies and enacted user fees and service charges, in accordance with the City's stated philosophy that the beneficiaries of services provided by the City should pay the fully burdened cost of providing those services, and to ensure that the fees adopted by the City for services rendered do not exceed the reasonable estimated cost for providing the services for which the fees are charged. The City's fees and service charges are codified as Chapter 2.36 of the Highland Municipal Code ("Chapter 2.36").

B. The schedule of services for which the City adopts and collects fees and charges are listed in the Schedule of Fees and Service Charges set forth in Section 2.36.040 of Chapter 2.36. The Schedule of Fees and Service Charges further sets forth the percentage of costs reasonably borne to be recovered from the recipients of services provided by the City, as determined by the City Council in its reasonable discretion and pursuant to its police powers.

C. Where the City Council has determined to recover less than the full cost of providing a service, that reduction is set forth in the Schedule of Fees and Service Charges. The City Council finds and determines that those reductions in fees and charges are adopted pursuant to the City's police powers, to preserve the public health, safety, and welfare, and particularly to encourage property owners and residents of the City to obtain certain categories of permits and inspections, and to make certain services more affordable to the public.

D. Chapter 2.36 further enables the City Council to establish, by resolution, the fees and service charges to be collected for City regulation, products, and services, pursuant to the Schedule of Fees and Service Charges, upon the recommendation of the City Manager.

E. The City Council retained the services of Revenue & Cost Specialists, LLC, to update its fees and service charges, which revised fees and charges are set forth in the "Service Cost Update for the City of Highland" (the "Service Cost Update") dated December 2, 2020. The categories of regulations, products and services for which fees and charges are to be collected are set forth in the Service Cost Update.

F. The City Council finds that the fees established by the Service Cost Update do not exceed the estimated reasonable cost of providing the services for which the fees are charged.

G. The City Council now wishes to update its Schedule of Fees and Service Charges pursuant to the Service Cost Update, adding new categories of fees, and to make other amendments to Chapter 2.36, as set forth herein.

H. The adoption of this Ordinance is exempt from the California Environmental Quality Act ("CEQA," Public Resources Code Sections 21000 et seq.), because it approves and sets forth a procedure for determining fees for the purpose of meeting the operating expenses of City departments, as set forth in Public Resources Code Sections 21080(b)(8).

I. The City has complied with the notice and hearing requirements of Government Code Sections 66016 and 66014, prior to adopting this Ordinance.

Section 2. Amending Section 2.36.040 of Chapter 2.36 of the Highland Municipal Code.

Section 2.36.040 of Chapter 2.36 of the Highland Municipal Code is hereby amended as follows:

A. Subsection A of Section 2.36.040 is deleted in its entirety. Subsection A of Section 2.36.040 is hereby amended to add following categories of fees or charges, percentages of costs reasonably borne to be recovered, and review schedules:

"The city manager and each city department head, under the direction of the city manager, shall review the fees and service charges listed as follows, and provide an adjusted fee or charge schedule to the city council for its consideration so as to recover the listed percentage of costs reasonably borne necessary to provide the listed regulation, products or services, and to take all actions necessary to accomplish and to carry out the policy of the city council established by this chapter. The fees or charges set pursuant to this chapter shall be set by resolution of the city council.

Regulation, Product or Service		Percentage to be Recovered	Review Schedule
B-001	GEN.PMT.APPLICATION-NO PLAN REV	100%	Biennial
B-001.1	GEN.PMT.APPLICATION-WITH PLAN REV	100%	Biennial
B-001.3	REPLACEMENT PERMIT APPLICATION	100%	Biennial
B-002.1	PMT.APPLICATION-TRACT RESIDENTIAL	100%	Biennial
B-002.2	PMT.APPLICATION-NON TRACT RES'L	100%	Biennial
B-002.3	PMT.APPLICATION-COMMERCIAL	100%	Biennial
B-003.1	TRACT PHASING	100%	Biennial
B-003.1.2	BLDG.CONST.P.CK.-TRACTS-UNIQ.MODEL	100%	Biennial
B-003.2	BLDG.CONST.P.CK-NON TRACT RES'L<=2,300 SF	100%	Biennial
B-003.2.1	BLDG.CONST.P.CK-NON TRACT RES'L>=2,300 SF	100%	Biennial
B-003.3	BLDG.CONST.P.CK-COMMERCIAL	100%	Biennial
B-004.1	BLDG.CONST.INSP-RESIDENTIAL	100%	Biennial
B-004.3	BLDG.CONST.INSP-COMMERCIAL	100%	Biennial
B-005	ELECTRICAL CONSTRUCTION PLAN CHECK	100%	Biennial
B-007	PLUMBING CONSTRUCTION PLAN CHECK	100%	Biennial
B-008.1	PLMB'G CONST.INSP-FIXTR./TRAP-COM'L	100%	Biennial
B-008.2	PLMB'G CONST.INSP-COM'L PRE-TRT.	100%	Biennial
B-008.3	PLMB'G CONST.INSP-GAS PIPING SYS	100%	Biennial

B-008.4	PLMB'G CONST.INSP-GAS PRES.REG	100%	Biennial
B-008.5	PLMB'G CONST.INSP-REPAIR/ALTERATION	100%	Biennial
B-008.6	PLMB'G CONST.INSP-REFRIG.LINES	100%	Biennial
B-008.8	PLMB'G CONST.INSP-VENT/BKFLW DEVICE	100%	Biennial
B-008.9	PLMB'G CONST.INSP-DISHWASHER	100%	Biennial
B-008.10	PLMB'G CONST.INSP-GAS TEST	100%	Biennial
B-008.11	PLMB'G CONST.INSP-WATER HTR-RES'L	100%	Biennial
B-008.13	PLMB'G CONST.INSP-MANHOLE-ON SITE	100%	Biennial
B-009.1	CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	100%	Biennial
B-009.2	CONN.TO NEW PRIV.SEWER SYSTEMS	100%	Biennial
B-010	MECHANICAL CONSTRUCTION PLAN CHECK	100%	Biennial
B-011	MECHANICAL INSPECTION	100%	Biennial
B-011.1	MECH.INSP-COM'L FURN.BURNERS =<100K	100%	Biennial
B-011.2	MECH.INSP-COM'L FURN.BURNERS >100K	100%	Biennial
B-011.4	MECH.INSP-REPAIR/ALTERATIONS-RES'L	100%	Biennial
B-011.5	MECHANICAL INSP-BOILERS-COM'L	100%	Biennial
B-011.6	MECH.INSP-AIR HANDLING UNITS-RES'L	100%	Biennial
B-011.7	MECH.INSP-EVAPORATIVE UNITS-RES/COM	100%	Biennial
B-011.8	MECHANICAL INSP-COMMERCIAL HOOD	100%	Biennial
B-012.1	SIGN PERMIT & INSPECTION-UNLIGHTED	100%	Biennial
B-012.2	SIGN PERMIT & INSPECTION-LIGHTED	100%	Biennial
B-013.1	PATIOS WITHOUT ENCLOSURE INSPECTION	100%	Biennial
B-013.1.1	PATIOS WITH FOUNDATION ONLY INSP	100%	Biennial
B-013.2	PATIOS WITH ENCLOSURE INSPECTION	100%	Biennial
B-013.3	PATIOS – ALUMINUM	100%	Biennial
B-014.1	GARDEN WALLS AND PILASTERS	100%	Biennial
B-014.2	RETAINING WALLS	100%	Biennial
B-015.1	TEAR-OFF REROOFING W/O STRUCT.CHGS	100%	Biennial
B-015.2	TEAR-OFF REROOFING WITH STRUCT.CHGS	100%	Biennial
B-015.4	ROOF-MOUNTED SOLAR ARRAY-RES'L	100%	Biennial
B-015.5	ROOF-MOUNTED SOLAR ARRAY-COM'L	100%	Biennial
B-016	TENANT IMPROVEMENTS	100%	Biennial
B-016.1	RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	100%	Biennial
B-016.2	RES'L ADD'NS/ALTERATIONS/REHAB-INSP	100%	Biennial
B-017	MISC.SPECIAL INSPECTION HOURLY	100%	Biennial
B-017.1	UTILITY METER RESET – RESIDENTIAL	100%	Biennial
B-018.1	SWIMMING POOL/SPA PMT INSP W/O HTR	100%	Biennial
B-018.2	SWIMMING POOL/SPA PMT INSP WITH HTR	100%	Biennial
B-018.4	SWIM'G POOL/SPA FBRGL/VNL PERMIT & INSP	100%	Biennial
B-019	CERT.OF OCC./BUS.LIC.INSP-RES+COM	100%	Biennial
B-020.1.1	ELEC.INSP.R-S-L-O (1-5 UNITS)-COM'L	100%	Biennial

B-020.1.2	ELECTRICAL INSP.R-S-L-O (6-10 UN.)	100%	Biennial
B-020.1.3	ELECTRICAL INSP.R-S-L-O (11-20 UN.)	100%	Biennial
B-020.3	ELEC.INSP.POLE PLTF-M-FIXTURE-COM'L	100%	Biennial
B-020.4.1	ELEC.INSP.THEATRICAL LTG-COM'L 1-5	100%	Biennial
B-020.4.2	ELEC.INSP.THEATRICAL LTG-COM'L 6-10	100%	Biennial
B-020.4.3	ELEC.INSP.THEATRICAL LTG-COM'L11-20	100%	Biennial
B-020.6	ELEC.INSP-TEMP.POWER SVCS	100%	Biennial
B-020.7.2	ELECTRICAL INSP.- APPLIANCES	100%	Biennial
B-020.8	ELEC.INSP.POWER APPARATUS-COM'L	100%	Biennial
B-020.9.1	ELEC.INSP.SVCS: <200 AMPS	100%	Biennial
B-020.9.2	ELEC.INSP.SVCS: 200 TO 1,000 AMPS	100%	Biennial
B-020.90	ELECTRICAL INSP.-RES'L REWIRE	100%	Biennial
B-020.91.1	ELEC.INSP.-NEW COM'L (< 2K SF)	100%	Biennial
B-020.91.2	ELEC.INSP.-NEW COM'L (2K-<4K SF)	100%	Biennial
B-020.91.3	ELEC.INSP.-NEW COM'L (4K-<6K SF)	100%	Biennial
B-020.91.4	ELEC.INSP.-NEW COM'L (6K-<8K SF)	100%	Biennial
B-020.91.5	ELEC.INSP.-NEW COM'L (8K-<10K SF)	100%	Biennial
B-020.91.6	ELEC.INSP.-NEW COM'L (=>10K SF)	100%	Biennial
B-020.92	SINGLE LOT PRECISE GRADING PLN REV	100%	Biennial
B-020.93	SINGLE LOT PRECISE GRADING INSPECT.	100%	Biennial
B-025.01	ARCHIVE COSTS FOR BUILDING PLANS	100%	Biennial
B-025.02	ARCHIVE COSTS FOR BLDG.PLNS-OTHER	100%	Biennial
B-026	BUILDING CODE APPEAL PROCESSING	100%	Biennial
S-00210	TEMPORARY USE PERMIT REVIEW	100%	Biennial
S-00215	TEMPORARY OCCUPANCY PERMIT REVIEW	100%	Biennial
S-00220	TREE REMOVAL REVIEW & PERMIT	100%	Biennial
S-00250	TEMPORARY RV PARKING PERMIT	12%	Biennial
S-00300	HAZARDOUS BLDG.& NUISANCE ABATEMENT	100%	Biennial
S-00600	GENERAL PLAN AMENDMENT REVIEW	100%	Biennial
S-00700	ZONE CHANGE REVIEW	100%	Biennial
S-00800	DEVELOPMENT CODE AMENDMENT REVIEW	100%	Biennial
S-00910	CONDITIONAL USE PERMIT-ABC LICENSE	100%	Biennial
S-00912	ALCOHOLIC BEVERAGE CONTROL LETTER	100%	Biennial
S-00915	CONDITIONAL USE PERMIT REVIEW-MAJOR	100%	Biennial
S-01000	MINOR VARIANCE REVIEW	100%	Biennial
S-01100	MAJOR VARIANCE REVIEW	100%	Biennial
S-01200	HOME OCCUPATION PERMIT REVIEW	50%	Biennial
S-01400	SPECIFIC PLAN REVIEW	100%	Biennial
S-01450	SPECIFIC PLAN REVISION REVIEW	100%	Biennial
S-01500	DESIGN REVIEW PERMIT-MINOR	100%	Biennial
S-01510	DESIGN REVIEW PERMIT-MAJOR	100%	Biennial

S-01640	PUD REVISION REVIEW	100%	Biennial
S-01710	ANNEXATION REQUEST REVIEW (TO CITY)	100%	Biennial
S-01900	ENVIRONMENTAL IMPACT REPORT REVIEW	100%	Biennial
S-01930	INITIAL STUDY	100%	Biennial
S-02100	TENTATIVE TRACT MAP REVIEW	100%	Biennial
S-02110	ENTITLEMENT EXTENSION	100%	Biennial
S-02200	TENTATIVE PARCEL MAP REVIEW	100%	Biennial
S-02300	DEVELOPMENT AGREEMENT REVIEW	100%	Biennial
S-02310	DIF DEFERRAL PROCESSING	100%	Biennial
S-02320	DIF CREDIT APPLICATION PROCESSING	100%	Biennial
S-02500	LOT LINE ADJUSTMENT REVIEW	100%	Biennial
S-02600	SIGN PLAN PROGRAM APPLICATION REV	100%	Biennial
S-02710	SPECIAL EVENT PERMIT REVIEW-MINOR	0%	Biennial
S-02715	SPECIAL EVENT PERMIT REVIEW-MAJOR	0%	Biennial
S-02900	CERTIFICATE OF COMPLIANCE REVIEW	100%	Biennial
S-03000	PARCEL MERGER REVIEW	100%	Biennial
S-03100	STAFF DECISION APPEAL REVIEW	100%	Biennial
S-03150	STAFF REVIEW PERMIT	11%	Biennial
S-03200	REV.TO CONDITIONS OF APPROVAL-PLNG	100%	Biennial
S-03210	REV.TO CONDITIONS OF APPROVAL-ENG	100%	Biennial
S-03300	SIGN PERMIT (CODE REVIEW)	100%	Biennial
S-03600	PROPERTY INFORMATION PREPARATION	100%	Biennial
S-03650	APPEAL OF P.C. DECISION TO COUNCIL	100%	Biennial
S-03800	GRADING PLAN CHECK-ROUGH	100%	Biennial
S-03810	GRADING PLAN CHECK-PRECISE	100%	Biennial
S-03820	GRADING PLAN REVISION-PRECISE	100%	Biennial
S-03900	GRADING INSPECTION-ROUGH	100%	Biennial
S-03910	GRADING INSPECTION-PRECISE	100%	Biennial
S-03920	WALL INSPECTION	100%	Biennial
S-03930	GROVE REMOVAL REVIEW & PERMIT	100%	Biennial
S-03940	IMPORT PLAN REVIEW AND INSPECTION	100%	Biennial
S-04000	FINAL TRACT MAP REVIEW	100%	Biennial
S-04100	FINAL PARCEL MAP REVIEW	100%	Biennial
S-04120	FINAL/PARCEL MAP REVISION	100%	Biennial
S-04130	ENGINEERING PLAN REVISION	100%	Biennial
S-04200	PUBLIC/STREET IMPROVEMENT PLAN CHK	100%	Biennial
S-04210	DRAINAGE IMPROVEMENT PLAN CHECK	100%	Biennial
S-04230	LEGAL DESCRIPTION REVIEW	100%	Biennial
S-04235	LEGAL DESCRIPTION PREPARATION	100%	Biennial
S-04240	RETAINING WALL CALCULATION REVIEW	100%	Biennial
S-04260	RIGHT-OF-WAY ENCROACHMENT REQUEST	100%	Biennial

S-04310	EXCAV.INSP.-IN EXISTING STREETS	100%	Biennial
S-04314	EXCAV.INSP.-WITHIN NEW DEVELOPMENT	100%	Biennial
S-04500	PUBLIC WKS.CONSTRUCTION INSPECTION	100%	Biennial
S-04510	TRAFF.CONTROL PLAN REV.& INSPECTION	100%	Biennial
S-04520	STREET LIGHTING SYSTEM PLAN CHECK	100%	Biennial
S-04525	ST. LIGHTING SYS. CONSTRUCTION INSP.	100%	Biennial
S-04550	OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	100%	Biennial
S-04610	STREET VACATION-SUMMARY	100%	Biennial
S-04620	STREET VACATION-FULL	100%	Biennial
S-04650	SMALL WIRELESS FAC. IN PUBLIC ROW	100%	Biennial
S-04700	ANNEXATION PROCESS'G (TO DISTRICTS)	100%	Biennial
S-04800	BOND PROCESSING-SWR/WTR/STR/GRDG	100%	Biennial
S-04810	BOND PROCESSING-LANDSCAPE	100%	Biennial
S-04900	PROFESSIONAL REPORT REVIEW	100%	Biennial
S-04905	WQMP REVIEW & INSPECTION	100%	Biennial
S-04910	GIS MAP UPDATE	100%	Biennial
S-04920	MICROFILMING OF MAPS AND PLANS	100%	Biennial
S-04930	SMARA ANNUAL REVIEW	100%	Biennial
S-04960	HISTORIC/CULTURAL SITE DESIGNATION	100%	Biennial
S-05000	COM'L REGULATORY APPLICATION REVIEW	100%	Biennial
S-05001	REGULATORY LICENSE RENEWAL PROC'G	100%	Biennial
S-05002	REGULATORY LICENSE-INFO.CHANGE	100%	Biennial
S-05006	REGULATORY LICENSE-BOOTH RENTAL	100%	Biennial
S-05008	REGULATORY LICENSE-MOBILE VENDOR	100%	Biennial
S-05010	REGULATORY LICENSE-DELINQUENT	100%	Biennial
S-05015	SOLICITING/PEDDLING PERMIT	100%	Biennial
S-05020	NPDES INSPECTION	100%	Biennial
S-05151	RES'L RENTAL REGULATORY LICENSE	100%	Biennial
S-05152	REGULATORY LICENSE-OUT OF CITY	100%	Biennial
S-05200	BUSINESS REGULATION (MAJOR)	100%	Biennial
S-05210	BUSINESS REGULATION (MINOR)	100%	Biennial
S-05250	FILM PERMIT	100%	Biennial
S-05300	BINGO PERMIT REVIEW	100%	Biennial
S-05310	BINGO PERMIT RENEWAL	100%	Biennial
S-05420	ADMINISTRATIVE CITATION HEARING	6%	Biennial
S-05480	FORECLOSURE REGISTRATION	100%	Biennial
S-05500	YARD AND GARAGE SALE REVIEW	100%	Biennial
S-05550	CITATION SIGN-OFF	50%	Biennial
S-05560	NOTICE OF VEHICLE TO BE DISMANTLED	100%	Biennial
S-05565	LOUD PARTY RESPONSE	100%	Biennial
S-05610	PARKING ADMINISTRATIVE HEARING REV	58%	Biennial

S-05900	FALSE ALARM RESPONSE-SHERIFF	100%	Biennial
S-05902	FALSE ALARM RESPONSE-FIRE	100%	Biennial
S-05904A	FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	100%	Biennial
S-05904B	FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	100%	Biennial
S-05905	FIRE INSP-TR.PROD.UNITS:F.ZONE 1+2	100%	Biennial
S-05906	FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	100%	Biennial
S-05908	FIRE PLAN CHECK+INSPECTION-MFD	100%	Biennial
S-05910	FIRE P.CK+INSP-TENANT IMPROVEMENT	100%	Biennial
S-05912A	FIRE P.CK/INSP-NEW COM'L/IND'L SITE	100%	Biennial
S-05912B	FIRE P.CK+INSP-NEW C/I CONSTRUCTION	100%	Biennial
S-05914A	SPRINKLER P.CK/INSP:SFD OR ADDITION	100%	Biennial
S-05914B	SPRINKLER P.CK/INSP.-ALTERATIONS	100%	Biennial
S-05917	SPRINKLER P.CK/INSP FOR MFD	100%	Biennial
S-05919	SPRINKLER P.CK/INSP - NFPA 13	100%	Biennial
S-05920	SPRINKLER PC/I-ENG.AUTO.SUPP.SYS	100%	Biennial
S-05922A	SPRINKLER PC/I-IND'L MULT.SUPP.SYS	100%	Biennial
S-05922B	FIRE PLAN CK/INSP-MISC.REPAIR TEST	100%	Biennial
S-05923	ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	100%	Biennial
S-05924	PLAN CHK+INSP.OF FIRE ALARM SYSTEM	100%	Biennial
S-05926	FIRE P.CK/INSP-UNDERGROUND FIRE SYS	100%	Biennial
S-05930	LPG STORAGE/USE-INITIAL PERMIT	100%	Biennial
S-05931	LPG STORAGE/USE-ANNUAL RENEWAL	100%	Biennial
S-05932	FLAMMABLE LIQUID STORAGE-INITIAL	100%	Biennial
S-05933	FLAMMABLE LIQUID STORAGE-ANNUAL	100%	Biennial
S-05934	CCR TITLE 19-PLACES OF ASSEMBLY	100%	Biennial
S-05937	CCR TITLE 19-RES'L CARE FACILITY	100%	Biennial
S-05938	CCR TITLE 19-COM'L CARE FACILITY	100%	Biennial
S-05940	FIRE P.CK/INSP/PERMIT RES CARE FAC	100%	Biennial
S-05951	HAZARDOUS MATERIALS PERMIT	100%	Biennial
S-05955	GREEN WASTE OPERATIONS	100%	Biennial
S-05960	FIRE P.CK/ INSP-HIGH PILED STORAGE	100%	Biennial
S-05961	FIRE P.CK/INSP-HIGH HAZARD STORAGE	100%	Biennial
S-05981	FIRE INSPECTION-SPECIAL EVENT	100%	Biennial
S-05983	FIRE TECHNICAL RSCH.OR CONSULT.SVC	100%	Biennial
S-05985	REVIEW FIRE PLAN REVISIONS	100%	Biennial
S-05990	FIRE INSP-BUS. CERT. OF OCCUPANCY	100%	Biennial
S-05996	PRELIMINARY FIRE PREVENTION REVIEW	100%	Biennial
S-05998	FIRE FLOW TEST	100%	Biennial
S-05999	FIRE 2ND RE-INSPECTION SERVICE	100%	Biennial
S-06100	ANIMAL REGULATION	13%	Biennial
S-06200	PRIVATE PROPERTY AUTO ABATEMENT	100%	Biennial

S-06310	VEHICLE ABATEMENT APPEALS PROCESS'G	100%	Biennial
S-06320	STORAGE IMPOUND RELEASE PROCESSING	100%	Biennial
S-06420	NUISANCE ABATEMENT HEARING	100%	Biennial
S-06430	OUTDOOR DISPLAY PERMIT	100%	Biennial
S-06440	RESIDENTIAL PARKING PERMIT	44%	Biennial
S-06610	REFUSE EXEMPTION PERMIT	100%	Biennial
S-07600	EMERGENCY SERVICES TO DEVELOPERS	100%	Biennial
S-07800	RETURNED CHECK PROCESSING	100%	Biennial
S-07900	RECORDS RESEARCH SERVICE	100%	Biennial
S-08000	DOCUMENT PRINTING & COPYING	100%	Biennial
S-08100	COPYING SERVICE	100%	Biennial
S-08200	AGENDA/MINUTE SERVICE	100%	Biennial
S-08300	DOCUMENT CERTIFICATION	100%	Biennial
S-08400	CD/AUDIO TAPE COPYING SERVICE	0%	Biennial
S-08500	CANDIDATE FILING ASSISTANCE	10%	Biennial
S-08600	DELINQUENT REFUSE LIEN ADMIN.	100%	Biennial
S-08610	LIEN RELEASE	100%	Biennial
S-08700	REQUESTED STUDY SESSION PREPARATION	100%	Biennial
S-08800	PASSPORT SERVICE	52%	Biennial
S-08900	NOTARY PUBLIC SERVICE	40%	Biennial
S-09000	RECORDATION OF DOCUMENT	100%	Biennial
S-09100	INITIATIVE-NOTICE OF INTENT	17%	Biennial
S-09200	DELINQUENT PENALTY RECEIVABLES	100%	Biennial
S-09300	CREDIT CARD CHARGE RECOVERY	100%	Biennial"

Section 3. Severability

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part hereof is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause, or phrase be declared invalid or unconstitutional.

Section 4. Publication; Effective Date

The City Clerk shall cause this Ordinance, or a summary hereof, to be published in accordance with applicable law and/or City ordinance or resolution.

PASSED, APPROVED, AND ADOPTED this 26th day of January 2021.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Betty Hughes, CMC
City Clerk

APPROVED AS TO FORM:

_____
Maricela Marroquin
City Attorney

Attachment #4
Proposed Resolution

RESOLUTION NO. 2021-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING A REVISED SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES

WHEREAS, the City of Highland has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City wishes to comply with both the letter and the spirit of the California Constitution and limit the growth of taxes by shifting, where possible, the burden of special regulatory programs, services and products provided by the City to applicants and the recipients of the benefits thereof; and

WHEREAS, in accordance with City ordinances and the Highland Municipal Code the City Council desires to continue its established policy of recovering the full costs reasonably borne of providing special services and programs of a voluntary and limited nature, and regulatory services deemed necessary to protect the public health, safety and welfare, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

WHEREAS, heretofore the City Council has retained Revenue & Cost Specialists, LLC, to prepare a Service Cost Update for the City of Highland (Fiscal Year 2020-21) (the "Service Cost Update"), which has been reviewed by City staff and by the City Council, and which is hereby approved and adopted by the City Council; and

WHEREAS, the City Council has, pursuant to Chapter 2.36 of Title 2 ("Fees and Service Charges") of the Highland Municipal Code, provided for the subsidy or reduction of certain fees and charges, in order to preserve and protect the health, safety and welfare of residents and property owners in the City, by establishing its policy as to the recovery of costs and more particularly the percentage of costs reasonably borne to be recovered from users of City services and directing staff as to the methodology for implementing said Ordinance; and

WHEREAS, pursuant to Government Code Section 66014, 66017 and 66018, the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and public hearing; and

WHEREAS, notice of public hearing has been provided pursuant to Government Code Section 6062a and otherwise as required by law, oral and written presentations made and received, and the required public hearing held; and

WHEREAS, the City's schedule of fees and charges to be paid by those requesting such special services needs to be revised so that the City might carry into effect its policies; and

WHEREAS, it is the intent of the City Council in adopting this Resolution to revise and update

the fees and charges collected by the City, and thereby to amend and supersede the fees established by Resolution No. 2017-006.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA DOES RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Adoption of the Service Cost Update. The City Council hereby approves the Service Cost Update, dated December 2, 2020, and adopts the methodology for calculating and collecting the fees and charges established therein. A copy of the Service Cost Update shall be on file with the City Clerk and available during regular City business hours for public inspection.

Section 2. Fee Schedule Adoption. The following schedule of fees and charges is hereby directed to be computed by and applied by the various City departments, and to be collected by the City for the herein listed special services when provided by the City or its designated contractors.

Section 3. Separate Fee for Each Process. All fees set by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

A. Added Fees and Refunds. Where additional fees need to be charged and collected for completed staff work or where a refund of excess deposited monies is due, and where such charge or refund is twenty-five dollars ($25.00) or less, a charge or refund need not be made, unless demand is made, pursuant to California Government Code Sections 50050, 50052, 50052.5, 50055 & 50056 and amendments thereto.

B. Defining and Timing of Fee Schedule. Definitions regarding and the timing of the implementation of the hereinafter enumerated fee schedules shall be as set forth in Chapter 2.36 of the Highland Municipal Code.

C. RCS "fully burdened" hourly rate. The RCS "fully burdened" hourly rate applicable to each staff person is derived from computing the hourly work rate (annual salary/available work hours), fringe benefit percentage, overhead rates for the department, and percentage of operating expenses, building occupancy charges and fixed assets applicable. The RCS "fully burdened" hourly rates are the rates as established by and included in the study. The RCS "fully burdened" hourly rate is synonymous with "fully allocated" work rate.

D. Accounting of deposits. For the fee categories which are to be made by deposit with actual costs applied against them, an invoice will be prepared monthly to show the deposit on file per fee category, actual costs billed to date, and budget remaining. When the project is complete, a detailed listing of all costs will be prepared, and a refund of any excess will be made to the person or company by whom the deposit was initially made. Also,

if during the project it is determined that the initial deposit will not be sufficient to cover all costs, additional deposit(s) will be required to be placed with the city.

Section 4. Fees. The City's fees and charges for City services shall be amended and superseded commencing on the effective date of this Resolution. The following fees shall be charged and collected in accordance with Chapter 2.36 of the Highland Municipal Code, for the following enumerated services: The fees are attached as Exhibit A to this Resolution.

Categories for which no fee is given, the total hourly cost to the jurisdiction will be charged. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of employees involved. All fees set by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit or measurement basis, the fee is for each identified unit or portion thereof, within the indicated ranges of such units.

Section 5. Interpretations. This Resolution may be interpreted by the several City department heads in consultation with the City Manager and, should there be a conflict between two fees then the lower in dollar amount of the two shall be applied.

A. It is the intention of the City Council to review the fees and charges as determined and set out herein based on the City's next Biennial Budget and all the City's costs reasonably borne as established at that time and, as if warranted, to revise such fees and charges based therein.

Section 6. Refunds. Except as otherwise provided by law, the City Manager, can refund any fees set forth herein or any other fee levied by the City, requested in writing, provided one of the following conditions is met:

A. The service for which the fee was levied has not and will not be performed; or
B. The fee was collected in error.

The City Council may waive fees for other good cause shown, provided such waiver would serve a public purpose. Where additional fees need to be charged and collected for completed staff work, or where a refund or excess deposited monies is due, and where such charge or refund is twenty-five dollars ($25.00) or less, and a demand has been made for a refund, a charge or refund need not be made, pursuant to California Government Code Sections 50050, 50052, 50052.5, 50055 and 50056 and amendments thereto.

Determination for type or process required shall be made by the City Manager, provided however, that the fees and charges set out in this resolution shall govern.

Section 7. Environmental Exemption. The adoption of this Resolution is exempt from the California Environmental Quality Act ("CEQA," Public Resources Code Sections 21000 et seq.), because it approves and sets forth a procedure for determining fees for the purpose of meeting the operating expenses of City departments, as set forth in Public Resources Code Section 21080(b)(8)(A).

Section 8. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Resolution or any part hereof is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this Resolution, or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause, or phrase be declared invalid or unconstitutional.

Section 9. Effective Date. The fees or charges established pursuant to this Resolution shall take effect immediately; provided, however, that fees imposed upon a development project, as defined in Government Code Section 66000, which apply to the filing, accepting, reviewing, approving, or issuing of an application, permit or entitlement to use, shall take effect sixty (60) days following the adoption of this Resolution, as required by Government Code Section 66017(a).

PASSED, APPROVED AND ADOPTED this 26th day of January 2021.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Betty Hughes, City Clerk

Exhibit A

REF#	SERVICE	SUGGESTED FEE
B-001	GEN.PMT.APPLICATION-NO PLAN REV.	$60
B-001.1	GEN.PMT.APPLICATION-WITH PLAN REV.	$125
B-001.3	REPLACEMENT PERMIT APPLICATION	$40
B-002.1	PMT.APPLICATION-TRACT RESIDENTIAL	$65
B-002.2	PMT.APPLICATION-NON TRACT RES'L	$165
B-002.3	PMT.APPLICATION-NEW COMMERCIAL	$720
B-003.1	TRACT PHASING	$145
B-003.1.2	BLD.CONST.P/C-TRACTS-UNIQUE MODEL	$1,735
B-003.2	BLD.CONST.P/C-CUSTOM RESL<=2,300 SF	$1,895
B-003.2.1	BLD.CONST.P/C-CUSTOM RESL >2,300 SF	$2,900
B-003.3	BLDG.CONST.P.CK-COMMERCIAL	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-004.1	BLDG.CONST.INSP-RESIDENTIAL	$1,410 - 500 to 1,799 SF $2,050 - 1,800 to 2,299 SF $2,480 - 2,300 to 2,799 SF $2,905 - 2,800 to3,299 SF $3,335 - 3,300 to 3,799 SF $3,760 - 3,800 to 4,299 SF $4,195 - 4,300 to 4,799 SF $4,625 - 4,800 to 5,299 SF $4,625 + $.86/SF - for 5,300 SF + above
B-004.3	BLDG.CONST.INSP-COMMERCIAL	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-005	ELECTRICAL CONSTRUCTION PLAN CHECK	$345 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.
B-007	PLUMBING CONSTRUCTION PLAN CHECK	$345 for the 1st 2 hours plus the "Fully Burdened" hourly rate for any time over 2 hours rounded to the nearest 15 min.
B-008. 1	PLMB'G CONST.INSP-FIXTR./TRAP-COM'L	$60
B-008. 2	PLMB'G CONST.INSP-COM'L PRE-TRT.	$85
B-008. 3	PLMB'G CONST.INSP-GAS PIPING SYS.	$75
B-008. 4	PLMB'G CONST.INSP-GAS PRES.REG.	$60
B-008. 5	PLMB'G CONST.INSP-REPAIR/ALTERATION	$50
B-008. 6	PLMB'G CONST.INSP-REFRIG.LINES	$85
B-008. 8	PLMB'G CONST.INSP-VENT/BKFLW DEVICE	$75
B-008. 9	PLMB'G CONST.INSP-DISHWASHER	Staff recommends deleting this fee as the City has never required a separate permit for a dishwasher.
B-008.10	PLMB'G CONST.INSP-GAS TEST	$60
B-008.11	PLMB'G CONST.INSP-WATER HTR-RES'L	$75
B-008.13	PLMB'G CONST.INSP-MANHOLE-ON SITE	$75
B-009.1	CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	$125
B-009.2	CONN.TO NEW PRIV.SEWER SYSTEMS	$160
B-010	MECHANICAL CONSTRUCTION PLAN CHECK	$345 for the first 2 hours plus the Fully-Burdened Hourly Rate for any time over 2 hours rounded to the nearest 15 minutes.
B-011	MECHANICAL INSPECTION	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-011.1	MECH.INSP-COM'L FURN.BURNERS =<100K	$85
B-011.2	MECH.INSP-COM'L FURN.BURNERS >100K	$110
B-011.4	MECH.INSP-REPAIR/ALTERATIONS-RES'L	$50
B-011.5	MECHANICAL INSP-BOILERS-COM'L	$125
B-011.6	MECH.INSP-AIR HANDLING UNITS-RES'L	$75
B-011.7	MECH.INSP-EVAPORATIVE UNITS-RES/COM	$50
B-011.8	MECHANICAL INSP-COMMERCIAL HOOD	$110
B-012.1	SIGN PERMIT & INSPECTION-UNLIGHTED	$150

REF#	SERVICE	SUGGESTED FEE
B-012.2	SIGN PERMIT & INSPECTION-LIGHTED	$225
B-013.1	PATIOS WITHOUT ENCLOSURE INSPECTION	$285
B-013.1.1	PATIOS WITH FOUNDATION ONLY INSP.	$90
B-013.2	PATIOS WITH ENCLOSURE INSPECTION	$310
B-013.3	PATIOS - ALUMINUM	$185
B-014.1	GARDEN WALLS AND PILASTERS	$225 per 300' of wall or fraction thereof
B-014.2	RETAINING WALLS	$270
B-015.1	TEAR-OFF REROOFING W/O STRUCT.CHGS	$110
B-015.2	TEAR-OFF REROOFING WITH STRUCT.CHGS	$335
B-015.4	ROOF-MOUNTED SOLAR ARRAY-RES'L	Fixed Fee of $365 plus the application fee $125 (B-001.1) is less than the State-mandated $500 maximum free for a residential system up to 15 kW, PLUS $15 per kilowatt above 15 kW
B-015.5	ROOF-MOUNTED SOLAR ARRAY-COM'L	Fixed Fee of $870 for a commercial solar PV system under 51 kW, PLUS $5 per kilowatt for each kilowatt between 51 kW and 250 kW, PLUS $4 per kilowatt for each kilowatt above 250 kW Note: Per SB-1222, the total charge shall not exceed $1,000 ($870 fixed fee plus $125 permit fee from B-001.1 is only $995) plus $5 per kW between 51 kW and 250 kW plus $4 per kW for every kilowatt above 250 kW for commercial solar energy systems.
B-016	TENANT IMPROVEMENTS	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-016.1	RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-016.2	RES'L ADD'NS/ALTERATIONS/REHAB-INSP	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-017	MISC.SPECIAL INSPECTION HOURLY	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-017.1	UTILITY METER RESET - RESIDENTIAL	$75
B-018.1	SWIMMING POOL/SPA PMT INSP W/O HTR	$560
B-018.2	SWIMMING POOL/SPA PMT INSP WITH HTR	$705
B-018.4	SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	$335
B-019	CERT.OF OCC./BUS.LIC.INSP-RES+COM	$175
B-020.1.1	ELEC.INSP.R-S-L-O (1-5 UNITS)-COM'L	$60
B-020.1.2	ELEC.INSP.R-S-L-O (6-10 UNTS)-COM'L	$75
B-020.1.3	ELEC.INSP.R-S-L-O (11-20 UN.)-COM'L	$85
B-020.3	ELEC.INSP.POLE PLTF-M-FIXTURE-COM'L	$125 per 10 fixtures or fraction thereof
B-020.4.1	ELEC.INSP.THEATRICAL LTG-COM'L 1-5	$60
B-020.4.2	ELEC.INSP.THEATRICAL LTG-COM'L 6-10	$75
B-020.4.3	ELEC.INSP.THEATRICAL LTG-COM'L11-20	$85
B-020.6	ELEC.INSP-TEMP.POWER SVCS	$85
B-020.7.2	ELECTRICAL INSP.- APPLIANCES	$110
B-020.8	ELEC.INSP.POWER APPARATUS-COM'L	$160
B-020.9.1	ELEC.INSP.SVCS: <200 AMPS	$75
B-020.9.2	ELEC.INSP.SVCS: 200 TO 1,000 AMPS	$110
B-020.90	ELECTRICAL INSP.-RES'L REWIRE	$235

REF#	SERVICE	SUGGESTED FEE
B-020.91.1	ELEC.INSP.-NEW COM'L (< 2K SF)	$335
B-020.91.2	ELEC.INSP.-NEW COM'L (2K-<4K SF)	$700
B-020.91.3	ELEC.INSP.-NEW COM'L (4K-<6K SF)	$1,070
B-020.91.4	ELEC.INSP.-NEW COM'L (6K-<8K SF)	$1,440
B-020.91.5	ELEC.INSP.-NEW COM'L (8K-<10K SF)	$1,775
B-020.91.6	ELEC.INSP.-NEW COM'L (=>10K SF)	Fee based on the most current adopted Building Valuation Table published by the International Code Council; or the RCS "Fully Burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipmentor supplies, or state or county fees applicable charged against a deposit; whichever captures the full cost of the City.
B-020.92	SNGLE LOT RES.PRECSE GRAD'G PLN REV	$575
B-020.93	SNGLE LOT RES.PRECSE GRAD'G INSP.	$315
B-025.01	ARCHIVE COSTS FOR BUILDING PLANS	466 per 8-1/2" x 11" sheets $46.30 per 100 8-1/2" x 11" sheets
B-025.02	ARCHIVE COSTS FOR BLDG.PLNS-OTHER	$7.72 per sheet larger than 8-1/2" x 11"
B-026	BUILDING CODE APPEAL PROCESSING	Fixed Fee of $640 per appeal
S-00210	TEMPORARY USE PERMIT REVIEW	Fixed Fee of $55 per application
S-00215	TEMPORARY OCCUPANCY PERMIT REVIEW	Fixed Fee of $520 per application
S-00220	TREE REMOVAL REVIEW & PERMIT	Fixed Fee of $575 per application
S-00250	TEMPORARY RV PARKING PERMIT	Fixed Fee of $27
S-00300	HAZARDOUS BLDG.& NUISANCE ABATEMENT	No charge if voluntary compliance Otherwise - Bill or lien the property owner the RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other stateor county fees applicable.
S-00600	GENERAL PLAN AMENDMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,600.
S-00700	ZONE CHANGE REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,400.
S-00800	DEVELOPMENT CODE AMENDMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $7,900.
S-00910	CONDITIONAL USE PERMIT-ABC LICENSE	Fixed Fee of $3,735
S-00912	ALCOHOLIC BEVERAGE CONTROL LETTER	Fixed Fee of $1,650
S-00915	CONDITIONAL USE PERMIT REVIEW-MAJOR	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $12,300. (Not part of a tract map or parcel map application.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-01000	MINOR VARIANCE REVIEW	Fixed Fee of $2,715
S-01100	MAJOR VARIANCE REVIEW	Fixed Fee of $5,525
S-01200	HOME OCCUPATION PERMIT REVIEW	Fixed Fee of $134 per permit based on 50% recovery of costs.
S-01400	SPECIFIC PLAN REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $37,700. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.

REF#	SERVICE	SUGGESTED FEE
S-01450	SPECIFIC PLAN REVISION REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $17,900. (Not part of a tract map or parcel map application.)
S-01500	DESIGN REVIEW PERMIT-MINOR	Fixed Fee of $3,965
S-01510	DESIGN REVIEW PERMIT-MAJOR	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special eqpt. or supplies, other state or county fees applicable charged against an initial deposit of $9,900. (Applicable whenproject does not require separate CUP approval.) For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-01640	PUD REVISION REVIEW	Staff recommends deleting this service as the project would be covered by a specific plan.
S-01710	ANNEXATION REQUEST REVIEW (TO CITY)	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $16,300. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-01900	ENVIRONMENTAL IMPACT REPORT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit equal to the total EIRcontract amount.
S-01930	INITIAL STUDY	Fixed Fee of $4,750
S-02100	TENTATIVE TRACT MAP REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $17,900. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-02110	ENTITLEMENT EXTENSION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, charged against an initial deposit of $4,800.
S-02200	TENTATIVE PARCEL MAP REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,000.
S-02300	DEVELOPMENT AGREEMENT REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,000 plus an estimate of the City Attorney's time. For projects that are deemed to be less complex after review by the Project Review Committee (PRC), the amount of the initial deposit may be reduced accordingly by the Community Development Director.
S-02310	DIF DEFERRAL PROCESSING	Fixed Fee of $375 per agreement for the first five agreements. No additional charge for subsequent agreements if they are turned in with the first five agreements at time of payment.
S-02320	DIF CREDIT APPLICATION PROCESSING	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $3,500 or as determined by the Director of Public Works.
S-02500	LOT LINE ADJUSTMENT REVIEW	Fixed Fee of $2,455
S-02600	SIGN PLAN PROGRAM APPLICATION REV.	Fixed Fee of $2,470
S-02710	SPECIAL EVENT PERMIT REVIEW-MINOR	Special Event Permit - $0 City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.

REF#	SERVICE	SUGGESTED FEE
S-02715	SPECIAL EVENT PERMIT REVIEW-MAJOR	Special Event Permit - $0 City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.
S-02900	CERTIFICATE OF COMPLIANCE REVIEW	Fixed Fee of $640
S-03000	PARCEL MERGER REVIEW	Fixed Fee of $1,830
S-03100	STAFF DECISION APPEAL REVIEW	Fixed Fee of $93 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery) Fixed Fee of $930 - all other Planning appeals (100% recovery) Fixed Fee of $390 - all other Engineering appeals (100% recovery)
S-03150	STAFF REVIEW PERMIT	Fixed Fee of $53
S-03200	REV.TO CONDITIONS OF APPROVAL-PLNG.	Fixed Fee of $1,770
S-03210	REV.TO CONDITIONS OF APPROVAL-ENG.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,400 or as determined by the Director of Public Works.
S-03300	SIGN PERMIT (CODE REVIEW)	Fixed Fee of $160 per permit. If change in the sign copy, the cost is 25% of the permit.
S-03600	PROPERTY INFORMATION PREPARATION	First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-03650	APPEAL OF P.C. DECISION TO COUNCIL	Fixed Fee of $248 - for owner-occupied single family dwelling in Highland or no personal financial involvement in project. (10% recovery) All Others: Fixed Fee of $2,475 for a Planning issue Fixed Fee of $815 for an Engineering issue.
S-03800	GRADING PLAN CHECK-ROUGH	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $7,900 or as determined by the Director of Public Works.
S-03810	GRADING PLAN CHECK-PRECISE	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $6,000 or as determined by the Director of Public Works.
S-03820	GRADING PLAN REVISION-PRECISE	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.
S-03900	GRADING INSPECTION-ROUGH	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $7,700 or as determined by the Director of Public Works.
S-03910	GRADING INSPECTION-PRECISE	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,100 or as determined by the Director of Public Works.
S-03920	WALL INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Public Works.
S-03930	GROVE REMOVAL REVIEW & PERMIT	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,300 or as determined by the Director of Public Works.
S-03940	IMPORT PLAN REVIEW AND INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,900 or as determined by the Director of Public Works.

REF#	SERVICE	SUGGESTED FEE
S-04000	FINAL TRACT MAP REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $8,500 or as determined by the Director of Public Works.
S-04100	FINAL PARCEL MAP REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,300 or as determined by the Director of Public Works.
S-04120	FINAL/PARCEL MAP REVISION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Public Works.
S-04130	ENGINEERING PLAN REVISION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,500 or as determined by the Director of Public Works.
S-04200	PUBLIC/STREET IMPROVEMENT PLAN CHK.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $22,600 or as determined by the Director of Public Works.
S-04210	DRAINAGE IMPROVEMENT PLAN CHECK	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $6,300 or as determined by the Director of Public Works.
S-04230	LEGAL DESCRIPTION REVIEW	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $3,300. Fee covers reviewof legal description by City for single lot residence. (Not part of a tract map or parcel map application.)
S-04235	LEGAL DESCRIPTION PREPARATION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $3,600. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)
S-04240	RETAINING WALL CALCULATION REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,000 or as determined by the Director of Public Works.
S-04260	RIGHT-OF-WAY ENCROACHMENT REQUEST	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.
S-04310	EXCAV.INSP.-IN EXISTING STREETS	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $800 or as determined by the Director of Public Works.
S-04314	EXCAV.INSP.-WITHIN NEW DEVELOPMENT	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $800 or as determined by the Director of Public Works.
S-04500	PUBLIC WKS.CONSTRUCTION INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $25,000 or as determined by the Director of Public Works.
S-04510	TRAFF.CONTROL PLAN REV.& INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,700 or as determined by the Director of Public Works.

REF#	SERVICE	SUGGESTED FEE
S-04520	STREET LIGHTING SYSTEM PLAN CHECK	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $11,800 or as determined by the Director of Public Works.
S-04525	ST.LIGHTING SYS.CONSTRUCTION INSP.	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $22,900 or as determined by the Director of Public Works.
S-04550	OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	Fixed Fee of $16 - Single trip permit (fee set by State) Fixed Fee of $90 - Annual permit (fee set by State) Deposit of $500 - Special services such as engineering investigator, escort, tree trimming, etc.
S-04610	STREET VACATION-SUMMARY	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $2,700 or as determined by the Director of Public Works.
S-04620	STREET VACATION-FULL	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $4,000 or as determined by the Director of Public Works.
S-04650	SMALL WIRELESS FAC. IN PUBLIC ROW	Flat Fee of $660
S-04700	ANNEXATION PROCESS'G (TO DISTRICTS)	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.
S-04800	BOND PROCESSING-SWR/WTR/STR/GRDG	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,100 or as determined by the Director of Public Works.
S-04810	BOND PROCESSING-LANDSCAPE	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $900 or as determined by the Director of Public Works.
S-04900	PROFESSIONAL REPORT REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $5,400 or as determined by the Director of Public Works.
S-04905	WQMP REVIEW & INSPECTION	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $9,200 or as determined by the Director of Public Works.
S-04910	GIS MAP UPDATE	Fixed Fee of $70 per map plus "full cost" of any San Bernardino County mapping charges
S-04920	MICROFILMING OF MAPS AND PLANS	Fixed Fee of $105 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)
S-04930	SMARA ANNUAL REVIEW	RCS "fully burdened" hourly rate for all City and Contract personnel involved, plus any out-of-pocket expenses, special equipment or supplies, charged against an initial deposit of $1,800 or as determined by the Director of Community Development.
S-04960	HISTORIC/CULTURAL SITE DESIGNATION	Fixed Fee of $1,900 per review.
S-05000	COM'L REGULATORY APPLICATION REV.	Fixed Fee of $310
S-05001	REGULATORY LICENSE RENEWAL PROC'G	Annual - Fixed Fee of $50
S-05002	REGULATORY LICENSE-INFO.CHANGE	$35 - Change of owner and/or business name change $90 - Change of location
S-05006	REGULATORY LICENSE-BOOTH RENTAL	Fixed Fee of $65
S-05008	REGULATORY LICENSE-MOBILE VENDOR	Annual - Fixed Fee of $175 plus an additional $120 if a mobile water user plus the cost of fingerprinting (currently $34)
S-05010	REGULATORY LICENSE-DELINQUENT	$25 per notice $50 per visit
S-05015	SOLICITING/PEDDLING PERMIT	Fixed Fee of $175 plus the cost of fingerprinting (currently $34)
S-05020	NPDES INSPECTION	$180 - Commercial $355 - Industrial $355 - WQMP (Water Quality Management Plan)

REF#	SERVICE	SUGGESTED FEE
S-05151	RES'L RENTAL ENHANCEMENT PROG.LIC.	Fixed Fee of $120
S-05152	REGULATORY LICENSE-OUT OF CITY	Fixed Fee of $180
S-05200	BUSINESS REGULATION (MAJOR)	Initial Fixed Fee of $380 Annual Renewal Fixed Fee of $310
S-05210	BUSINESS REGULATION (MINOR)	Fixed Fee of $175 plus the cost of fingerprinting (currently $34)
S-05250	FILM PERMIT	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses including contract personnel, special equipment or supplies charged against an initial deposit of $1,000.
S-05300	BINGO PERMIT REVIEW	Fixed Fee of $60 per permit. (Does not include business license fee.)
S-05310	BINGO PERMIT RENEWAL	Fixed Fee of $18
S-05420	ADMINISTRATIVE CITATION HEARING	Fixed Fee of $35
S-05480	FORECLOSURE REGISTRATION	Fixed Fee of $140 per property per year or fraction thereof
S-05500	YARD AND GARAGE SALE REVIEW	$10 (paid only at City Hall) Limited to 3 permits annually
S-05550	CITATION SIGN-OFF	$0 - Resident (0% Recovery) $24 - Non resident (50% Recovery)
S-05560	NOTICE OF VEHICLE TO BE DISMANTLED	$45 - Passenger vehicle, leisure craft, single/double axle trailer $60 - Commercial vehicle $65 - Motor Home
S-05565	LOUD PARTY RESPONSE	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-05610	PARKING ADMINISTRATIVE HEARING REV.	Fixed Fee of $25 per appeal
S-05900	FALSE ALARM RESPONSE-SHERIFF	First Three False Alarms in a 12 month period - no charge Fourth " " " " - $ 90 Fifth " " " " - $185 Sixth or more " "" " - $370
S-05902	FALSE ALARM RESPONSE-FIRE	First Two False Alarms in a 12 month period - no charge Third " " " " - $ 60 Fourth " " " " - $120 Fifth or more " " "" - $180
S-05904A	FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	Fixed Fee of $445
S-05904B	FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	Plan Check - Actual time at $155 per hour with a two hour minimum of $310 Inspection - $345
S-05905	FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	$140 per unit
S-05906	FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	Fixed Fee of $70 per unit
S-05908	FIRE PLAN CHECK+INSPECTION-MFD	Fixed Fee of $735 for the 1st 50 units. For more than 50 units, $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 2 hour minimum.
S-05910	FIRE P.CK+INSP-TENANT IMPROVEMENT	Fixed Fee of $600 for the 1st 4,000 square feet. For more than 4,000 sq.ft., $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 1 hour minimum.
S-05912A	FIRE P.CK/INSP-NEW COM'L/IND'L SITE	Plan Check - Actual time at $155 per hour with a two-hour minimum of $310 Inspection - Fixed Fee of $275
S-05912B	FIRE P.CK+INSP-NEW C/I CONSTRUCTION	Fixed Fee of $755 for the first 4,000 sq.ft. For more than 4,000 sq.ft., $155 per hour for plan check with a 4 hour minimum and $140 per hour for inspection with a 1 hour minimum.
S-05914A	SPRINKLER P.CK/INSP:SFD OR ADDITION	Fixed Fee of $520
S-05914B	SPRINKLER P.CK/INSP.-RES'L ALTER'NS	Plan Check - Actual time at $155 per hour with a two hour minimum of $310 per tract model. Inspection - $140 for the 1st 15 heads plus $70 for each additional 15 heads or portion thereof
S-05917	SPRINKLER P.CK/INSP FOR MFD	Fixed Fee of $875 for the 1st 100 heads For more than 100 heads, $155 per hour for plan check with a 3 hour minimum and $140 per hour for inspection with a 3 hour minimum.
S-05919	SPRINKLER P.CK/INSP-NFPA 13-COM/IND	Fixed Fee of $970 for the 1st 100 heads For greater than 100 heads, $155 per hour for plan check with a 4.5 hour minimum and $140 per hour for inspection with a 2 hour minimum.
S-05920	SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	Fixed Fee of $590
S-05922A	SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	Fixed Fee of $590

REF#	SERVICE	SUGGESTED FEE
S-05922B	FIRE PLAN CK/INSP-MISC.REPAIR TEST	Plan Check - Actual time at $155 per hour, one-hour minimum Inspection - Actual time at $140 per hour, one-hour minimum
S-05923	ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	Fixed Fee of $275
S-05924	PLAN CHK+INSP.OF FIRE ALARM SYSTEM	Fixed Fee of $735 for the 1st 20 fire alarms For more than 20 alarms, $155 per hour of plan check with a 3-hour minimum and $140 per hour of inspection with a 2-hour minimum charged against an initial deposit determined by staff.
S-05926	FIRE P.CK/INSP-UNDERGROUND FIRE SYS	Plan Check - Actual time at $155 per hour with a two hour minimum of $310 Inspection - $275 for the initial inspection plus $70 for each additional inspection after the initial inspection
S-05930	LPG STORAGE/USE-INITIAL PERMIT	Fixed Fee of $415
S-05931	LPG STORAGE/USE-ANNUAL RENEWAL	Fixed Fee of $205
S-05932	FLAMMABLE LIQUID STORAGE-INITIAL	Fixed Fee of $415
S-05933	FLAMMABLE LIQUID STORAGE-ANNUAL	Fixed Fee of $205
S-05934	CCR TITLE 19-PLACES: ASSMBLY/CHURCH	Fixed Fee of $275
S-05937	CCR TITLE 19-RES'L CARE FACILITY	$140 per hour, one-hour minimum
S-05938	CCR TITLE 19-COM'L CARE FACILITY	$140 per hour, one-hour minimum
S-05940	FIRE P.CK/INSP/PMT RES CARE FAC(6+)	Fixed Fee of $415
S-05951	HAZARDOUS MATERIALS PERMIT	$430 - Initial Plan Check and Inspection $290 - Annual Renewal of Permit to Operate
S-05955	GREEN WASTE OPERATIONS	$690 - Initial Permit Issuance $345 - Annual Permit Renewal
S-05960	FIRE P.CK/ INSP-HIGH PILED STORAGE	$155 per hour of plan check with a 2-hour minimum and $140 for the first inspection plus $70 for each additional inspection charged against an initial deposit determined by staff.
S-05961	FIRE P.CK/INSP-HIGH HAZARD STORAGE	$155 per hour of plan check with a 2-hour minimum and $140 for the first inspection plus $70 for each additional inspection charged against an initial deposit determined by staff.
S-05981	FIRE INSPECTION-SPECIAL EVENT	Fixed Fee of $140
S-05983	FIRE TECHNICAL RSCH.OR CONSULT.SVC.	$140 per hour
S-05985	REVIEW FIRE PLAN REVISIONS	$155 per hour for plan checking charged against an initial deposit determined by staff.
S-05990	FIRE INSP-BUS. CERT. OF OCCUPANCY	Fixed Fee of $140
S-05996	PRELIMINARY FIRE PREVENTION REVIEW	Fixed Fee of $140
S-05998	FIRE FLOW TEST OVERSIGHT	Fixed Fee of $140
S-05999	FIRE 2ND RE-INSPECTION SERVICE	Fixed Fee of $105 per reinspection
S-06100	ANIMAL REGULATION	See "Current Fee Schedules Footnote #10" at end of report
S-06200	PRIVATE PROPERTY AUTO ABATEMENT	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-06310	VEHICLE ABATEMENT APPEALS PROCESS'G	Fixed Fee of $400 per Appeal
S-06320	STORAGE IMPOUND RELEASE PROCESSING	Fixed Fee of $280 per Vehicle
S-06420	NUISANCE ABATEMENT HEARING	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-06430	OUTDOOR DISPLAY PERMIT	$55 per Permit
S-06440	RESIDENTIAL PARKING PERMIT	Fixed Fee of $35 per permit
S-06610	REFUSE EXEMPTION PERMIT	Fixed Fee of $30 per exemption
S-07600	EMERGENCY SERVICES TO DEVELOPERS	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-07800	RETURNED CHECK PROCESSING	$22 plus bank charges
S-07900	RECORDS RESEARCH SERVICE	First 15 minutes free/month with charges thereafter at the RCS "fully burdened" hourly rate in 15 minute intervals, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.

REF#	SERVICE	SUGGESTED FEE
S-08000	DOCUMENT PRINTING & COPYING	Simple hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable.
S-08100	COPYING SERVICE	$.25 for each page. $2.00 per page for Engineering copies.
S-08200	AGENDA/MINUTE SERVICE	Minutes only - $38 annually Agenda only - $38 annually Minutes & Agenda - $75 annually
S-08300	DOCUMENT CERTIFICATION	$38 per certification per document plus copying services
S-08400	CD/AUDIO TAPE COPYING SERVICE	Only the cost of tape/CD
S-08500	CANDIDATE FILING ASSISTANCE	Deposit of $25 refundable upon submission of final papers. (Election Code 10228 mandates a $25 maximum)
S-08600	DELINQUENT REFUSE LIEN ADMIN.	Fixed Fee of $190
S-08610	LIEN RELEASE	Fixed Fee of $45 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)
S-08700	REQUESTED STUDY SESSION PREPARATION	RCS "fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $600.
S-08800	PASSPORT SERVICE	Maximum authorized by the State Department (currently $35) plus any State fees, if applicable
S-08900	NOTARY PUBLIC SERVICE	Fixed Fee of $15 per Notarized form - Maximum Allowed by State
S-09000	RECORDATION OF DOCUMENT	Fixed Fee of $150 plus county recording charges for City delivery.
S-09100	INITIATIVE-NOTICE OF INTENT	$200 (maximum per Election Code Sec.9202)
S-09200	DELINQUENT PENALTY RECEIVABLES	Fixed Fee of $55 per receivable
S-09300	CREDIT CARD CHARGE RECOVERY	Visa, MasterCard & Discover Credit or Debit Card - $1.50 for payments less than $50; Payments greater than $50 are 2.49% of the payment amount American Express Credit Card - 3.5% of the payment amount plus $1.50

Attachment #5

Public Hearing ad

NOTICE OF PUBLIC HEARING BEFORE THE CITY COUNCIL OF THE CITY OF HIGHLAND

NOTICE IS HEREBY GIVEN that a Public Hearing, at which all interested persons will be heard, will be held before the City Council of the City of Highland, California, at the City Hall Donahue Council Chambers, 27215 Base Line, Highland, California, on the 12th day of January, 2021, at 6:00 P.M. or as soon thereafter, on the application described below:

1) An Ordinance and Resolution establishing fees for services. These fees cover a broad range of services provided by the City and this action is being taken pursuant to requirement of California Constitution Article XIIB and comply with the "Costs Reasonably Borne" principal.

Due to the COVID-19 pandemic public health orders, which limit in-person public meetings, the public hearing will be held either in the City Hall Donahue Council Chambers, 27215 Base Line, Highland, California, 92346, or in another manner specified in the meeting agenda. Please check the January 12, 2021 City Council agenda, once it is posted on the City's website for information as to how to participate in the City Council meeting.

If any matter proposed herein is challenged in court, there may be a limitation to raising only those issues raised at the public hearing described herein, or in written correspondence delivered to the City of Highland at, or prior to, the public hearing.

Any person affected by this application or interested in commenting on the proposal may submit written comments to the City Clerk before the hearing or may appear and be heard in support or opposition to the proposal at the time of the hearing, or may contact the City Clerk, at 27215 Base Line, Highland, California during business hours, Monday-Thursday, 7:30am-5:30pm.

The proposed project application is available for inspection at the above address.

Dated: December 25, 2020

Betty Hughes, MMC
City Clerk

Attachment #6

Letter to the development community

City of
HIGHLAND
Inc. 1987

December 10, 2020

SUBJECT: City Fees for Services Update

To Whom It May Concern:

The City of Highland is in the process of updating its Fees for Services. The current fee schedule has been in effect since 2017.

A draft fee schedule will be presented to the City's Finance/Personnel Subcommittee for review at its meeting on Monday, December 28, 2020 @ 2:00pm. Due to the COVID-19 pandemic, all City meetings are being held remotely via teleconference. Please check the December 10, 2020 agenda posted on the City's website for information as to how to participate in the Finance/Personnel Subcommittee meeting. Included in the agenda will be the ***"2020-2021 Fee Schedule-Draft"*** and a 14-page pdf summary ***"Current v Proposed Fee Comparison."***

You can also download these documents on the City's website @ https://www.cityofhighland.org/DocumentCenter/View/925/2020-2021-Service-Cost-Update-DRAFT-PDF & https://www.cityofhighland.org/DocumentCenter/View/926/Current-v-Proposed-Fee-Comparison.

The draft fee schedule is scheduled to be presented to the City Council during a public hearing on Tuesday, January 12, 2021 @ 6:00pm and the second reading of the Ordinance and adoption of the Resolution is scheduled for Tuesday, January 26, 2021 @ 6:00pm. Please check the January 12, 2021 & January 26, 2021 agendas once they are posted on the City's website for information as to how to participate in these meetings.

If you have any questions, please contact me by phone at (909) 864-6861, ext. 224, or by e-mail at cdantuono@cityofhighland.org.

Schedule:
December 10, 2020-Finance Subcommittee Agenda including ***"2020-2021 Fee Schedule-Draft"*** and a 14-page pdf summary ***"Current v Proposed Fee Comparison."*** available on City's website
December 28, 2020-Finance Subcommittee meeting @ 2:00pm
January 12, 2021-City Council Public Hearing @ 6:00pm
January 26, 2021-City Council 2nd reading of Ordinance & adoption of Resolution @ 6:00pm

Sincerely,

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Mayor	Mayor Pro Tem	City Council	City Council	City Council	City Manager
Penny Lilburn	Larry McCallon	Jesse Chavez	Anaeli Solano	John P. Timmer	Joseph A. Hughes

27215 Base Line • Highland, CA 92346
Tel: 909.864.6861 • Fax: 909.862.3180 • www.cityofhighland.org

Anvari Assoc. Corp.
Shahram Anvari
1442 Irvine Blvd, Ste 208
Tustin CA, 92708

Arco
Crossroad Petroleum, Inc.
29848 Live Oak Canyon Rd.
Redlands CA, 92373

Arnel Com. Properties
Kevin Hauber
949 South Coast Dr. Ste. 600
Costa Mesa CA, 92626

BIA of Southern California, Inc. Baldy View Chapter
Carlos Rodriguez
9227 Haven Ave., Suite 350
Rancho Cucamonga CA, 91730

Camden Holdings, LLC
9454 Wilshire Blvd. #650
Beverly Hills CA, 90212

Centersonte Communities, Inc.
Hal Woods
3500-B W. Lake Center Dr.
Santa Ana CA, 92704

Ceres and Puyallup Trusts/ KZ Dev Co.
Mark Zimmerman
18818 Teller Ave. Suite 100
Irvine CA, 92612

Citicom Development Corp.
Mandy Ma
1257 West Colton Ave.
Redlands CA, 92374

Coffee Family Trust
Pat Coffee
19462 Sierra Luna Rd.
Irvine CA, 92603

County of Orange
James Campbell
300 N. Flower St. Suite 646
Santa Ana CA, 92703

Crestwood Communities
Patrick Diaz
510 W. Citrus Edge St.
Glendora CA, 91740

Diversified Pacific Communities
Peter Pitassi
10621 Civic Center Dr.
Rancho Cucamonga CA, 91730

DMOS Group, LLC
Dan Moore
1833 Riverview Drivem Ste E
San Bernardino CA, 92408

ESA
Thomas A. Lundberg
1736 E. Sunshine, Suite 417
Springfield MO, 65804

Fiedler Group
Alanna Isaac
299 N. Euclid Avenue, Suite 550
Pasadena CA, 91101

Frisco Investment Group
Marcus Frisco
2851 W. 120th Street, Ste EH112
Hawthorne CA, 90250

Greenspot Partners, Inc.
Stan Stringfellow
2011 E. Financial Way, Ste. 203
Glendora CA, 91741

Hispano Investors
Raul Sanchez
555 Mt. Vernon Ave. Suite A
San Bernardino CA, 92410

ICO Real Estate
Jian Torkan
4221 Wilshire Blvd. Ste. 240
Los Angeles CA, 90010

Immanuel Baptist Church
Craig Huff
28355 Base Line
Highland CA, 92346

Jackson Pendo Development Co.
Elizabeth J. Jackson
80 Otay Lakes Rd.
Bonita CA, 91902

John Acosta
P.O. Box 6167
Big Bear Lake CA, 92315

Kiel 54
Charles Kiel
29772 Santa Ana Canyon Rd.
Highland CA, 92346

LEED AP, Architect
Thomas A. Lundberg
1736 E. Sunshine, Suite 417
Springfield MO, 65804

Lewis Group
Patrick Loy
1156 N. Mountain Ave.
Upland CA, 91785

LRS Architect
Janice Goo
720 Northwest Davis St. Ste. 300
Portland OR, 97209

Mastercraft Homes Group
Raymond E. Dorame
20201 SW Birch St. Suite 100
Newport Beach CA, 92660

O'Reilly Corporate Offices
Brent Green
233 South Patterson
Springfield MO, 65802

Prudential Realty
1800 Studebaker Rd. #205
Cerritos CA, 90703

Ram Cam Corp.
Alex Rshaid
670 E. Parkridge Ave. #101
Corona CA, 92879

Real Journey Academies, Inc.
Alex Lucero
1425 W. Foothill Blvd, Ste 100
Upland CA, 91786

Redlands Consultants & Associates
Khaled S. Farah
621 S. Buena Vista St
Redlands CA, 92373

REXCO
Patrick Tritz
2518 N. Santiago Blvd
Orange CA, 92867

Richleigh Investments
10722 Arrow Rte #702
Rancho Cucamonga CA, 91730

S & S Investments, Inc.
Saber Awad
998 S. Teakwood Ave.
Bloomington CA, 92316

San Manuel Band of Mission Indians
Bryan Benso
101 Pure Water Lane
Highland CA, 92346

SiteTeck, Inc.
Bernhard Mayer
38248 Potato Canyon Rd.
Oak Glen CA, 92399

SMG Solution (Elm St 2-SFR)
Arial Garcia
1727 Duncan Way
Corona CA, 92436

Southern California Edison
Jonathan Kiluk
7951 Redwood Avenue
Fontana CA, 92336

Southern California Gas Company
Kristine Scott
155 S. G St.
San Bernardino CA, 92410

S-P Deerfield LLC
Camille Bahri
10575 Oakdale Dr.
Rancho Cucamonga CA, 91730

Thatcher Engineering
B. Thatcher
1461 Ford St. Suite 105
Redlands CA, 92373

Transition Properties, L.P.
Art Day
4141 Inland Empire Dlvd. Ste. 100
Ontario CA, 91764

TREH Partners
Tom Robinson
4 Corporate Plaza Suite 210
Newport Beach CA, 92660

Aysar Helo
28809 Harwick Dr.
Highland CA, 92346

Charles Kiel
29996 Santa Ana Canyon Rd.
Highland CA, 92346

Arturo Navarro
7127 Devon Ave.
Highland CA, 92346

Mitra Modari
14064 Nona Lane
Whittier CA, 90602

Tuttle Engineering
Warren Tuttle
1445 W. Redlands Blvd. Ste. A
Redlands CA, 92373

W.J. McKeever Inc.
900 E. Washington St, Ste 208
Colton CA, 92324

WM. C. Buster Inc.
Mark & William Buster
1399 W. Colton Ave. Ste. #5
Redlands CA, 92374

Daniel White
1290 E. Center Court Dr.
Covina CA, 91724

Molly Bogh
13861 Mustard Seed Dr.
Yucaipa CA, 92399

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director

PREPARED BY: Ash Syed, Associate Planner

SUBJECT: Event Planning for the City's 24th Annual Citrus Harvest Festival.

RECOMMENDATION: Staff recommends the City Council provide Staff direction regarding the upcoming Citrus Harvest Festival scheduled for March 27, 2021.

FISCAL REVIEW: The Festival Account has a balance of $257. Separately, the Home tour Account has a balance of $1,639.91. All expenses from the prior year have been paid and these funds are available to utilize. Expenses are estimated to be $15,378 while expected revenues are $15,500.

In preparation for the 2020 Citrus Harvest Festival, which was cancelled two weeks prior to the planned event date of March 28, 2020 due to the ongoing COVID-19 pandemic, the City had expended a total of $4,393 toward advertising, music copyrights, a street banner, postage, plaques, and miscellaneous supplies. While the costs that went toward the newsletter and postage are irrecoverable, the radio advertisement has been credited and the street banner can be used for multiple festivals in the future.

PREVIOUS ACTION: On September 8, 2020, the City Council approved the Festival budget and event date for the 2021 Citrus Harvest Festival.

PROJECT REVIEW: As of January 2021, Southern California is still under a Stay-At-Home order issued by the state. Considering that once this mandate has been lifted, social distancing protocols will likely remain in place through the month of March, requiring Staff to implement significant changes to the traditional event. In past years, the

Approved _____	Motion _____	Second _____	Agenda Item No. 11
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
City Clerk		City Manager	

Citrus Harvest Festival has recorded attendance figures of over 6,000, with nearly 7,000 attendees in 2019.

COVID-19 regulations are now applicable to booth spacing, the preparation and sale of snacks by food vendors, the preference of "contact-free" transactions, and the limitations on the number of participants and attendees in a designated area.

Staff is seeking the City Council's direction regarding the status of the 2021 Citrus Harvest Festival with three possible options. Would the Council prefer to:

1) Cancel the upcoming event?
2) Reduce and modify it significantly to comply with current state mandates?
3) Plan for the standard size event and reevaluate in early March.

ATTACHMENTS: 1) Proposed Layout for 2021 Citrus Harvest Festival


Parking
Closed
Closed
Closed
PACIFIC STREET
Open
Vendor Parking
N
Historic Demonstrators
Car Show
Vendors
Power Engines
Open
Closed
COLE AVENUE
REEDY AVENUE
PALM AVENUE
MAIN STREET
*If Necessary
Vendors
Parking
*If Necessary
Store
Closed
CHURCH AVENUE
Open
Closed (@ Fisher St.)
© 2018 Google
Citrus Harvest Festival
Tentative Layout 2021

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer CZ

PREPARED BY: Alondra Muñoz, Administrative Assistant III AM

SUBJECT: Construction Management Services for Two Federal Safe Routes to School Projects (str11005 and str11006)

RECOMMENDATION: It is recommended that the City Council:

1. Approve Professional Services Agreement for construction management services with TKE Engineering (TKE) for Two Federal Safe Routes to School Projects for a not-to-exceed amount of $262,785; and

2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

FISCAL IMPACT: The City has previously secured federal grants for construction of new sidewalks on 9th Street and McKinley Street in the amount of $614,202 and $729,400, respectively. The proposed fee for construction management services for 9th Street, in the amount of $118,139.40, will be paid for 58.31% by the federal grant and 41.69% by City funds. The proposed fee for construction support services for McKinley Street, in the amount of $144,645.60, will be paid for 53.23% by the federal grant and 46.77% by City funds.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: On September 11, 2020, City received authorization from Caltrans to proceed with construction of the following two projects:

1. Project str11005 – This project consists of new curbs, gutter, sidewalk and match up paving on two segments of 9th Street between Central Avenue and Drummond Avenue, and a short segment of Cunningham Street and Hillview Street north of 9th Street. The project also

Approved _____	Motion _____	Second _____	Agenda Item No. 12
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager

includes a new pedestrian crosswalk with in-roadway warning lights, advance warning beacons, and handicap ramps on Church Avenue near the intersection of Norwood Street.

2. Project str 11006 – This project consists of new curbs, gutter, sidewalk and match up paving on McKinley Street between 9th Street and Base Line. The project also includes a new pedestrian crosswalk with in-road warning lights, advance warning beacons, and handicap ramps on Base Line at the intersection of Valeria Drive.

The City followed the required Caltrans procedures in the selection of consulting firms for professional services. In response to the City's RFP released on August 18, 2020, 4 engineering firms submitted proposals to provide construction management services. The proposals were reviewed by a Selection Committee consisting of representatives from City of Highland, City of Yucaipa and Paul Toor & Associates. The Committee interviewed the top two firms and ranked the firms based on qualifications of the firms, the assigned project managers and staff, and their understanding and management approach of the project. Thereafter, City staff negotiated with the top ranked firm to finalize the scope of work and fee. The detailed scope of work and fee can be found in Exhibits A and B attached to the Agreement.

TKE has an on-going contract with the City for various engineering support services. They have successfully managed various similar projects including two recently completed State Safe Routes to School Projects. TKE is highly qualified and their agency clients of past projects gave them excellent references.

Since the fee amount is more than $250,000, approval of the professional services agreement is subject to a pre-award audit by Caltrans, therefore City Council approval is contingent upon successful pre-award audit by Caltrans.

On December 8, 2020, City Council awarded the construction contract for Bid No. 2020-05 "Federal Funded Safe Routes to School Projects (Project Nos. str11005 & str11006)" to the responsible low bidder, DM Contracting, Inc., in the amount of $1,456,569.

M:\PUBWRK\str11005 9th Street SRTS Improvements Cunningham to Palm\CM Services\CM Services Award Stf Rpt 1-12-21.doc

9th Street & McKinley Street Safe Routes to School

Project str11005 & str11006



PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into the 12th day of January, 2021, by and between CITY OF HIGHLAND, a Municipal Corporation (hereinafter referred to as "City"), and TKE ENGINEERING, INC., whose address is 2305 Chicago Avenue Riverside, CA 92507 (hereinafter referred to as "CONSULTANT"), is made with reference to the following:

RECITALS

A. City is a municipal corporation duly organized and validly existing under the law of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the charter of City.

B. City is calling for Construction Management and Inspection Services for the Federally Funded Safe Routes to Schools Projects Schedule I – Cypress and Thompson Elementary School SRTSL-5449(027) City Project No. str11005 and Schedule II- Lankershim Elementary School SRTSL-5449(026) City Project No. str11006 (the "Project").

C. City desires to retain CONSULTANT to provide Construction Management and Inspection Services.

D. The Project Manager of CONSULTANT is, for the purpose of this Agreement, Terry Renner, Senior Vice President.

E. City has solicited and received a Proposal from CONSULTANT dated September 16, 2020, a copy of which is attached hereto as Exhibit "A" by reference and incorporated herein (the "Proposal"), has reviewed the previous experience and evaluated the expertise of CONSULTANT, and desires to contract with CONSULTANT under the terms of conditions provided in the Agreement.

F. In entering into this Agreement, City has relied on CONSULTANT'S representations and qualifications as set forth in the Proposal.

NOW, THEREFORE, it is mutually agreed by and between the undersigned Parties as follows:

1. TERM

The term of the Agreement shall commence on the date specified in the Notice to Proceed and shall terminate upon completion of the Project, unless terminated earlier as set forth in Section 26.

2. SERVICES TO BE PERFORMED

2.1 CONSULTANT shall diligently perform all the duties set forth in the scope of services, attached hereto as Exhibit "B" and incorporated herein by reference.

2.2 The scope of services shall be completed within the time shown in the project schedule, attached hereto as Exhibit "A" and incorporated herein by reference.

2.3 Delays or extensions in the work to be performed pursuant to this Agreement shall be approved in writing by the City.

3. COMPENSATION TO CONSULTANT

City shall pay CONSULTANT for the services in accordance with the provisions of this Section and in accordance with the rate schedule included in this agreement as Exhibit "B". City shall reimburse the consultant for actual costs (including labor costs, employee benefits, overhead and other direct costs) incurred by the consultant in the performance of the work, plus a fixed fee, in an amount not to exceed $262,785, as shown in Exhibit "B" herein. No rate changes shall be made during the term of this Agreement without prior written approval of City.

3.1 CONSULTANT's not-to-exceed contract amount is inclusive of all travel and out-of-pocket expenses, which will be reimbursed in accordance with Department of Personnel Administration guidelines.

3.2 CONSULTANT shall submit invoices on a 4-4-5 week cycle to City payable by City within thirty (30) days of receipt of invoice, subject to the approval of City. The invoices shall be itemized as to number of hours worked, who performed the service, and what kind of service was performed. Invoices shall include vendor receipts for direct expenses, such as reproduction and copying.

3.3 CONSULTANT shall not receive any compensation for extra work, without prior written authorization of City.

3.4 City shall reimburse CONSULTANT only for those costs or expenses which have been specifically approved in this Agreement, or specifically approved in writing, in advance by City. The Federal Acquisition Regulations in Title 48, CFR 31, and Uniform Administrative Requirements in CFR Title 49, Part 18, incorporated herein in full, are the governing factors regarding allowable elements of cost.

3.5 STANDARD OF CARE All of the services shall be performed by CONSULTANT or under CONSULTANT's supervision. CONSULTANT represents that it possesses the professional and technical personnel required to perform the services required by this Agreement, and that it shall execute the services required under this Agreement with the same care and skill ordinarily used by members of CONSULTANT'S profession practicing under similar conditions at the same time and in the same locality. All services shall be performed by qualified and experienced personnel who are not employed by City nor have any conflicting contractual relationship with City. CONSULTANT represents and warrants to City that it has or shall, prior to commencing the services, obtain all licenses, permits, qualifications and approvals required of its profession. CONSULTANT further represents and warrants that it shall keep in effect all such licenses, permits and other approvals during the term of the Agreement.

3.6 CONSULTANT shall not be responsible for delay, nor shall CONSULTANT be responsible for damages or be in default or deemed to be in default, by reason of strikes, lockouts, accidents, or acts of God, or the failure of City to furnish timely information or to approve or disapprove CONSULTANT's work promptly, or delay or faulty performance by City, contractors, or governmental agencies, or any other delays beyond CONSULTANT's control or without CONSULTANT's fault.

4. INDEPENDENT PARTIES

City retains CONSULTANT on an independent contractor basis and CONSULTANT is not an employee of City. The manner and means of conducting the work are under the control of CONSULTANT, except to the extent they are limited by statute, rule or regulation and the expressed terms of this Agreement. Nothing in this Agreement shall be deemed to constitute CONSULTANT or any of CONSULTANT's employees or agents, to be the agents or employees of City. CONSULTANT shall have the responsibility for and control over the details in means of performing the work provided that CONSULTANT is in compliance with the terms of the Agreement. Anything in this Agreement which may appear to give City the right to direct measure of control over CONSULTANT shall mean that CONSULTANT shall follow the desires of City only with respect to the results of the services.

5. COOPERATION

CONSULTANT agrees to work closely and cooperate fully with City's designated Project Administrator (the "Project Administrator"), and any other agencies that may have jurisdiction or interest in the work to be performed. City agrees to cooperate with the CONSULTANT on this Project.

6. PROJECT MANAGER

7.1 CONSULTANT shall assign the Project to a Project Manager, who shall coordinate all phases of the Project. The Project Manager shall be available to City at all reasonable times during the Project term. CONSULTANT has designated Terry Renner to be its Project Manager. CONSULTANT's list of key personnel and subconsultants for the Project is identified in Exhibit "A". CONSULTANT shall not remove or reassign any personnel or subconsultant designated in this Section or assign any new or replacement person to the Project without the prior written consent of City. City's approval shall not be unreasonably withheld with respect to removal or assignment or of key personnel.

7.2 CONSULTANT, at the sole discretion of City, shall remove from the Project any of its personnel or subconsultant assigned to the performance of services upon written request of City. CONSULTANT warrants that it will continuously furnish the necessary personnel to complete the Project on a timely basis as contemplated by this Agreement.

7. TIME OF PERFORMANCE

8.1 Time is of the essence in the performance of the services under this Agreement and the CONSULTANT may start work on the date specified in the Notice to Proceed, but no later than ten (10) days after said date. All work shall be completed within 70 working days, as

set forth in the schedule included in Exhibit "B". The failure by CONSULTANT to strictly adhere to the schedule may result in termination of the Agreement by City, and the assessment of damages against CONSULTANT for delay. Notwithstanding the foregoing, CONSULTANT shall not be responsible for delays which are due to causes beyond CONSULTANT's reasonable control. However, in the case of any such delay in the services to be provided for the Project, each party hereby agrees to provide notice to the other party so that all delays can be addressed.

8.2 CONSULTANT shall submit all requests for extensions of time for performance in writing to the Project Administrator not later than ten (10) calendar days after the start of the condition which purportedly causes a delay, and not later than the date upon which performance is due. The Project Administrator shall review all such requests and may grant reasonable time extensions for unforeseeable delays, which the Project Administrator determines are beyond CONSULTANT's control.

8.3 For all time periods not specifically set forth herein, CONSULTANT shall respond in the most expedient and appropriate manners under the circumstances, by either telephone, fax, hand delivery or mail.

8. CITY POLICY

CONSULTANT will discuss and review all matters relating to policy and Project direction with the Project Administrator in advance of all critical decision points in order to ensure that the Project proceeds in a manner consistent with City goals and policies.

9. CONFORMANCE TO APPLICABLE REQUIREMENT

9.1 All work prepared by CONSULTANT shall conform to applicable city, county, state and federal law, policies, rules, regulations and permit requirements and be subject to approval of the Project Administrator.

9.2 The CONSULTANT is alerted to the requirements of California Labor Code §§ 1770 et seq., which require payment of prevailing wages where the services performed pursuant to this Agreement or any portion thereof are determined to be a public work, as defined therein. The CONSULTANT shall defend, indemnify, and hold harmless the City, its officers, employees, consultants and agents, from any claim, penalty or liability, including, without limitation, attorneys' fees, arising from any failure or alleged failure of CONSULTANT to comply with these provisions.

10. PROGRESS

CONSULTANT is responsible for keeping the Project Administrator and/or his/her duly authorized designee informed on a regular basis regarding the status and progress of the Project work, activities performed and planned, and any meetings that have been scheduled or are desired.

11. HOLD HARMLESS

CONSULTANT shall indemnify, defend, save and hold harmless City, its City Council, boards and commissions, officers, employees, agents, consultants and volunteers, from and against any and all loss, damages, liability, claims, allegations of liability, suits, costs and expenses for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, property damages, or any other claims arising from any and all negligent acts or omissions of CONSULTANT, its employees, agents or subconsultants in the performance of services or work conducted or performed pursuant to this Agreement, excepting only the sole negligence or willful misconduct of City, its officers or employees, agents, consultants and volunteers, and shall include attorneys' fees and all other cost incurred by City in defending any such claim(s).

12. INSURANCE

12.1 Without limiting CONSULTANT's indemnification of City, and prior to commencement of work, CONSULTANT shall obtain and provide and maintain at its own expense during the term of this Agreement and thereafter, as required herein, a policy or policies of liability insurance of the type and amounts described below and satisfactory to City. Certification of all required policies shall be signed by a person authorized to bind coverage on its behalf and must be filed with City prior to exercising any right or performing any work pursuant to this Agreement. With the except of workers' compensation and errors and omissions policies, all insurance policies shall:

> Include the City, its officials, officers, employees, agents, consultants and volunteers as additional insureds with respect to performance of Services and shall contain no special limitations on the scope of coverage or the protection afforded to the additional insureds;
>
> Be primary with respect to any insurance of self insurance programs covering the City, its officials, officers, employees, agents, consultants and volunteers; and
>
> Contain standard separation of insureds provisions for all liability arising from CONSULTANT's Services as described herein.

12.2 All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholder's Rating of A (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest editions of Bests Key Rating Guide unless otherwise approved by the City Risk Manager, as follows:

A. Worker's compensation insurance covering all employees and principals of CONSULTANT, as required by the laws of the State of California.

B. Commercial general liability insurance covering third party liability risks, including without limitation, contractual liability, in a minimum amount of $1 million combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form

with a general aggregate is used, either the general aggregate shall apply separately to this Project, or the general aggregate limit shall be twice the occurrence limit.

C. Commercial auto liability and property insurance covering any owned and rented vehicles of CONSULTANT in a minimum amount of $1 million combined single limit per accident for bodily injury and property damage.

D. Professional errors and omissions insurance which cover the services to be performed in connection with this Agreement in the minimum amount of at least Two Million Dollars ($2,000,000.00). This professional errors and omissions insurance coverage shall be maintained in effect for at least 1 year following acceptance of the Project by the City.

12.3 Said policy or policies shall be endorsed to state that coverage shall not be canceled, reduced in coverage or amount or modified except after thirty (30) days' prior notice has been given in writing to City. CONSULTANT shall give City prompt and timely notice of claim made or suit instituted arising out of CONSULTANT's operation hereunder. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

12.4 CONSULTANT agrees that, in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, CONSULTANT shall look solely to its insurance for recovery. CONSULTANT hereby grants to City, on behalf of any insurer providing comprehensive general and automotive liability insurance to either CONSULTANT or City with respect to the services of CONSULTANT herein, a waiver of any right of subrogation which any such insurer of said CONSULTANT may acquire against City by virtue of the payment of any loss under such insurance.

13. PROHIBITION AGAINST TRANSFERS

13.1 CONSULTANT shall not assign, sublease, hypothecate or transfer this Agreement or any of the services to be performed under this Agreement, directly or indirectly, by operation of law or otherwise without prior written consent of City. Any attempt to do so without consent of City shall be null and void.

13.2 The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of CONSULTANT, or of the interest of any general partner or joint venturer or syndicate member or cotenant if CONSULTANT is a partnership or joint-venture or syndicate or cotenancy, which shall result in changing the control of CONSULTANT, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power, or twenty-five percent (25%) or more of the assets of the corporation, partnership or joint-venture.

14. OWNERSHIP OF DOCUMENTS

All working papers and reports created in connection with the completion of the Project are the property of the City. All working papers and reports will remain the property of the City.

15. CONFIDENTIALITY

The information, which results from the services in this Agreement, is to be kept confidential unless the release of information is authorized by City.

16. CITY'S RESPONSIBILITIES

In order to assist CONSULTANT in the execution of his/its responsibilities under this Agreement, City agrees to provide the following:

A. Identify a City Project Administrator who has the authority to make decisions regarding Project assumptions.

B. Have qualified staff available for questions as the project progresses.

17. ADMINISTRATION

This Agreement will be administered by the City Public Works Department. Carlos Zamano, Public Works Director/City Engineer, shall be considered the Project Administrator and shall have the authority to act for City under this Agreement. The Project Administrator and/or his/her authorized designee shall represent City in all matters pertaining to the services to be rendered pursuant to this Agreement.

18. RECORDS

CONSULTANT shall keep records and invoices in connection with the work to be performed under this Agreement. CONSULTANT shall maintain complete and accurate records with respect to the costs incurred under this Agreement. All such records shall be clearly identifiable. CONSULTANT shall allow a duly authorized representative of City, the State of California and FHWA to examine, audit and make transcripts or copies of such records during normal business hours. CONSULTANT shall allow inspection of all work, data, documents, proceedings and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

19. WITHHOLDINGS

City may withhold payment of any disputed sums until satisfaction of the dispute with respect to such payment. Such withholding shall not be deemed to constitute a failure to pay according to the terms of this Agreement. CONSULTANT shall not discontinue work as a result of such withholding. CONSULTANT shall have an immediate right to appeal to the City Manager or his designee with respect to such disputed sums. CONSULTANT shall be entitled to receive interest on any withheld sums at the rate of seven percent (7%) per annum from the date of withholding of any amounts found to have been improperly withheld.

20. ERRORS AND OMISSIONS

In the event of errors or omissions that are due to the negligence or professional inexperience of CONSULTANT which result in expense to City greater than would have resulted if there were not errors or omissions in the work accomplished by CONSULTANT, the additional expense shall be borne by CONSULTANT. Nothing in this paragraph is intended to limit City's rights under any other sections of this Agreement.

21. CITY'S RIGHT TO EMPLOY OTHER CONSULTANT(S)

City reserves the right to employ other consultant(s) in connection with this Project.

22. CONFLICTS OF INTEREST

22.1 The CONSULTANT or his/its employees may be subject to the provisions of the California Political Reform Act of 1974 (the "Act"), which (1) requires such persons to disclose financial interests that may foreseeably be materially affected by the work performed under the Agreement, and (2) prohibits such persons from making, or participating in making decisions that will foreseeably financially affect such interests.

22.2 If subject to the Act, CONSULTANT shall conform to all requirements of the Act. Failure to do so constitutes a material breach and is grounds for termination of this Agreement by City. CONSULTANT shall indemnify and hold harmless City for any and all claims for damages resulting from CONSULTANT's violation of this Section.

23. SUBCONSULTANT AND ASSIGNMENT

Except as specifically authorized under this Agreement, the services included in this Agreement shall not be assigned, transferred, contracted or subcontracted without prior written approval of City. All subcontracts shall incorporate all provisions and requirements of this Agreement.

24. NOTICES

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the third business day after the deposit thereof in the United States mail, postage prepaid, first class mail, addressed as hereinafter provided.

All notices, demands, requests or approvals from CONSULTANT to City shall be addressed to City at:

City of Highland
27215 Base Line
Highland, CA 92346
Phone (909) 864-6861
Fax (909) 862-3180

All notices, demands, requests or approvals from City to CONSULTANT shall be addressed to CONSULTANT at:

TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507

25. TERMINATION

25.1 In the event either party hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, that party shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of seven (7) days, or if more than seven (7) days are reasonably required to cure the default and the defaulting party fails to give adequate assurance of due performance within seven (7) days after receipt of written notice of default, specifying the nature of such default and the steps necessary to cure such default, the nondefaulting party may terminate the Agreement forthwith by giving to the defaulting party written notice thereof.

25.2 Notwithstanding the above, City shall have the option, at its sole discretion and without cause, of terminating this Agreement at any time by giving seven (7) days' prior written notice to CONSULTANT as provided herein. Upon termination of this Agreement, City shall pay to the CONSULTANT that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination.

25.3 Termination or Abandonment – Upon termination of this Agreement by the City, or abandonment by the CONSULTANT, the CONSULTANTS shall, immediately upon City request, deliver to City all work product and City documents, and cooperate with City as requested to obtain all work product and City documents from subconsultants.

26. COMPLIANCES

CONSULTANT shall comply with all laws, state or federal and all ordinances, rules and regulations enacted or issued by City.

26.1 The CONSULTANT shall keep himself fully informed of and shall observe and comply with, and shall cause any and all persons employed by him or under him to observe and comply with, all State, Federal, County and City, laws, ordinances, regulations, orders, and decrees which in any manner affect the conduct of the work, including, but limited to, working hours and wages, and the payment of prevailing wages. Attention is also directed to the provisions in Section 1777.5 of the Labor Code concerning the employment of apprentices by the CONSULTANT or any Sub-consultant under him/it.

26.2 CONSULTANT must give consideration to DBE firms as specified in 23 CFR 172.5(b) and in Exhibit 10-I "Notice to Proposers Disadvantaged Business Enterprise Information." Consultants are advised that, as required by federal law, the State has established a statewide overall DBE goal. This City federal-aid contract is considered to be part of the statewide overall DBE goal. The City is required to report to Caltrans on DBE participation for all Federal-aid contracts each year so that attainment efforts may be evaluated. To provide assistance in meeting the statewide goal, the City has established a Disadvantaged Business Enterprise (DBE) goal of eight (8) percent for this project. The Consultant must meet the DBE goal by using DBEs as subconsultants or document a good faith effort to meet the goal. If a DBE subconsultant is unable to perform, the Consultant must make a good faith effort to replace him/her with another DBE subconsultant if the goal is not otherwise met.

26.3 CONSULTANT shall comply with the City's Drug Free Workplace Policy.

27. WAIVER

A waiver by either party or any breach, of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

28. COVENANT AGAINST CONTINGENT FEES

The CONSULTANT warrants that he/she has not employed or retained any company or person, other than a bona fide employee working for the CONSULTANT, to solicit or secure this Agreement, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability, or at its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

29. NON-DISCRIMINATION.

In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor or applicant for employment. In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation. CONSULTANT will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

30. INTEGRATED CONTACT

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the Parties hereto, and all preliminary negotiations and agreements of

whatsoever kind or natures are merged herein. No verbal agreement of an implied covenant shall be held to alter or amend the provisions herein. Any modification of this Agreement will be effective only by written execution signed by both City and CONSULTANT.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as set forth below.

CONSULTANT:
TKE ENGINEERING, INC.

By_____
Terry Renner, Senior Vice President

Date: _____

By: _____
Michael P. Thornton, President

Date: _____

CITY OF HIGHLAND

By_____
Penny Lilburn, Mayor

Date: _____

Attest: _____
Betty Hughes, City Clerk

Date: _____

APPROVED AS TO FORM:

_____
City Attorney (signature optional)

Date: _____

EXHIBIT "A"

REQUEST FOR PROPOSAL

Construction Management and Inspection Services for the Federally Funded Safe Routes to Schools Projects –Cypress, Thompson and Lankershim Elementary School SRTSL-5449(026 and 027) City Project No. STR11005 and STR11006



for:

City of Highland
27215 Base Line
Highland, CA 92346

September 16, 2020

Prepared by:

TKE ENGINEERING, INC.
2305 Chicago Avenue
Riverside, California 92507
(9 5 1) 6 8 0 - 0 4 4 0

WWW.TKEengineering.COM

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CONTACT INFORMATION

Prepared for:

City of Highland
27215 Base Line
Highland, CA 92346
Contact: Carlos Zamano
Phone: (909) 864-8732 Ext. 254
e-mail: czamano@cityofhighland.org

Prepared by:

TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507
Contact: Terry Renner
Phone: (951) 680-0440
e-mail: trenner@tkeengineering.com

September 16, 2020

Mr. Carols Zamano
Assistant Public Works Director
CITY OF HIGHLAND
27215 Base Line
Highland, CA 92346

Subject: Request for Proposal for Construction Management and Inspection Services for the Federally Funded Safe Routes to Schools Projects –Cypress, Thompson and Lankershim Elementary School SRTSL-5449(026 and 027) City Project No. STR11005 and STR11006

Dear Mr. Zamano:

Thank you for the opportunity to present this material outlining TKE Engineering, Inc. (TKE's) qualifications. Enclosed herein are our qualifications to provide Construction Management and Inspection Services for the Federally Funded Safe Routes to Schools Projects –Cypress, Thompson and Lankershim Elementary School Project. TKE is a full service, multi-disciplinary consulting corporation located at 2305 Chicago Avenue, Riverside, California 92507. We are highly qualified to perform the services necessary for project delivery and are enthusiastic about the opportunity to assist the City of Highland (City) in bettering their infrastructure.

Why should the City choose TKE to provide consulting services? Please consider the following:

1. Experience and Qualifications-TKE is a full-service, multi-disciplinary firm with a wide range of construction management and inspection related experience in street and drainage improvement projects, as well as parks and public buildings experience and is currently providing construction management services to the City for the Safe Routes to School Cycle 10 and performed construction management services for the Hillview Neighborhood Street and Storm Drain Improvements project which was the preliminary phase of a portion of the proposed project. TKE's broad range of successful services includes public works turnkey program and project management and delivery for a diverse array of public projects. The City benefits from our broad range of government grant funded project experience through our intimate understanding of the common pitfalls for each project variation and our past history of successfully overcoming these challenges.

2. Our Team- TKE's project manager is a resident of the City of Highland and has extensive knowledge and an unmatched familiarity of the project locations, existing traffic patterns and the surrounding businesses. The City will benefit greatly by continuing the vision, leadership, and dedication to community exhibited by TKE's project team. Our experience in the City, numerous accomplishments and management skills will help maintain continuity in the delivery of the City's improvement projects. TKE's wide variety of services allow us to complete all services in-house, other than geotechnical services that will be provided by Aragon Geotechnical.

In particular, Terry Renner, our Construction Manager, has a vast amount of experience with all aspects of Public Works improvement projects, including the management of projects with special permitting requirements. Mr. Renner's experience extends from project planning to design and bidding through construction. His excellent construction management skills will provide a great benefit to the City, in particular, his experience with "cutting edge" creative engineering techniques focused on cost control, ensuring that projects provide the maximum value for the public's investment. Supporting Mr. Renner will be TKE's key personnel, including Kristine Macalma as

Assistant Construction Engineer, Ron Musser as Director of Surveyor and, Stephen Biscotti as Senior Construction Inspector.

3. Our Commitment-TKE is committed to providing high quality, efficient services to meet all of the City's needs. Prior to beginning to provide any services, TKE will meet to discuss project requirements and scheduling needs. Our Construction Manager and Inspector will meet with the City and Contractor each week to ensure that we are progressing on schedule and are within our allocated budget. It is this personal touch and contact that define our "local service" approach. We consider ourselves community builders and take ownership of projects assigned to TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all projects on schedule.

Our broad array of services and in-house team provide the City a trusted consultant to turn to in any challenge, no matter how simple or complex. We pride ourselves in the management and completion of special, atypical projects and thrive on challenging budgets and deadlines. It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationship with our client base and it is these qualities and that make us "the right fit" for you. Our commitment to service will be verified with references presented in our proposal.

4. Our Value-TKE's management team and staff are fundamentally committed to creating value in each task that we perform. As such, we have created a professional culture wherein each member of our staff constantly strives for increased efficiency, ultimately allowing us to provide highly professional services at competitive rates. This culture of constant value creation and increased efficiencies ensures that the services contracted to and provided by TKE will always mean good stewardship of public resources.

Thank you for your consideration. TKE would very much appreciate the opportunity to continue our working partnership with the City. If you have any questions, please call me at (951) 680-0440 or e-mail me at trenner@tkeengineering.com.

Sincerely,

Terry Renner, P.E., Q.S.D.
Senior Vice President
TKE Engineering, Inc.

SECTION A: PROJECT UNDERSTANDING AND APPROACH

COMPANY OVERVIEW



Firm Name
TKE Engineering, Inc.



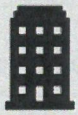
Company Structure

TKE is a California Corporation founded in June 2000



City of Highland's Point of Contact

Terry Renner, P.E., Q.S.D. –
Senior Vice President
Phone: (951) 680-0440
Fax : (951) 680-0490
Email: trenner@tkeengineering.com



Location of Office
TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507



On-Call Contracts
TKE currently provides On-Call CM, Inspection and Materials Testing services to the City of Highland. TKE also provides various On-Call services to more than 30 Cities / Counties / Agencies throughout Southern California



City Engineer
City Engineer in 5 Cities/Districts



Grant Experience
TKE has managed 4 SR2S projects since 2015 and has experience with more than fifteen grant agencies and over forty different projects



Size of Organization
40 Professional Construction Managers, Surveyors, Inspectors, Engineers, Traffic Engineering Specialist, Project and Designers, Plan Checkers, & Support Staff



Years in Business

TKE has conducted business for the past 20 years and has 20 years of experience in providing construction management services for public clients.

PROJECT UNDERSTANDING

The City of Highland (City) desires to retain professional construction management and inspection services for the Lankershim, Cypress and Thompson Elementary School Safe Routes To Schools (SR2S) Projects. The project will provide pedestrian enhancements around the Lankershim, Cypress and Thompson Elementary schools. In 2011, the City identified the need to construct improvements around Lankershim, Cypress and Thompson Elementary schools to enhance the safety and connectivity for school children walking to school along McKinley Street and 9th Street and for improved safety for street crossings at Base Line and Church Avenue. The City desires a consultant that will provide all necessary efforts to deliver overall project/program management, construction management, coordination, scheduling, administration, inspection, construction surveying and staking, and geotechnical services and materials testing in order to comply with all federal and state grant funding program requirements and maintain accounting on all invoices for the grant funding programs.

TKE's extensive grant experience, our construction management history with the City and our Construction Manager's knowledge of the City provides TKE with unmatched project understanding. t

TKE's past history with the City, and specifically the proposed project area, has provided us with unmatched knowledge of the project development, adjacent construction and the surrounding community related to this project. TKE is ideally suited to manage construction of this project. TKE recently completed construction management of the Hillview Neighborhood Street and Drainage Project – Phase I, which constructed the adjacent improvements on Hillview Street and Cunningham Street at 9th Street. In addition, TKE is finalizing construction management of the Warm Springs, Cole and Cypress Elementary School Safe Routes to School Project which is nearly identical to the scope of services required for the proposed project. Our past experience within the proposed project area and with the City has allowed us to develop a detailed understanding of requirements necessary

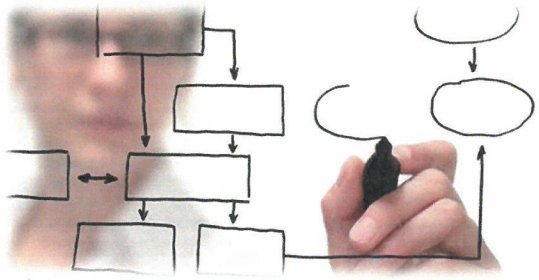
for successful project completion, City standards and policies as well as relationships with City staff that will ensure the project is constructed to City expectations. In addition, our knowledge of the project and the grant funding source associated with the project will ensure successful completion of the project in accordance with grant requirements that will result in smooth processing through Caltrans Local Assistance and full reimbursement. TKE's vast experience in construction management and our direct knowledge of the City, as well as all aspects of public works engineering projects, provides us with a distinct advantage to ensure the project is completed on schedule and within budget. TKE's Project Manager lives in the City less than one mile from the project area and is familiar with the project area, traffic patterns and surrounding businesses. TKE's effective management style and our inspectors' knowledge of Public Works inspection projects enable early identification of design and construction errors which helps expedite construction and keep our projects within budget.

The project includes Federal SR2S funding sources which will be used to construct street widening, asphalt concrete pavement, curb, gutter, sidewalks, driveways, ADA accessible curb ramps, In Road Way Lighting systems, signing and striping improvements to improve pedestrian safety for school children walking to school. The proposed improvements will also help to encourage non-motorized transportation through improved accessibility.

TKE has a long history of delivering SR2S grant funded street improvement projects for the City and numerous surrounding communities in which we live and work on a daily basis. From our first project in 2000 to our latest project of this type, Warm Springs, Cole and Cypress Elementary Safe Routes to School Project for the City of Highland, TKE has always understood the importance of these projects to the local community. Because of the current budgetary constraints combined with the project being grant funded, we understand the importance of maximizing the amount of improvements that can be built with available funding. TKE has an excellent record of bringing construction projects in on budget. TKE's team is not only highly experienced with construction management but also with design and can anticipate potential issues before they occur allowing us to consistently minimize or avoid costly change orders all together. Despite numerous unknown challenges and required design modifications, TKE's construction management team has developed creative engineering techniques and utilized our strong dispute resolution tactics that have allowed our projects to remain consistently on budget. Our team has demonstrated the ability to build project coalitions time and time again.

PROJECT APPROACH

Successful project delivery is our goal. Our definition of successful project delivery is project completion that meets all grant and City project requirements, on-time and within budget.



Our approach to your project, recognizing that both cost effectiveness and expedited construction are of primary concern, dictates that very close working partnership between the selected consultant and the City is vital to successful project completion. When this is coupled with the various site constraints, it is critical that the City choose a consultant team with a proven track record of delivering construction administration for grant projects. With a familiar team of senior level design and construction professionals, TKE is the right choice for the City's SR2S construction administration project.

As mentioned above, our experience tells us that there must be a proactive approach to completing the work in order to complete cost effective fully functioning public works project. This approach includes early identification of critical elements, and development of project schedule and tasks.

Critical elements for construction administration projects include funding source compliance, QA/QC, dispute resolution, public relations,

permitting/environmental compliance, and compliance with plans, specifications and standards, and site safety.

The most important key to every public works project is management. TKE, working closely with City staff, will ensure that the project is managed properly to expedited project delivery. Project construction will generate a series of considerations requiring City responses. Our close working partnership will lead to the proper decisions and ultimately, fully operating, cost effective public works improvements.

TKE also understands the limits on the City's budget, particularly funding. Because of the limited budget for City projects, it is vital to keep costs controlled. Our approach to controlling costs is to utilize our considerable experience with Construction Management and our unique knowledge of the City to assist in providing compliance with the contract documents, cost and dispute resolution.

Below are key elements of our commitment to service:

Funding/Regulatory Compliance

TKE will verify that all construction activities, records management and processing are completed in accordance with project and SR2S funding agency requirements including Caltrans Local Assistance Construction Manual and Federal requirements. TKE is already working closely with Caltrans Local Assistance District 8 on other projects and is very familiar with funding requirements ensuring that the City's projects will be delivered efficiently.

COST CONTROL

TKE has averaged 0.7% cost increase for the past projects with the City of Highland

Permit/Environmental Compliance

TKE has prepared numerous permit applications and managed permit compliance for agencies such as Caltrans, SBCFCD, SBCTA, BNSF, UPRR, SCRRA, USACOE, County of San Bernardino, local cities and other regulatory agencies. In addition, TKE has developed logs and other spreadsheet systems developed for project tracking and permit compliance.

Public Relations

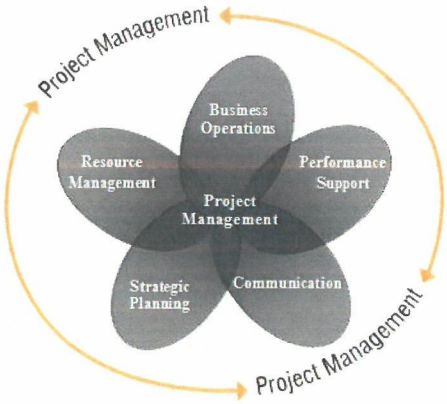
TKE's Construction Manager and Inspectors are experienced with public relations associated with construction projects. TKE performs initial site visits to all potentially affected properties to discuss the upcoming project and any potential concerns the property owner and/or tenant may have. TKE identifies improvements that will benefit the property owners to help them understand the importance of project construction. Our approach builds a project coalition with the property owners and tenants which reduces public complaints at City Council meetings and provides a sense of ownership with the project. TKE's Inspector also performs routine visits during construction to check on the property owners concerns and to see if there are any issues that need to be mitigated.

Quality Assurance/Quality Control

TKE takes pride in our reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work, and believes that a high level of quality is needed on all aspects of construction projects. High quality review and inspection yields the following tangible results:

- Ease of oversight
- Smoother processing
- Absence of design-related change orders
- Reduced claims and dispute resolution costs

TKE believes that the most successful quality assurance program is one that is applied inherently throughout the entire management and inspection process. This program requires not only formal procedures for inspection, but encourages the conscientious effort of experienced people to always "create quality" in every task performed. All of our management and inspection personnel are trained to identify potential construction issues before the occur, thereby saving time and money on potential costly change orders.



This Quality Assurance/Quality Control program is in place to ensure that project construction exceeds the standards of our clients and that we will deliver the project on schedule and within budget.

Dispute Resolution

TKE's construction manager has provided dispute resolution on a number of past projects. The keys to avoiding potential costly and time consuming disputes are knowledge, communication and organization. Our construction manager prides himself on his thorough research and review of the project plans and specifications and his existing knowledge and understanding of Caltrans, Greenbook and other standard plans and specifications. His effective communications skills ensure that all stakeholders are constantly advised of project progress and requirements. His proactive organizational program effectively manage the construction schedule, documents action items with required follow-up and continuous schedule reviews and anticipate needs for future action items. Our project manager's 'can do' approach to all project issues nearly always results in resolution. He is non-combative with all project stakeholders, maintaining professional working relationships with each stakeholder regardless of conflict. His perseverance and vast knowledge and experience of issues will resolve challenges while protecting City interests.

SECTION B: SCOPE OF WORK

SCOPE OF WORK

TKE's scope of services is presented in the following paragraphs:

General Services

TKE will perform all construction management services and provide correspondence and coordination as required to ensure oversight of all activities related to construction of the project, maintain close liaison with the City Project Manager and copy City Project Manager on all project correspondence. General management services will also include coordination with the project design engineer and City Project Manager for any required modifications to the construction plans and/or specifications during construction.

Construction Management Services

Construction management services will include the following tasks and subtasks:

Task No. 1 – Preconstruction Services

TKE will provide the following subtasks related to preconstruction services:

Task No. 1a – Quality Assurance/ Quality Control

TKE will provide plan check and constructability review services for the project. We will identify design deficiencies, permit requirements, utility relocations, any constructability issues and cost savings measures and will ensure that the projects will meet all budget requirements. We will also provide an outline of our dispute resolution procedures for the City to review.

Upon completion of our thorough project review, TKE will prepare a project schedule which will include utility and preconstruction relocations by others, notification timelines as noted on all permits, agreements, and contract documents. TKE's construction manager will then attend a meeting with the City Project Manager to discuss design features, our constructability review, and the project schedule. After our meeting with the City, we will assist the contractor in obtaining any outstanding permits.

Deliverables: Contract Document Review Comments, Project Schedule, and Meeting Agenda

Task No. 1b - Preconstruction Meeting

Prior to the preconstruction meeting, TKE's Construction Manager and Inspector will review all project plans and specifications to have a complete understanding of the project requirements. During our review, we will identify any constructability issues that may cause project delays and/or unnecessary change orders.

A preconstruction conference will be held for the project. The conference will be attended by City staff, TKE's Construction Manager and Construction Inspector, the Contractor, representatives of potentially affected utilities and representatives of any other affected agencies. Prior to the conference, we will prepare a conference agenda. At the meeting, we will discuss communication protocol requirements, safety and health procedures, storm water controls, schedule requirements, procedures for contract submittals, contract administration, job-site access and delivery, and coordination with others. After the meeting, it will be documented with minutes.

Deliverables: Agenda, Minutes, and Distribution to All Entities

Task No. 1c – Records Management Review

TKE will coordinate with the City to establish and review electronic records management system. Files include:

- Contract Documents, Addenda, and Reports
- All required local, other agencies and state records throughout the project duration and submit copies to the City's project manager, including labor compliance.
- Environmental Compliance Documents/ Agency Permits
- Material Submittals
- Contractor Correspondence (RFI's and RFC's)

- City Correspondence (Responses to RFI's and RFC's and other correspondence)
- Certified Payroll Records
- Change Orders
- Weekly Statement of Working Days
- Resident Engineers Report
- Project Schedule
- Dispute Resolution Outline
- Progress Payments
- Materials Testing Reports/Correspondence
- Labor Compliance Interviews
- Surveying Records
- Inspection Field Reports/ Accident Reports
- Photo Logs
- Utility/Agency Correspondence
- Public Correspondence
- Operations and Maintenance Manuals
- Project Closeout Records

Deliverables: E-File of Proposed Records for All of the Above.

Task No. 2 – Construction Management Services During Construction

TKE will provide the following subtasks related to construction management services:

Task No. 2a – Records Management

TKE utilizes an electronic records management system. Files include:

- Contract Documents, Addenda, and Reports
- All required local, other agencies and state records throughout the project duration and submit copies to the City's project manager, including labor compliance.
- Environmental Compliance Documents/ Agency Permits
- Material Submittals
- Contractor Correspondence (RFI's and RFC's)
- City Correspondence (Responses to RFI's and RFC's and other correspondence)
- Certified Payroll Records
- Change Orders
- Weekly Statement of Working Days
- Resident Engineers Report
- Project Schedule
- Dispute Resolution Outline
- Progress Payments
- Materials Testing Reports/Correspondence
- Labor Compliance Interviews
- Surveying Records
- Inspection Field Reports/ Accident Reports
- Photo Logs
- Utility/Agency Correspondence
- Public Correspondence
- Operations and Maintenance Manuals
- Project Closeout Records

Deliverables: E-File of All of the Above.

Task No. 2b – Material Submittal Review

TKE will develop a list of all required material submittals and compare the list to the Contractors submittals. TKE will review all project submittals including traffic control plans. Each submittal shall be reviewed with City staff and design engineer as required to verify compliance. We will maintain a project log for each project and it will include descriptions of submittals, submittal status, date received, and date returned. Once the submittals have been reviewed and accepted, they will be signed, dated, and sent to the Construction Inspector, City staff, project Contractor and the file. Submittals will be returned within the time frame specified by the Contract Documents but not longer than two weeks.

In addition to submittals, TKE will review all vendor and lab reports and certifications and material test inspections and correlate all reports with respect to the plans and specifications. TKE will provide a log for reports and certifications and notify the City upon any irregularities.

Over the course of construction, TKE will utilize MDG Associates, Inc. (MDG) to perform labor compliance interviews and verification of labor compliance for the project with each payment request submitted. Should deficiencies be

noted, corrective action will be requested from the contractors prior to payment release.

Deliverables: Submittals, Transmittals, and Logs

Task No. 2c – Construction Meetings

TKE will be in constant communication with City staff during the projects entirety to ensure that the project is running smoothly and in accordance with the City's expectations. TKE will hold regular meetings with City staff, Contractor and Inspector, meetings with utilities/agencies, and affected agencies. Each is discussed below:

City Meetings-TKE will meet with City staff as required to keep staff fully apprised as to construction progress and potential project issues. We will prepare agendas and minutes for each meeting.

Contractor Meeting-our Construction Manager will meet with the project contractor weekly. We will prepare agendas and minutes for each meeting. Meeting agenda will typically include background, old business, new business, scope, objectives, traffic control, construction phasing, project schedule, potential issues discussion, payment quantities discussion, and any safety deficiencies observed.

Utilities/Agency Meetings-as mentioned above, TKE will invite utilities and agencies to the preconstruction conference. During that meeting, all potential project impacts will be discussed with each. During construction, should issues develop needing further discussions with utilities/agencies, TKE will meet with each and develop remediation strategies. Again, all meetings will be documented with minutes.

Public Meeting-if required, TKE will coordinate with the City for public meetings to advise the public of pending construction and its impacts. Discussion may include alternative routes to be used to avoid delays and the project schedule.

In addition, the City will receive RFI's and RFC's (including written clarification requests and change-in-plan drawings) regarding the contract documents. TKE will provide any drawings, sketches and written responses in a timely manner to each with direction and will verify compliance with the Contract Documents. All RFI's and RFC's will be logged, including content of inquiry, date relayed and date of response. TKE will review all RFC's for any potential change in scope and notify the City if potential change orders may arise from the RFC.

Deliverables: Agendas, Minutes, RFI and RFC Responses

Task No. 2d – Construction Management

TKE is uniquely suited to respond to challenges that may occur during construction. Our first review of the project is during our QA/QC analysis. Our consistent communications with the construction inspector will also provide immediate remediation alternative development.

TKE will review the project schedule and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, we will prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule contract obligations, TKE will request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, TKE will advise the City and will not execute any approval of such change without City authorization.

Change conditions and time extensions that may warrant a change order will require a complete understanding of the impacts of the change of which TKE will need to consider in determining its resolution. TKE will seek appropriate comments from anyone impacted by the changed conditions and will closely consult with the City to develop the most cost effective remediation alternative. Cost and scheduling impacts will be noted and presented to the City in accordance with the cities change order procedures prior to direction being given to the Contractor, including the preparation of Change Order drawings and specifications, if required.

To maintain cost controls, TKE will review project budgets on a weekly basis, or as warranted, by review of change orders, RFC's, and progress payments. In particular, quantities used on the project will be tracked to verify that they will not exceed contract budgeted amounts. Each month TKE will provide a budget report to the City. Should an increase in budget be required, TKE will assist Staff with staff report preparation.

Regarding RFC's, we will review any change order request received to determine if said request is warranted. If the change order request is not warranted, we will reject it in writing; prior to sending rejection letters to the Contractor, we will review it with City staff. If the change order request appears justified, we will review it with the Construction Inspector and compare it with field reports for confirmation of materials, equipment and/or labor involved; we will review same with City staff and receive City staff's approval prior to preparing and processing the contract change order. Change orders will be prepared on standard forms.

Should rejected RFC's require additional consideration, we will negotiate with contractors to establish the impact of change conditions and we will attempt to complete negotiations prior to beginning work. If we fail to reach an agreement and the work must continue, we will direct the Contractor to complete the work. For all disputed work and force account work, the Construction Inspector will document the labor, materials and equipment used for the extra work for use in future negotiations.

Upon direction from the City, TKE will continue negotiating with Contractors to settle all disputes; however, City staff will ultimately determine the extent the City will go to achieve resolution. TKE will meet with both parties, either independently or together, as warranted until resolution is reached. TKE will complete all necessary calculations to support the City's position. TKE utilizes a proactive dispute avoidance program. Once an issue is identified, TKE works diligently to resolve it as timely as possible. The weekly meetings will also be used to avoid or resolve these disputes.

TKE will perform labor compliance interviews with contractor and subcontractor personnel in accordance with the required schedule set forth in the LAPM. In addition, TKE will review certified payroll reports and ensure DBE utilization in compliance with state and federal requirements.

Deliverables: Change Orders and Logs, RFI's/RFC's and Logs, Budget Reports, Resident Engineer's Report, Weekly Statement of Working Days and Labor Compliance Forms

Task No. 2e – Pay Requests

Each month, TKE will review the construction payment requests submitted by the contractors for work completed and the construction schedule. We will review the work completed and payment requests to ensure that the quantities and amounts requested reflect the actual work completed. After each request has been reviewed (and revised if necessary), we will approve it and forward it to staff for approval and payment along with a written statement of completed review. We will also submit a monthly status report with each payment request that will advise the City of compliance with the project schedule.

TKE will track and log any Preliminary and Stop Notices prior to each month's progress payment. If any stop notices have been issued, we will direct the Contractor to rectify the notice and provide proof of the rectification prior to release of payment.

TKE will also provide monthly reports highlighting project progress, change orders, cost issues, and schedule.

Deliverables: Payment Requests and Budget Reports

Task No. 2f – Agency Coordination

TKE's Construction Managers will review permitting and coordinate with appropriate County, City, and utility agencies affected by the work. We will coordinate project schedules and work progress affecting each of the projects with each appropriate agency. If appropriate, the construction manager will invite affected agencies to attend the weekly progress meetings to review the project

schedule, summarize project requirements and discuss them at these weekly meetings.

Deliverables: Agency Coordination and Permit Acquisition

Task 2g – Billing and Project Reports

TKE will provide monthly project reporting identifying current activities, future activities, potential change items, concerns, problems and possible delays, percentage of completion and budget status for construction and consultants. TKE will provide monthly billing to the City for consultant work performed during the previous month. All invoices will follow City format and include a break down by task and fee. TKE will also prepare reimbursement requests to Caltrans Local Assistance in accordance with the LAPM and funding requirements.

Deliverables: Monthly Invoices, Summary Reports and Reimbursement Requests to LAPM

Task No. 3 – Post Construction Management Services

TKE will provide the following subtasks related to post construction management services:

Task 3a - Project Close-Out

After project construction is essentially complete, we together with City staff, if desired, will field review the project and prepare a construction deficiencies list (punch list) of items requiring remedial work. After all deficiencies are corrected, our Construction Manager will prepare a letter, recommending acceptance of the project. Once the remedial work is completed, TKE will review and process the final project invoice.

TKE will assist the City to identify, track and monitor the completion of warranty work prior to the construction completion date. We will obtain lien waivers, bonds, guarantees, warranties, if required, and other documents required by the Contract Documents for final Contract Closeout.

In addition, we will prepare the Notice of Substantial Completion to establish the date for the commencement of contract warranty periods and acceptance of maintenance responsibility by City. We will provide the Contractor with a list of any remaining incomplete work requirements to be completed prior to Final Completion.

After all project requirements have been completed, we will prepare a "Notice of Completion" report documenting the final completion of the project and acceptance of the project improvements by the City.

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the improvements as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records.

We will forward copies of all records in digital and hard copy format (CD ROM and mylar) and we will prepare a summary of construction changes, final cost, and schedule revisions.

Deliverables: Record Drawings, Punch List, Final Payment, Project Records, and Notice of Completion

Task No. 3b – Record Drawings

Each month, our Construction Inspector will review the contractor's records to ensure that a diligent effort is being made to keep current and accurate records of work in place. If deficiencies are observed, we will withhold the contractor's progress payment until the contractor demonstrates compliance.

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the improvements as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records. Drawings will be forwarded to the design engineer to prepare final as-built drawings to be provided to the City.

Deliverables: Redlined Record Drawings

Task 3c – Billing Close-Out

TKE will prepare the Final Delivery Report of Expenditures (FROE) for review and submittal by the City to Caltrans Local Assistance.

Deliverables: FROE Report

Inspection Services

TKE will provide daily construction inspection and reporting, to verify that the project is progressing in compliance with the contract documents. We will require strict compliance with the contract documents for all construction activities and for any equipment or materials to be furnished and installed. We already possess the measuring devices and testing equipment normally required for inspecting public works construction projects. Our construction inspection personnel are experienced and knowledgeable in the operation of said devices and equipment, as well as the associated safety equipment.

All materials will be reviewed against approved material submittals as they arrive on-site. Batch tickets or weigh certificates will be collected upon material arrival.

Our Construction Inspector will verify SWPPP and safety provisions have been implemented at the start of each work day, at the construction site. Any deviations will be documented. All system service interruptions, connections and abandonments will be coordinated with staff. In addition, he will coordinate and schedule materials testing and survey requirements with appropriate parties to ensure there is no delay to the project construction and to minimize costly down periods for anyone onsite.

We will digitally photograph the activities and maintain copies in the project files and our Construction Inspector will prepare daily field reports, which will document all observed project activity, including location of the activity, number of workers present, construction equipment used, quantities constructed, inspector present, weather conditions, and construction progress. All project documentation will be completed on standard forms. All documents will be submitted in hard copy and electronic copy formats. TKE will provide all inspection equipment needed.

Our inspector will provide emergency contact information to allow for 24-hour accessibility. He will verify site safety conditions on a daily basis and, should conditions be unsafe, advise the contractor of corrective actions. If the contractor fails to remediate such condition, he will advise the City and request direction. Should an accident occur, we will notify the City and note all site conditions and photo document the accident location.

Deliverables: Daily Field Reports, Site Deficiency Reports, Batch Tickets, Photographs, Accident Reports, Testing Reports, and Summary Reports

Construction Surveying Services

TKE will provide construction staking services for the project. Construction staking will include site control to develop control and establishment of centerline monumentation and the establishment of temporary site control for staking operations including a level loop from the City's benchmarks around the site to be utilized during construction. In addition, we will provide staking and grade sheets as necessary for all items required for construction including but not limited to, clearing and grubbing, rough grading, asphalt concrete and PCC demolition limits, curb, gutter, sidewalk, ramps, driveways, fencing, walls, storm drain pipe, catch basins, and street lighting.

TKE will tie out all existing monumentation prior to construction. After construction is complete, we will reset all lost survey monuments and prepare all required documentation.

Deliverables: Construction Stakes, Grade Sheets and Corner Records

Geotechnical Services and Materials Testing

Over the course of project construction, we will schedule materials and compaction testing with Aragon Geotechnical Inc. They will identify the locations and specified depths for all tests on roadway subgrade, aggregate base, asphalt concrete and grading in accordance with the City's Quality Assurance Plan. They will provide for initial sampling and acceptance testing on materials proposed for the project and continue sampling as required throughout the project in accordance with ASTM D2922, D1556 or D1557. Extraction and gradation tests will be performed in accordance with ASTM D2172. Testing will be conducted in a Caltrans Certified Laboratory and all technicians will be Caltrans Certified as well. A certification

memorandum will be prepared and signed by a professional engineer identifying any non-complying materials used on the project.

Deliverables: Reports and Certification Memorandum

SECTION C: PROJECT TEAM

TKE ENGINEERING, INC.

TKE has managed publicly grant funded construction projects for more than twenty years. The breadth of experience and technical skill of our staff enable us to manage a wide variety of projects, ranging from major infrastructure to the restoration and rehabilitation of minor roadways. TKE has performed construction management services for a wide variety of projects from small projects like traffic signal and sidewalk infill installation to multimillion dollar construction projects including the 5th Street Improvement Project, San Bernardino Avenue Street Widening and Storm Drain Improvements Project, San Bernardino Avenue Trunk Sewer Project, Upland Basin Phases I and II Improvements Project, and Foothill Boulevard Street Improvements Project. TKE's corporate structure guarantees that the principals of the firm will be intricately involved with all aspects of the project which translates to innovative solutions, effective communication and project stability for the City. TKE's principals and support staff are highly qualified in managing all sizes and types of projects and have a proven track record of successfully delivering even the most challenging projects. In addition, our teams personal background and knowledge of the City, brings a team with in depth knowledge of the City standards and specifications, local agencies and utility companies, and City project goals to ensure that the City's best interests are fully covered in the event of the contractor requesting extra work, change orders or any type of additional compensation or working days, thereby maximizing the potential for project success.

In addition, TKE has extensive construction administration experience for all types of projects with numerous funding sources. TKE has performed construction administration services for projects with funding sources that include State and Federal Safe Routes To Schools (SR2S), Safe, Accountable, Flexible, Efficient Transportation Act: A legacy for users (SAFE TEA-LU), Mobile source Air Pollution Reduction Review Committee (MSRC), Active Transportation Program (ATP), Local Partnership Program, California State Revolving Fund (SRF), Federal Highway Safety Improvement Program (HSIP), American Recovery and Reinvestment Act (ARRA), Community Development Block Grant Program (CDBG), Article III California Department of Public Health (CDPH), State Water Resource Control Board (SWRCB), County Economic Development Agency (EDA), California Department of Parks and Recreation and numerous locally funded projects. The projects constructed include street widening, street rehabilitation, sidewalk, traffic signals, median curb with hardscape, pedestrian enhancement, landscape and lighting, storm drain, flood control and aquifer recharge basins, bus transfer stations and stop enhancements, and park development and community revitalization improvements.

KEY STAFF/TEAM MEMBERS

We have assembled a superior staff of professionals with a depth and breadth of experience that make them industry leaders. While we take pride in our history, our focus is on the service we are providing for current projects and how we might improve on our next one. Our team collaborates daily with top government officials, engineering leaders, and contractors. We are experts at enabling contractors to rapidly construct projects, while ensuring that every detail is in order and every requirement satisfied. It is the depth, breadth and experience of our team members that have contributed to our reputation and continued success.



TKE's management team came together out of the collective belief of long time practitioners that there needed to be, in the civil engineering and land surveying consultant's marketplace, a company

that brought modern management techniques and new ways of thinking to the business of consulting services for engineering projects. Our management team is 100% accountable and responsible for TKE's work product and actively seeks feedback and suggestions on our services. Our team members are presented below:

PRINCIPAL OFFICERS

TKE's principals, Michael Thornton, President, Terry Renner, Senior Vice President, and Steven W. Ledbetter, Vice President are officially authorized to bind TKE to the requirements set forth in the RFP. Our team members are presented below:

Terry M. Renner, P.E., Q.S.D. – Construction Manager / Resident Engineer

Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering

Experience

20 Years

Years with Firm

20 Years

Credentials

California Professional Civil Engineer #69984

California Qualified SWPPP Developer #24329

Arizona Professional Civil Engineer #55194

Mr. Renner is the Senior Vice President of TKE and has over 20 years of construction experience on grant funded civil engineering infrastructure projects, including transportation improvements, drainage improvements, sewer and water improvements, facilities improvements and recreation improvements. He has managed numerous transportation and drainage projects for the City of Highland and has delivered projects for the City of Rialto, Hesperia, Fontana, Moreno Valley, Upland, Riverside, Redlands, and Corona.

As a construction manager, Mr. Renner has been responsible for construction coordination and scheduling, utility relocation coordination, public relations, submittal review, supervising a staff of inspectors and subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the projects managed and delivered by TKE continue to exceed industry standards.

Mr. Renner's greatest attribute is his ability to deliver projects from grant funded to capital projects. His vast experience ensures success again and again. He also understands the importance of working as a team member. Mr. Renner understands that he will be given direction from City staff and fully understands the need to maintain proper protocol while providing services. He further understands that his role will be to implement construction that meets the needs of the City and project documents while maintaining the project budget.

Kristine Macalma – Assistant Construction Engineer

Education:

BS, Civil Engineering, California State Polytechnic University, Pomona

Experience:

5 Years

Years with Firm

5 Years

Ms. Macalma is an Assistant Construction Engineer at TKE and has 5 years of experience in assisting in engineering drafting, design, and assistant construction management. Her experience includes transportation improvements, street improvements, utility research, grading plans, construction management assistance, grant preparation, preliminary and final design drawings, specifications and engineer's cost estimates, and water and wastewater facilities including pipelines and water storage reservoirs. Ms. Macalma has been an integral part of projects successfully completed for the City of Calimesa, City of Highland, City of Yucaipa, City of Hesperia, City of Adelanto, City of Fontana, City of Upland, and City of Wildomar.

Ron Musser, L.S. – Senior Surveyor

Education:

Riverside Community College

Experience

52 Years

Years with Firm

15 Years

Credentials:

California Professional Land Surveyor #4230

Mr. Musser has over 52 years of experience in performing field and office surveying and plan checking services for public and private projects including roadway and highway projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects and map checking over the past 15 years. In addition, he has prepared records of survey, parcel maps and tract maps in Orange County, Los Angeles County, San Bernardino County, Riverside County, and San Diego County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys. Mr. Musser currently provides map checking services to the City's of Hesperia. Pico Rivera, El Monte, Upland, and Calimesa.

Stephen Biscotti – Senior Public Works Inspector

Education

Bachelor of Arts and Humanities – Colorado State University

16 Hour QSP Training Seminar

Lean Manufacturing Seminar – Gibbs Wire & Steel Co., Inc.

Forklift Certification 2004 – 2012 (Both operator and instructor) – Gibbs Wire & Steel Co., Inc.

Step 2000 Courses (electricity and electrical control devices) Siemens E&A

Conflict and Confrontation Seminar – Farmers Insurance

Forklift Certification 1984 – 1990, Various Wire Mills in MA, CT, and CA

Experience

16 Years

Years with Firm

8 Years

Mr. Biscotti has over 13 years of inspection experience with the last 5 years providing public works construction inspection services. Mr. Biscotti has provided inspection services to numerous municipalities throughout Southern California. Mr. Biscotti's further background in steel manufacturing inspection and oversight provide him with an extensive knowledge of ASTM specifications and OSHA standards. Additionally, Mr. Biscotti has received Step 2000 certification from Siemens for electrical design and inspection. Mr. Biscotti has provided coordination with other project professional services including geotechnical and survey. Mr. Biscotti has worked as a Public Works Inspector for inspection of capital improvement and developer installed improvements relating to the construction of water, sewer, streets, drainage, traffic signals, parks and housing tract improvements. Mr. Biscotti has prepared daily inspection reports, developed construction photo logs, prepared tie sheets, assisted with progress and final payment processing, assisted with change order negotiations, verified compliance with contract documents and approved project submittals, verified public safety compliance, and developed remedial work lists.

CHANGES IN PERSONNEL

TKE acknowledges that key personnel will be available for the duration of the requested services. No key personnel shall be removed or changed without the prior written consent of the City.

Corporate resumes are enclosed in Appendix A.

TKE's support team includes 40 Registered Engineers, Licensed Surveyors, Inspectors, Assistant Engineers, Surveyors, CAD Operators, and Clerical staff.

SUBCONSULTANTS

TKE has assembled an elite team of sub-consultants. TKE has developed an excellent working partnership with our sub-consultants which will lead to a more efficient design. TKE has

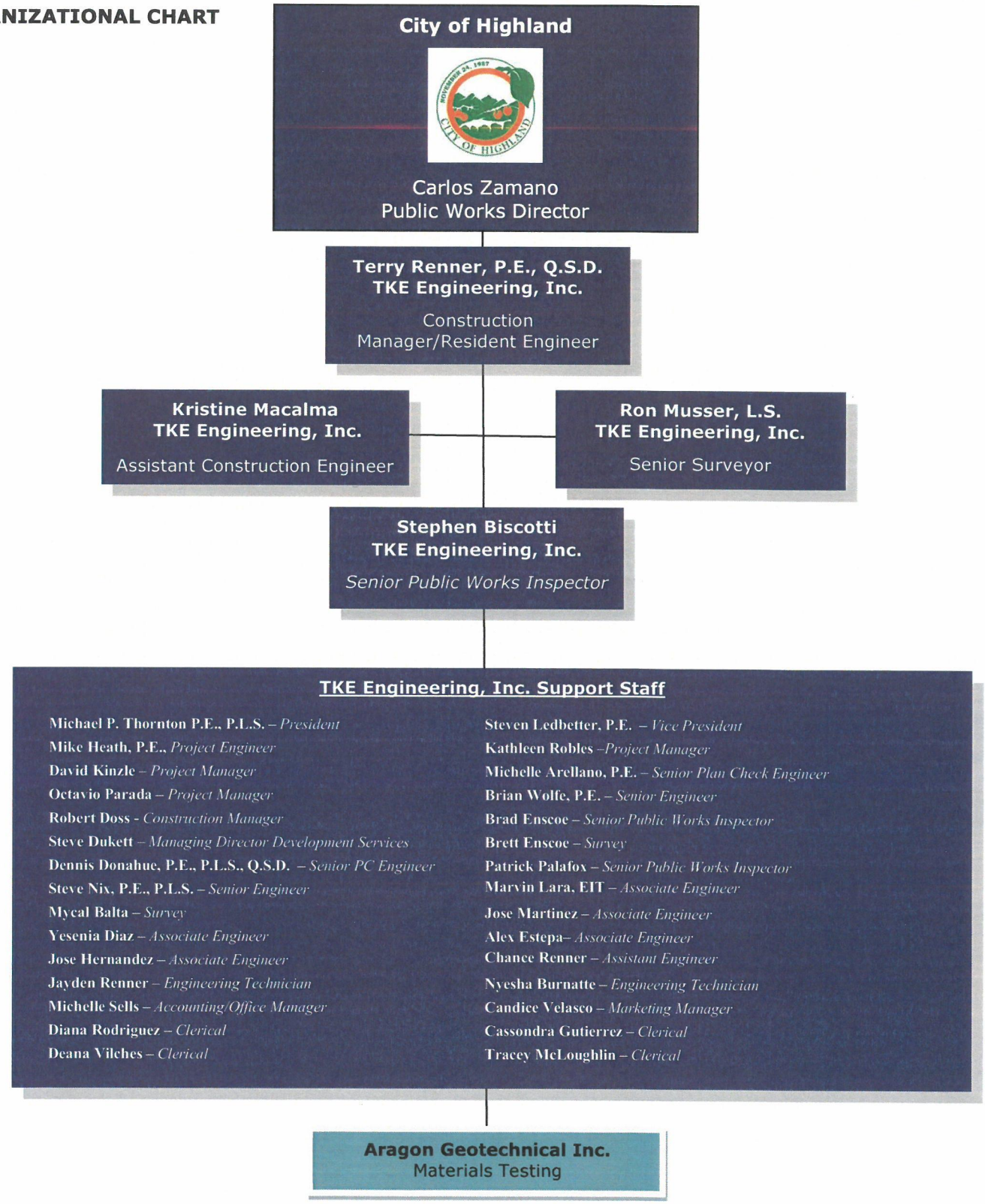
reviewed the proposed project and desired scope of services and we will retain Aragon Geotechnical for Geotechnical Materials Testing is a registered Disadvantaged Business Enterprise (DBE's) and will allow us to meet the DBE goal amount of 14%.

Aragon Geotechnical (AGI) traces its roots to the year 1973, followed soon after by the establishment of the present headquarters office in the Woodcrest area of Riverside County. The firm will apply decades of experience acquired by talented professionals in the fields of geotechnical engineering, engineering geology, hydrogeology, earthquake engineering, and materials engineering and testing to the City of Jurupa Valley.

Professionals and staff occupy a modern two-story commercial building that is fully equipped with an on-site soils, concrete and asphalt concrete testing laboratory. Our staff regularly attends scientific conferences and specialty training sessions to stay abreast of cutting-edge technologies and new developments in our disciplines. AGI is a State of California Small Business Enterprise (SBE #1182800), Minority Business Enterprise (MBE # 19000092) and Disadvantaged Business Enterprise (DBE # 45365). AGI has California Department of Transportation (Caltrans) certified facilities and is AASHTO Resource (Formerly AMRL) accredited. AGI has endeavored to obtain specialty certifications reflective of high degrees of staff training as well-maintained equipment. AGI holds AASHTO Resource (Formerly AMRL) and Caltrans (California Department of Transportation) accreditations.

SECTION C: PROJECT TEAM

ORGANIZATIONAL CHART



SECTION D: QUALIFICATIONS AND EXPERIENCE

BACKGROUND

TKE Engineering, Inc. (TKE), a California Corporation, was established in June 2000, and in the last twenty years has developed into one of Southern California's premier full-service consulting engineering firms. TKE was established with the goal of providing turnkey services for municipal projects in order to benefit our community. As a result of the focus of a firm on this mission, TKE has earned a reputation for thoroughness, rapid turnaround, cost efficiency and, overall quality of work. We are a highly motivated, dynamic firm with the goal of being your preferred consultant.

TKE provides turnkey construction management and inspection services to numerous municipalities throughout San Bernardino, Riverside, Los Angeles, and Orange Counties. The municipal services provided by our firm include Project Development, CIP Design, Traffic Engineering, Surveying, Project and Construction Management, Plan and Map Checking, Inspection, Program Management, Utility Company Coordination and Management, Public Outreach, Grant Funding, Federally/State Funded Project Management, and Construction Surveying services. Our wide range of services provides our team with an intimate knowledge and experience of the common pitfalls for each project variation and our past history of successfully overcoming these challenges.

CONSTRUCTION MANAGEMENT HISTORY

Our versatile experience means that we provide more than just a management team that supervises and reacts to problems that arise during construction. Our experience and history with the City provide us the ability to foresee and avoid problems before they happen, which translates to lower costs, higher efficiency, less change orders and reduced construction periods. When construction issues do occur, our extensive design experience allows us to provide creative and innovative solutions that help reduce potential change order costs. Our team has managed numerous grant funded projects which included successfully relocating utilities, acquiring rights-of-way, temporary construction easements and/or permission of entry rights, coordination with jurisdictional agencies for permitting and environmental mitigation, coordination and management of grant funds and reimbursement requests through Caltrans Local Assistance and numerous other grant agencies.

TKE has extensive Safe Routes To School grant funded management experience and managed the previous phase of construction for the proposed project.

TKE also recently completed construction management projects with the City of Highland for a Safe Routes to School grant funded project with nearly identical services and for a street and drainage improvement project which was an initial phase of the improvements to be constructed on the proposed project . Despite numerous required design changes and unknown issues encountered during construction on TKE's past six construction management projects with the City of Highland, TKE has averaged a 0.7% changed condition cost. Not a single TKE managed project required council action to increase the approved 10% contingency and 5 of the six projects were completed within the allotted contract time.

SECTION D: QUALIFICATIONS AND EXPERIENCE

REFERENCES

Since our inception twenty years ago, TKE has extensive experience with an excellent reputation in the design, construction management and inspection of all types of local and grant funded public works projects.

Throughout our history serving the Southern California region, we have provided multi-disciplinary construction support services for large and small projects. We have successfully completed complex and challenging projects for a variety of municipal agencies who have continued to request that we partner with them in delivering much needed infrastructure to their communities.

We are sure that the successful results of our past performance in the delivery of projects, along with our firm's proven ability to utilize our experience for a complete and well managed and inspected project, will provide a valuable resource to the City.

Please see the Table below for a small, but representative list of references who we have worked with on the following projects. Also attached is a brief list of projects with descriptions. We respectfully request that you verify our qualifications with the listed references.

PROJECT	CLIENT	RESIDENT ENGINEER/ CONSTRUCTION MANAGER	GENERAL CONTRACTOR	DATE OF SERVICES
Safe Routes to School – Cycle 10 Improvement Project (SR2S)	**City of Highland** Mr. Carlos Zamano, P.E. 27215 Base Line Highland, Ca 92346 (909) 864-8732 X254	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**DM Contracting, Inc** Mr. David Magana 1065 Harbor Drive Colton, Ca 92324 (909) 824-7071	Jan 2020 – Aug 2020
Interagency Safe Routes to School Project (SR2S)	**City of Adelanto** Mr. Brian Wolfe, P.E. 11600 Air Expressway Adelanto, Ca 92301 (760) 246-2300	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**Sully Miller Contracting Co.** Mr. Tom Sternfeld 135 S. State College Boulevard, Suite 400 Brea, Ca 92821 (714) 578-9600	Aug 2018 – June 2019
2nd Street Safe Routes To School (SR2S)	**City of Calimesa** Ms. Bonnie Johnson 908 Park Avenue Calimesa, Ca 92320 (909) (909) 795-9801	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**Alabassi Construction** Mr. Marwan Alabassi 16810 Van Buren Blvd, #200, Riverside, Ca 92504 (951) 776-9300	Nov 2015 – July 2016
Safe Routes To School, Cycle 10 Phase 2 (SR2S)	**City of South El Monte** Mr. Tom Melendrez 1415 Santa Anita Avenue South El Monte, Ca 91733 (626) 221-0248	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**EC Construction Co.** Mr. John Walters 2213 Chico Avenue South El Monte, Ca 91733 (626) 444-9596	Jan 2015 – Apr 2015

Hillview Neighborhood Street and Drainage Project	**City of Highland** Mr. Carlos Zamano, P.E. 27215 Base Line Highland, Ca 92346 (909) 864-8732 X254	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**GJ Gentry** Mr. Garret Gentry 1297 W. 9th Street Upland, Ca 91788	Mar 2019 – Mar 2020
County Line Road Transportation Corridor Project (SB-1 LPP)	**City of Calimesa** Ms. Bonnie Johnson 908 Park Avenue Calimesa, Ca 92320 (909) (909) 795-9801	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**TBD**	June 2020 – Aug 2021
Calimesa Boulevard Roundabout (SAFETEA-LU)	**City of Calimesa** Ms. Bonnie Johnson 908 Park Avenue Calimesa, Ca 92320 (909) (909) 795-9801	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**TBD**	Dec 2020 – Dec 2021
5th Street Corridor Improvements, Phase 1	**City of Highland** Mr. Carlos Zamano, P.E. 27215 Base Line Highland, Ca 92346 (909) 864-8732 X254	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**Alabassi Construction** Mr. Marwan Alabassi 16810 Van Buren Blvd, #200, Riverside, Ca 92504 (951) 776-9300	July 2016 - Jan 2017
San Bernardino Avenue Street, Sewer and Drainage Improvements	**City of Fontana** Mr. Chuck Hays 16489 Orange Way Fontana, Ca 92335 (909) 350-6530	**TKE Engineering, Inc.** Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	**Griffith Company** Mr. Eric Guzman 12200 Bloomfield Ave. Santa Fe Springs, Ca 90670 (562) 929-1128	June 2015 – Sept 2015

SECTION D: QUALIFICATIONS AND EXPERIENCE

EXPERIENCE

TKE has extensive experience with an excellent reputation with construction support of Federal and State funded civil engineering projects through Caltrans Local Assistance District 8 for the City and numerous surrounding communities.

TKE provides turnkey consulting services to several municipalities throughout Southern California. Some of the municipal services provided by our firm include Project and Construction Management, Inspection, CIP Design, Site Planning, Program Management, Utility Company Coordination and Management, CDBG, HUD and Federally/State Funded Project Management services. Our comprehensive list of services provides TKE with a knowledge base spanning all aspects of a project and ensures an understanding on common pitfalls associated with each type of project and how to avoid these challenges.

The following is a brief list of projects similar in nature to the project types listed in the RFP.



Safe Route to Schools Cycle 10 (SR2S)

City of Highland, CA

Client Contact
Mr. Carlos Zamano, P.E.
City of Highland
(909) 864-8732 x254
czamano@cityofhighland.org

Project Cost
$1.9 Million

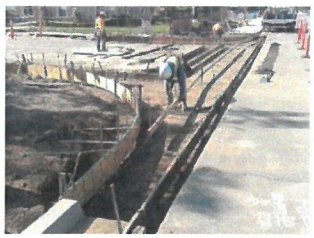
Completion Date
August 2020

Project Team
Terry Renner, P.E.
Michael P. Thornton, P.E., L.S.
Kristine Macalma, E.I.T.
Stephen Biscotti

Description: TKE provided construction management and inspections services for the Cycle 10 Safe Routes to Schools Warm Springs, Cole and Cypress Elementary Schools Projects for the City of Highland. The City of Highland was awarded SR2S funding for the pedestrian path of travel enhancements to provide safe walking paths along 6th Street, Elm Street, Cole Avenue, Drummond Avenue, 10th Street and 14th Street. Proposed improvements include sidewalk, curb access ramps, In-Roadway Lighting system, striping and signage improvements. The project includes approximately more than two miles of street and sidewalk improvements together with public outreach and coordination.

Services: Services included utility relocation coordination, construction administration, construction management, inspection, right-of-entry coordination with property owners and materials testing.

SECTION D: QUALIFICATIONS AND EXPERIENCE



Hillview Neighborhood Street and Storm Drain Improvements Project

City of Highland, CA

Client Contact
Mr. Carlos Zamano
City of Highland
27215 Base Line
Highland, CA 92346
(909) 864-8732 ext. 254

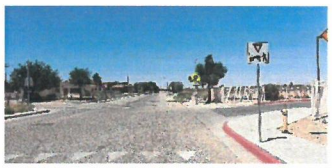
Project Cost
$1.9 Million

Completion Date
November 2019

Project Team
Terry Renner, P.E.
Kristine Macalma, E.I.T.
Ron Musser, L.S.
Stephen Biscotti

Description: The Hillview Neighborhood Street and Storm Drain Improvements Project is located on Hillview Street and Cunningham Street between 9th Street and Base Line in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, and driveway approaches; construction of catch basins and storm drains; relocation of miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing and striping.

Services: Services included CalRecycle Grant coordination, value engineering, right-of-entry acquisition, utility relocation and coordination, construction management, inspection, and coordination with property owners.



Interagency Safe Routes to Schools Project

City of Adelanto, CA

Client Contact
Mr. Jessie Flores
City of Adelanto
(760) 246-2300 ext. 11184
jflores@ci.adelanto.ca.us

Project Cost
$870,000

Dates
2018

Project Team
Brian Wolfe, P.E.
Michael P. Thornton, P.E., L.S.
Terry Renner, P.E., Q.S.D.
Ron Musser, L.S.
Michelle Arellano, P.E.
Monae Pugh

Description: The City of Adelanto was awarded funding for the Interagency Safe Route to School Project. TKE successfully delivered Construction Management, Inspection, Construction Staking and Grant Management services for 5,000 Linear Feet of Street, Sidewalk and Access Ramp Improvements around Columbia Middle School, Adelanto Elementary School and Westside Park Elementary School

Services: Services included construction management, inspection, construction staking, and grant management

SECTION D: QUALIFICATIONS AND EXPERIENCE



County Line Road Transportation Corridor

City of Calimesa, CA

Client Contact
Ms. Bonnie Johnson
City Manager
City of Calimesa
(909) 795-9801
bjohnson@cityofcalimesa.net

Project Cost
$10.1 Million
($3.7 Million Grant)

Completion Date
November 2020

Project Team
Michael P. Thornton, P.E., L.S.
Terry Renner, P.E., Q.S.D.
Steven Ledbetter, P.E.
Michael Heath, P.E.
Ron Musser, L.S.
Monae Pugh

Description: TKE prepared and obtained a grant for the City of Calimesa through the Road Repair and Accountability Act of 2017 (SB1) Local Partnership Program (LPP). TKE is preparing street widening and roundabout improvements for the construction of the County Line Road Transportation Corridor. The Project includes four (4) single-lane and one (1) multi-lane roundabouts, together with street, pedestrian, and bicycle improvements, to improve safety and efficiency throughout the corridor. The innovative approach to implement roundabout intersection throughout the corridor provides adequate capacity and level of service to remain a two-lane street; thus, significantly reducing right-of-way and construction costs to construct a four-lane corridor.

Services: Services include grant coordination and management, design, topographic survey, right-of-way engineering, environmental assistance, roadway safety analysis, preparation of exhibits, cost estimates, and coordination with California Transportation Commission.



Safe Route to Schools – Cycle 10, Phase 2 Pedestrian Improvements Project

City of South El Monte, CA

Client Contact
Mr. Michael Ackerman
City of South El Monte
1415 Santa Anita Avenue
South El Monte, CA 91733
(909) 263-1734

Project Cost
$0.2 Million

Completion Date
April 2015

Project Team
Terry Renner, P.E.
Michael P. Thornton, P.E., L.S.
Steven Ledbetter, P.E.
Stephen Biscotti

Description: The City of South El Monte was awarded funding for the pedestrian path of travel enhancements to provide safety walking paths along Strozier Avenue between Lerma Road and Rush Street. Proposed sidewalk, curb access ramps, striping and signage improvements will be constructed for increased pedestrian safety. The project includes approximately 3,500 linear feet of street and sidewalk improvements together with public outreach and coordination.

Services: Services included utility relocation coordination, construction administration, construction management, construction staking, inspection, right-of-entry acquisition, and coordination with property owners.

SECTION D: QUALIFICATIONS AND EXPERIENCE



5th Street Improvements Project

City of Highland, CA

Client Contact
Mr. Carlos Zamano
City of Highland
(909) 864-8732 ext. 254
czamano@cityofhighland.org

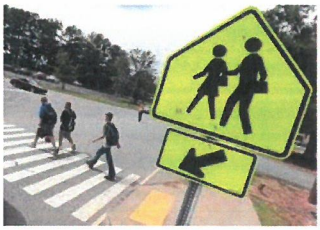
Project Cost
$2.1 Million

Completion Date
Ongoing

Project Team
Dave Kinzle
Terry Renner, P.E., Q.S.D.
Michael P. Thornton, P.E., L.S.
Ron Musser, L.S.
Brad Enscoe

Description: The 5th Street Improvements Project is located on 5th Street from Victoria Avenue to Palm Avenue in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; removal and reconstruction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, bus pads and driveway approaches; construction of catch basins and storm drains; installation of a new traffic signal system at the intersection of 5th Street and Central Avenue; relocation of miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing, striping and loop detectors.

Services: Services included value engineering, striping and signal redesign, utility relocation and coordination, construction management, inspection, construction staking and coordination with property owners.



Calimesa Safe Route to Schools (SR2S)

City of Calimesa, CA

Client Contact
Mr. Bob French
City of Calimesa
(909) 795-9801 ext. 235

Project Cost
$1.5 Million

Completion Date
Current

Project Team
Terry Renner, P.E
Michael P. Thornton, P.E., L.S.
Ron Musser, L.S.
Brad Enscoe

Description: The City of Calimesa was awarded funding for the pedestrian path of travel enhancements to provide increased safety for walking paths along 2nd Street between Avenue "L" and Avenue "H" and along Avenue "L" between 2nd Street and 3rd Street. Proposed curb, gutter and sidewalk improvements will be constructed for increased pedestrian safety. The project includes 1 mile of street improvements together with structural bridge widening over existing drainage channel, right-of-entry acquisition, public outreach and coordination.

Services: Services included funding administration through Caltrans Local Assistance, design, surveying, environmental compliance, utility coordination, right-of-entry acquisition documents, construction management, inspection, construction staking, and negotiation with property owners.

SECTION E: WORK PLAN AND SCHEDULE

WORK PLAN

For a complete work plan please see above section 'B' Scope of Work which includes a description of how each task of the project will be conducted, identification of deliverables for each task and implementation schedule.

TKE will hold weekly construction progress meetings where all aspects of the project will be discussed including schedule, conflicts, potential change orders, upcoming work, and remaining contract time. These meetings are utilized to ensure the project remains on schedule and provides the ability to forecast potential issues with the project. If the project begins to slip from the original construction schedule, we will require the Contractor to provide an updated schedule and determine methods to remedy the schedule delay. These meetings are an effective means of keeping the project on schedule and avoiding potential schedule delays.

RESOURCE ALLOCATION

TKE's project team is committed to providing services as presented herein. In addition, TKE maintains state of the art engineering resources that ensure complete compatibility with our clients resources including computer software compatibility, filing protocol, communications protocol, and survey data. Our office location in Riverside is only minutes from the City and will permit TKE staff to respond to requests for meetings or field inspections within at a moment's notice.

As documented from our past history with the City, TKE will respond to the City's needs as they arise. The City is and will continue to be an important client to TKE. TKE's commitment will ensure that all of the City's needs are met. We strongly encourage the City to verify our performance history with our references. Because of TKE's proactive management approach, we are able to provide the resources required to sufficiently complete the task at hand without experiencing 'crisis' project delivery needs. When required, TKE adds resources, commits extended work hours, develops an efficient implementation plan and other efforts as needed. Our proactive management approach has years of past success with the management of multiple concurrent projects. By utilizing frequent internal meetings and TKE support staff our managers have developed a system utilizing trained individuals to assist with construction management tasks.

WORKLOAD

TKE is free of any current and future obligations and commitments with construction management and inspection which may impact our ability to perform the required tasks in this agreement.

INSURANCE

TKE currently holds all required insurance limits set forth in the RFP and they are on file with the City. Upon selection, TKE will provide new insurance certificates to the City for the limits specified in the RFP.

CONFLICT OF INTEREST

TKE does not have any financial, business or other relationship with the City or engineer or any of its officers or officials that may have an impact upon the outcome of the work.

SECTION F: PROPOSED FEE

SECTION F: FEE PROPOSAL

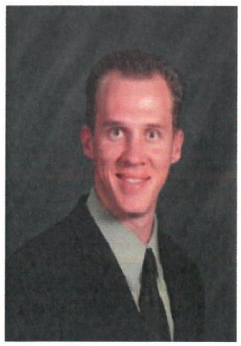
FEE PROPOSAL

As requested, TKE has attached a not to exceed fee with an associated fee breakdown table and Exhibit 10-H in a separate sealed envelope. TKE's fee is based on the proposed construction schedule being 70 working days as described in the request for proposal.

Appendix 'A'

Resumes

ATTACHMENT 'A': RESUMES



Mr. Terry Renner, P.E., Q.S.D.

Project Role
Construction Manager/Resident Engineer

Length with Company
20 years

Education
BS, Civil Engineering, California State Polytechnic University, Pomona

Continuing Education
Caltrans SWPPP Certified QSP/QSD Training

Registration
Registered Civil Engineer, PE 69984 (CA)

Qualified SWPPP Developer and Practitioner #24329

South Coast Air Quality Management District – Coachella Valley Fugitive Dust Control Cert #CV1903-007740-7785

Affiliations
Riverside-San Bernardino Counties

Mr. Renner is the Vice President of TKE and has over 20 years of experience in civil engineering infrastructure projects, including transportation improvements, drainage improvements, sewer and water improvements, facilities improvements and recreation improvements. He has managed numerous projects and has delivered projects for the Cities of South El Monte, Highland, Calimesa, El Monte, Fontana, Rialto, Upland, Riverside, and Redlands. As a construction manager, Mr. Renner has been responsible for supervising a staff of inspectors, construction coordination and scheduling, utility relocation coordination, public relations, submittal review, coordination with subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

Related Experience

- *Warm Springs, Cole and Cypress Elementary School Safe Routes to School, City of Highland, CA* – Mr. Renner provided construction management services for the City of Highland for the SR2S – Cycle 10 funded project for the pedestrian path of travel enhancements to provide safe walking paths along 6th Street, Elm Street, Cole Avenue, Drummond Avenue, 10th Street and 14th Street. Proposed improvements include sidewalk, curb access ramps, In-Roadway Lighting system, striping and signage improvements. The project includes approximately more than two miles of street and sidewalk improvements together with public outreach and coordination. Services included utility relocation coordination, construction administration, construction management, inspection, right-of-entry coordination with property owners and materials testing.

- *Hillview Neighborhood Street and Storm Drain Improvements Project, City of Highland, CA* – Mr. Renner provided construction management services for the City of Highland for street and storm drain improvements project on Hillview Street and Cunningham Street between 9th Street and Base Line in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, and driveway approaches; construction of catch basins and storm drains; relocation of 25 power poles and miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing and

Branch, American Society of Civil Engineers

American Public Works Association

American Council of Engineering Companies of California

striping. Services included CalRecycle Grant coordination, value engineering, right-of-entry acquisition, utility relocation and coordination, construction management, inspection, and coordination with property owners.

- *Interagency Safe Routes to Schools Project, City of Adelanto, CA*- Mr. Renner performed construction management services for approximately 5,000 linear feet of street, sidewalk and access ramp improvements around Columbia Middle School, Adelanto Elementary School, and Westside Park Elementary School. The project included construction management, inspection, construction staking, and grant management.

- *5th Street Corridor Improvements Project* – The 5th Street Corridor Improvements Project is located on 5th Street from Victoria Avenue to Palm Avenue in the City of Highland. The project includes construction of approximately one mile of pavement rehabilitation, removal and reconstruction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, bus pads and driveway approaches, construction of catch basins and storm drains, installation of a new traffic signal system at the intersection of 5th Street and Central Avenue, relocation of miscellaneous utilities, raising of various utility manholes/valves and installation of traffic signing, striping and loop detectors. Services include value engineering, striping and signal redesign, utility relocation and coordination, construction management, inspection, construction staking and coordination with property owners.

- *Safe Route to Schools – Cycle 10, Phase 2 Pedestrian Improvements Project, City of South El Monte, CA* – Mr. Renner provided Construction Administration services for the Safe Route to Schools project which is located in the City of South El Monte. The City was awarded funding for the pedestrian path of travel enhancements to provide safety walking paths along Strozier Avenue between Lerma Road and Rush Street. Proposed sidewalk, curb access ramps, striping and signage improvements will be constructed for increased pedestrian safety. The project includes approximately 3,500 linear feet of street and sidewalk improvements together with public outreach and coordination. Services included utility coordination, construction administration, construction management, inspection, and coordination with property owners.

- *2nd Street Safe Routes to School, City of Calimesa/Yucaipa, CA* – Mr. Renner is providing Construction Administration services for the City of Calimesa for the SR2S funded pedestrian path of travel enhancements to provide safer walking paths along 2nd Street between Avenue "L" and Avenue "H" and along Avenue "L" between 2nd Street and 3rd Street. The project includes construction of proposed curb, gutter and sidewalk improvements for increased pedestrian safety. The project includes approximately 1 mile of street improvements together with structural bridge widening over existing drainage channel, right-of-entry acquisition, public outreach and coordination, utility relocation and roundabout construction at the intersection of County Line Road and 2nd Street. Mr. Renner is responsible for grant management with the Caltrans Local Assistance, project management, bidding services, permitting, construction administration and utility coordination.



Ms. Kristine Macalma

Project Role
Assistant Construction Engineer

Length with Company
5 years

Education
BS, Civil Engineering, California State Polytechnic University, Pomona

Affiliations
Women in Transportation (WTS) – Inland Empire
American Society of Civil Engineers

Ms. Macalma is an Assistant Construction Engineer at TKE and has 5 years of experience in assisting in engineering drafting, design, and assistant construction management. Her experience includes transportation improvements, street improvements, utility research, grading plans, construction management assistance, grant preparation, preliminary and final design drawings, specifications and engineer's cost estimates, and water and wastewater facilities including pipelines and water storage reservoirs. Ms. Macalma has been an integral part of projects successfully completed for the City of Calimesa, City of Highland, City of Yucaipa, City of Hesperia, City of Adelanto, City of Fontana, City of Upland, and City of Wildomar.

Related Experience

- *Warm Springs, Cole and Cypress Elementary School Safe Routes to School, City of Highland, CA* – Ms. Macalma provided assistant construction management services for the City of Highland for the SR2S – Cycle 10 funded project for the pedestrian path of travel enhancements to provide safe walking paths along 6th Street, Elm Street, Cole Avenue, Drummond Avenue, 10th Street and 14th Street. Proposed improvements include sidewalk, curb access ramps, In-Roadway Lighting system, striping and signage improvements. The project includes approximately more than two miles of street and sidewalk improvements together with public outreach and coordination. Services included utility relocation coordination, construction administration, construction management, inspection, right-of-entry coordination with property owners and materials testing.

- *Hillview Neighborhood Street and Storm Drain Improvements Project, City of Highland, CA* – Ms. Macalma provided assistant construction management services for the City of Highland for street and storm drain improvements project on Hillview Street and Cunningham Street between 9th Street and Base Line in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, and driveway approaches; construction of catch basins and storm drains; relocation of 25 power poles and miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing and striping. Services included CalRecycle Grant coordination, value engineering, right-of-entry acquisition, utility relocation and coordination, construction management, inspection, and coordination with property owners.

- *Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements and Base Line, Central Avenue, and Sterling Avenue ADA and Bus Stop Access Improvements Project, City of Highland, CA* – Ms. Macalma provided

assistant construction management services for the City of Highland for the street, ADA, and bus stop access improvements on Sterling Avenue between 9th Street and Base Line, on Water Street between Church Street and Weaver Street, and at various locations along Base Line, Central Avenue, and Sterling Avenue in the City of Highland. The project included construction of approximately 850 linear feet of pavement rehabilitation; construction of concrete sidewalks, curbs and gutters, ADA ramps, and driveway approaches; and installation of traffic signing and striping. Services included value engineering, right-of-entry acquisition, construction management, inspection, and coordination with property owners.

ATTACHMENT 'A': RESUMES



Mr. Ron Musser, P.L.S.

Project Role
Senior Surveyor

Registration
Professional Land Surveyor, LS 4230 (CA), Exp. 6/30/16

Affiliations
American Council of Engineering Companies of California

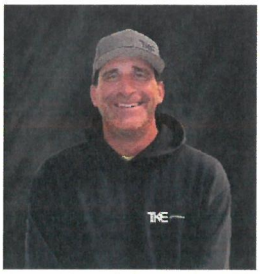
Mr. Musser has over 50 years of experience in performing field and office surveying services for public and private projects including roadway and highway projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects over the past 10 years. He has prepared records of survey, parcel maps and tract maps in San Bernardino County, Riverside County, San Diego County, Orange County and Los Angeles County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys.

Related Experience

- *Foothill Boulevard Median and Traffic Signal Improvements, City of Fontana, CA* – Mr. Musser was the Project Surveyor for this 1,300 linear feet of median, traffic signal modification, and street widening improvements. Mr. Musser provided all topographic design surveying and construction staking for construction of the project between Sierra Avenue and Mango Avenue. Project components included construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signals, striping, and onsite private improvements.
- *San Bernardino Avenue Street Improvements, County of San Bernardino, CA* – Mr. Musser was the Project Surveyor for this 8,800 Linear feet of street median, sidewalk, and storm drain improvements. Mr. Musser provided all topographic design surveying and construction staking for construction of ultimate street widening improvements including median, curb and gutter, sidewalk, landscaping, traffic signal modification, striping, storm drain and sewer crossings and private onsite improvements. In addition, Mr. Musser prepared legals, plats and grant deeds for right-of-way acquisition on eight parcels.
- *Foothill Boulevard Street Improvements, City of Fontana, CA* – Mr. Musser was the Project Surveyor for this 11,800 linear feet of street widening, sewer and storm drain improvements, bike lane extension and median improvements. The project was separated into two phases from East Avenue to Cherry Avenue and from Cherry Avenue to Hemlock Avenue. Mr. Musser provided all topographic design surveying and construction staking for the construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signals, storm drain, sewer, striping, and onsite private improvements. In

addition, Mr. Musser prepared legals, plats and grant deeds for more than twenty right-of-way acquisitions.

- *Arden Drive Street Improvements, City of El Monte, CA* - The Arden Drive Water System, Sewer, and Street Improvements Project is located in the City of El Monte north of the Interstate 10 Freeway on Arden Drive between Valley Boulevard and the BNSF Railroad crossing. Proposed water system, sewer, and street improvements, including traffic signal installation and interconnect conduit were constructed with ARRA funding and schedule requirements. The project provided water line upgrades and construction of additional sewer and street improvements to serve a proposed development for the new public works yard and Department of Motor Vehicles office. Supplemental ground design survey and design services, including preparation of plans, specifications and estimates were provided by TKE for approximately 1,600 linear feet of water, sewer and street improvements, traffic signal and interconnect wiring, and signing and striping improvements.
- *Foothill Vision: Street and Recycled Water Improvements, City of Upland, CA* - The City of Upland developed a corridor master plan for Foothill Boulevard through the City. The master plan appointed vision for Foothill Boulevard dictated the ultimate street section with landscaped median, parkway and right-of-way. The Foothill Vision Project was the first reach of Foothill Boulevard to be improved within the City. The project included 2,800 linear feet of street and recycled water main design along Foothill Boulevard from Redding Way to 2nd Street. The vision project reconstructed Foothill Boulevard to eliminate the existing frontage road and provide a wider street section with large amounts of landscaping to beautify the corridor. Conventional ground design survey, design and construction management services, including preparation of plans, specifications and estimates were provided by TKE for approximately 2,800 linear feet of street improvements, 1,600 linear feet of recycled water improvements, and signing and striping improvements.



Mr. Stephen Biscotti

Project Role

Construction Inspector

Education

BA, Arts and Humanities Colorado State University

Certifications

OSHA 30 Certified

16 Hour QSP Training Seminar

Lean Manufacturing Seminar – Gibbs Wire & Steel Co., Inc.

Forklift Certification 2004 – 2012 (Both operator and instructor) – Gibbs Wire & Steel Co., Inc.

Step 2000 Courses (electricity and electrical control

Mr. Biscotti has over 13 years of inspection experience with the last 6 years providing public works construction inspection services. Mr. Biscotti has provided inspection services to several municipalities throughout Southern California. He has completed project inspection services for the Cities of Fontana, South El Monte, Riverside, Moreno Valley, Hemet, Calimesa, Riverside Transit Agency, East Valley Water District and the County of San Bernardino. Mr. Biscotti has provided coordination with other project professional services including geotechnical and survey. Mr. Biscotti has worked as a Public Works Inspector for inspection of capital improvement and developer installed improvements relating to the construction streets, drainage, utilities, parks and development improvements. Mr. Biscotti has prepared daily inspection reports, developed construction photo logs, assisted with progress and final payment processing, assisted with change order negotiations, verified compliance with contract documents and approved project submittals, verified public safety compliance, and developed remedial work lists.

Related Experience

- *Warm Springs, Cole and Cypress Elementary School Safe Routes to School, City of Highland, CA* – Mr. Biscotti provided construction inspection services for the City of Highland for the SR2S – Cycle 10 funded project for the pedestrian path of travel enhancements to provide safe walking paths along 6th Street, Elm Street, Cole Avenue, Drummond Avenue, 10th Street and 14th Street. Proposed improvements include sidewalk, curb access ramps, In-Roadway Lighting system, striping and signage improvements. The project includes approximately more than two miles of street and sidewalk improvements together with public outreach and coordination. Services included utility relocation coordination, construction inspection, right-of-entry coordination with property owners and materials testing, daily oversight and report preparation, traffic control and SWPPP oversight.
- *Hillview Neighborhood Street and Storm Drain Improvements Project, City of Highland, CA* – Mr. Biscotti provided construction inspection services for the City of Highland for street and storm drain improvements project on Hillview Street and Cunningham Street between 9th Street and Base Line in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, and driveway approaches; construction of catch basins and storm drains; relocation of 25 power poles and miscellaneous utilities; raising of various utility manholes/valves and

devices) Siemens E&A

Conflict and Confrontation Seminar – Farmers Insurance

Forklift Certification 1984 – 1990, Various Wire Mills in MA, CT, and CA

installation of traffic signing and striping. Services included utility relocation coordination, construction inspection, right-of-entry coordination with property owners and materials testing, daily oversight and report preparation, traffic control and SWPPP oversight.

- *5th Street Corridor Improvements Project* – Mr. Biscotti performed construction inspection services for installation of a new traffic signal on 5th Street located in the City of Highland west of the Interstate 210 Freeway. The 5th Street Corridor Improvements Project is located on 5th Street from Victoria Avenue to Palm Avenue in the City of Highland. The project includes construction of approximately one mile of pavement rehabilitation, removal and reconstruction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, bus pads and driveway approaches, construction of catch basins and storm drains, installation of a new traffic signal system at the intersection of 5th Street and Central Avenue, relocation of miscellaneous utilities, raising of various utility manholes/valves and installation of traffic signing, striping and loop detectors. Services include value engineering, striping and signal redesign, utility relocation and coordination, construction management, inspection, construction staking and coordination with property owners.
- *Interagency Safe Routes to Schools Project, City of Adelanto, CA*- Mr. Renner performed construction management services for approximately 5,000 linear feet of street, sidewalk and access ramp improvements around Columbia Middle School, Adelanto Elementary School, and Westside Park Elementary School. The project also included placement of speed feedback signage and rapid rectangular flashing beacons within the school zones.
- *Safe Routes to School, Cycle 10, Phase 2, City of South El Monte, South El Monte, CA* - Mr. Biscotti performed inspection services for approximately 3,000 linear feet of ADA Compliant sidewalk. Inspection included tree, fence, driveway approaches, curb and gutter, and landscape and irrigation removal and replacement, grading, concrete forming, concrete pouring and finishing, street sign installation, street marking, and fence installation. Mr. Biscotti was also responsible for public relations with the home owners for daily construction activities.
- *Chico Avenue Improvements Project, City of South El Monte, South El Monte, CA* - Mr. Biscotti over saw inspection services for cold mill removal and full depth replacement of 6-inch asphalt pavement over existing base material, reconstruction of cross gutters, installation of drainage pipes, adjustment of manholes and valve covers and street striping located on Chico Avenue between Rush Street and the Cul-de Sac for rehabilitation of approximately 2,000 linear feet of road within a commercial area of the City.
- *San Bernardino Avenue Median Hardscape and Drainage, City of Fontana, Fontana, CA* - Mr. Biscotti performed inspection services for 11,000 linear feet of median and parkway hardscape improvements. Inspection included sidewalk installation, grading, cobble installation, design layout, storm drain pipe installation and connection to existing storm drain system, Concrete forms, and DG installation.

- *RTA Moreno Valley Mall Transfer Station Improvements, Riverside Transit Agency, Moreno Valley, CA- Mr. Biscotti performed inspection services for the removal and upgrade installation to RTA's Transfer Station.* Inspection included *demolition of existing asphalt, damaged curb and gutter, sidewalk, and bus stop structures, over saw compaction and non-compliant soil removal,* 8" thick, rebar re-enforced concrete pour, ADA Compliant sidewalk and Parking Lot install, Asphalt replacement, seat wall construction, grading, Parking Lot Marking, and over saw Traffic Control.
- *RTA Tyler Mall Transfer Station Improvements, Riverside Transit Agency, Riverside, CA- Mr. Biscotti performed inspection services for the removal and upgrade installation to RTA's 2nd largest Transfer Station.* Inspection included *demolition of existing asphalt, damaged curb and gutter, sidewalk, and bus stop structures, over saw compaction,* 8" thick, rebar re-enforced concrete pour, ADA Compliant sidewalk, solar panel installation, grading, irrigation install and repair, electrical installation, and over saw Traffic Control.
- *San Bernardino Avenue Median and Traffic Signal Improvements, City of Fontana, CA* - Mr. Biscotti performed construction inspection services for installation of a new traffic signal and approximately 300 linear feet of median improvements on San Bernardino Avenue located in the City of Fontana north of Interstate 10 Freeway and East of the Interstate 15 Freeway near Commerce Drive. This projects proposed median and traffic signal improvements were constructed to provide a centralized turning procedure for the Walmart Distribution facility with nearly 1,000 turning movements per day. The project provides for increased vehicular capacity, corridor beautification, and improved traffic and pedestrian safety.

EXHIBIT "B"

City of Highland

Construction Management and Inspection Services for the Lankershim, Cypress and Thompson Elementary Schools Safe Routes to Schools Project

Consulting Engineering Fee

Federal Project Nos. SRTSL-5449(026 and 027)/City Project Nos. STR11005 and STR11006

Task No.	Task	Principal In Charge Hours	Principal In Charge $	Construction Manager Hours	Construction Manager $	Assistant Construction Engineer Hours	Assistant Construction Engineer $	Clerical Hours	Clerical $	Inspector Hours	Inspector $	Survey Crew Hours	Survey Crew $	Subconsultants [2.] $	Total $
Scope of Services															
	General Services		$ -	4	$ 942	8	$ 746	16	$ 1,216		$ -		$ -	$ -	$ 2,904
	Construction Management Services														
	Task No. 1 - Preconstruction Services														
	Task No. 1a - Quality Assurance/Quality Control		$ -	4	$ 942	8	$ 746	1	$ 76	4	$ 498		$ -	$ -	$ 2,262
	Task No. 1b - Preconstruction Meeting		$ -	4	$ 942	8	$ 746	1	$ 76	2	$ 249		$ -	$ -	$ 2,013
	Task No. 1c - Records Management Review		$ -	4	$ 942	4	$ 373	4	$ 304	2	$ 249		$ -	$ -	$ 1,868
	Task No. 2 - Construction Management Services During Construction														
	Task No. 2a - Records Management		$ -	2	$ 471	4	$ 373	24	$ 1,825	24	$ 2,991		$ -	$ -	$ 5,659
	Task No. 2b - Material Submittal Review		$ -	8	$ 1,884	24	$ 2,237	8	$ 608		$ -		$ -	$ -	$ 4,729
	Task No. 2c - Construction Meetings		$ -	24	$ 5,651	24	$ 2,237	8	$ 608	14	$ 1,745		$ -	$ -	$ 10,241
	Task No. 2d - Construction Management	4	$ 1,226	140	$ 32,964	280	$ 26,096	16	$ 1,216		$ -		$ -	$ -	$ 61,503
	Task No. 2e - Pay Requests		$ -	8	$ 1,884	12	$ 1,118	4	$ 304	8	$ 997		$ -	$ -	$ 4,303
	Task No. 2f - Agency Coordination		$ -	4	$ 942	16	$ 1,491	8	$ 608		$ -		$ -	$ -	$ 3,041
	Task No. 2g - Billing and Project Reports		$ -	4	$ 942	12	$ 1,118	12	$ 912		$ -		$ -	$ -	$ 2,973
	Task No. 3 - Post Construction Management Services														
	Task No. 3a - Project Close-Out		$ -	4	$ 942	24	$ 2,237	8	$ 608	12	$ 1,495		$ -	$ -	$ 5,282
	Task No. 3b - Record Drawings		$ -	2	$ 471	2	$ 186	2	$ 152	4	$ 498		$ -	$ -	$ 1,308
	Task No. 3c - Billing Close-Out		$ -	4	$ 942	8	$ 746	4	$ 304	2	$ 249		$ -	$ -	$ 2,241
	Inspection Services		$ -		$ -		$ -		$ -	480	$ 59,818		$ -	$ -	$ 59,818
	Construction Surveying Services		$ -		$ -		$ -	8	$ 608	8	$ 997	80	$ 19,218	$ -	$ 20,823
	Geotechnical Services and Materials Testing		$ -	4	$ 942	4	$ 373	4	$ 304	8	$ 997		$ -	$ 66,600	$ 69,216
	Subtotal:	4	$ 1,226	212	$ 49,918	422	$ 39,330	111	$ 8,439	564	$ 70,286	80	$ 19,218	$ 66,600	$ 260,183
														Reimbursables (@1%)[1.]:	$ 2,602
														Construction Management Total:	$ 262,785

Rates:

Principal In Charge	$ 307 /HR
Construction Manager	$ 235 /HR
Assistant Construction Engineer	$ 93 /HR
Clerical	$ 76 /HR
Inspector	$ 125 /HR
Survey Crew	$ 240 /HR

Notes:

1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.

2.) Subconsultant Costs for Materials Testing

3.) Assumes Construction Period of 70 Working Days

TKE Engineering, Inc.

Exhibit 10-H2 Cost Proposal

State of California - Department of Transportation
Cost Proposal
Lankershim, Cypress and Thompson Elementary Schools
Project No. SRTSL-5449 (026 and 027)

Prime: X TKE Engineering, Inc.
City of Highland
Date: Revised September 18, 2019

	Fringe Benefit %		Overhead %		General Administration %	Combined ICR %
Combined Rate	28.22%	+	94.75%	+	0.00%	122.97%
			Fee %			
			10.00%			

Name/Classification	Loaded Hourly Billing Rates		Effective Date of Hourly Rate		% Escalation Increase	Actual Hourly Rate and/or Average	Hourly Range for Classification Only
	Straight	Overtime	From	To			
Michael Thornton	$ 306.58	N/A	7/1/2020	6/30/2021		$ 125.00	N/A
Principal in Charge	$ 311.18	N/A	7/1/2021	6/30/2022	1.50%	$ 126.88	
	$ 320.52	N/A	7/1/2022	6/30/2023	3.00%	$ 130.68	
	$ 330.13	N/A	7/1/2023	6/30/2024	3.00%	$ 134.60	
Exempt	$ 340.04	N/A	7/1/2024	6/30/2025	3.00%	$ 138.64	
Terry Renner*	$ 235.46	N/A	7/1/2020	6/30/2021		$ 96.00	N/A
Construction Manager	$ 238.99	N/A	7/1/2021	6/30/2022	1.50%	$ 97.44	
	$ 246.16	N/A	7/1/2022	6/30/2023	3.00%	$ 100.36	
	$ 253.54	N/A	7/1/2023	6/30/2024	3.00%	$ 103.37	
Exempt	$ 261.15	N/A	7/1/2024	6/30/2025	3.00%	$ 106.48	
*	$ 161.88	N/A	7/1/2020	6/30/2021		$ 66.00	N/A
Construction Engineer	$ 164.30	N/A	7/1/2021	6/30/2022	1.50%	$ 66.99	
	$ 169.23	N/A	7/1/2022	6/30/2023	3.00%	$ 69.00	
	$ 174.31	N/A	7/1/2023	6/30/2024	3.00%	$ 71.07	
Exempt	$ 179.54	N/A	7/1/2024	6/30/2025	3.00%	$ 73.20	
Ron Musser	$ 147.16	N/A	7/1/2020	6/30/2021		$ 60.00	N/A
Senior Surveyor	$ 149.37	N/A	7/1/2021	6/30/2022	1.50%	$ 60.90	
	$ 153.85	N/A	7/1/2022	6/30/2023	3.00%	$ 62.73	
	$ 158.46	N/A	7/1/2023	6/30/2024	3.00%	$ 64.61	
Exempt	$ 163.22	N/A	7/1/2024	6/30/2025	3.00%	$ 66.55	
Senior Surveyor	$ -	N/A	7/1/2020	6/30/2021		$ -	$40-$65
	$ -	N/A	7/1/2021	6/30/2022	1.50%	$ -	$40.60-$65.98
	$ -	N/A	7/1/2022	6/30/2023	3.00%	$ -	$41.82-$67.95
	$ -	N/A	7/1/2023	6/30/2024	3.00%	$ -	$43.07-$69.99
Exempt	$ -	N/A	7/1/2024	6/30/2025	3.00%	$ -	$44.36-$72.09
Marvin Lara	$ 93.20	$ 139.80	7/1/2020	6/30/2021		$ 38.00	N/A
Associate Engineer	$ 94.60	$ 141.90	7/1/2021	6/30/2022	1.50%	$ 38.57	
	$ 97.44	$ 146.16	7/1/2022	6/30/2023	3.00%	$ 39.73	
	$ 100.36	$ 150.54	7/1/2023	6/30/2024	3.00%	$ 40.92	
	$ 103.37	$ 155.06	7/1/2024	6/30/2025	3.00%	$ 42.15	
Brett Enscoe "**"	$ 61.32	$ 91.98	7/1/2020	6/30/2021		$ 25.00	N/A
Surveyor	$ 62.24	$ 93.35	7/1/2021	6/30/2022	1.50%	$ 25.38	
	$ 64.10	$ 96.16	7/1/2022	6/30/2023	3.00%	$ 26.14	
	$ 66.03	$ 99.04	7/1/2023	6/30/2024	3.00%	$ 26.92	
	$ 68.01	$ 102.01	7/1/2024	6/30/2025	3.00%	$ 27.73	
Mycal Batla "**"	$ 61.32	$ 91.98	7/1/2020	6/30/2021		$ 25.00	N/A
Surveyor	$ 62.24	$ 93.35	7/1/2021	6/30/2022	1.50%	$ 25.38	
	$ 64.10	$ 96.16	7/1/2022	6/30/2023	3.00%	$ 26.14	
	$ 66.03	$ 99.04	7/1/2023	6/30/2024	3.00%	$ 26.92	
	$ 68.01	$ 102.01	7/1/2024	6/30/2025	3.00%	$ 27.73	

Exhibit 10-H2 Cost Proposal

Stephen Biscotti "**"	$ 61.32	$ 91.98	7/1/2020	6/30/2021		$ 25.00	N/A
Inspector	$ 62.24	$ 93.35	7/1/2021	6/30/2022	1.50%	$ 25.38	
	$ 64.10	$ 96.16	7/1/2022	6/30/2023	3.00%	$ 26.14	
	$ 66.03	$ 99.04	7/1/2023	6/30/2024	3.00%	$ 26.92	
	$ 68.01	$ 102.01	7/1/2024	6/30/2025	3.00%	$ 27.73	
Diana Rodriguez	$ 76.03	$ 114.05	7/1/2020	6/30/2021		$ 31.00	N/A
Adminstrative Assistant	$ 77.17	$ 115.76	7/1/2021	6/30/2022	1.50%	$ 31.47	
	$ 79.49	$ 119.23	7/1/2022	6/30/2023	3.00%	$ 32.41	
	$ 81.87	$ 122.81	7/1/2023	6/30/2024	3.00%	$ 33.38	
	$ 84.33	$ 126.49	7/1/2024	6/30/2025	3.00%	$ 34.38	
Michelle Sells	$ 88.30	$ 132.44	7/1/2020	6/30/2021		$ 36.00	N/A
Adminstrative Assistant	$ 89.62	$ 134.43	7/1/2021	6/30/2022	1.50%	$ 36.54	
	$ 92.31	$ 138.46	7/1/2022	6/30/2023	3.00%	$ 37.64	
	$ 95.08	$ 142.62	7/1/2023	6/30/2024	3.00%	$ 38.77	
	$ 97.93	$ 146.90	7/1/2024	6/30/2025	3.00%	$ 39.93	

EXHIBIT 10-H3 COST PROPOSAL Page 1 of 2

COST PER UNIT OF WORK CONTRACTS

(GEOTECHNICAL AND MATERIAL TESTING)

Note: Mark-ups are Not Allowed ☐ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Consultant _____

Project No. _____ Contract No. _____ Date _____

Unit/Item of Work:
(Example: Log of Test Boring for Soils Report, or ADL Testing for Hazardous Waste Material Study)
Include as many Items as necessary.

DIRECT LABOR	Hours	Billing Hourly Rate ($)	Total ($)
Professional (Classification)*			
Sub-professional/Technical**	370		
EQUIPMENT 1 (with Operator)			
EQUIPMENT 2 (with Operator)			

Consultant's Other Direct Costs (ODC) – Itemize:

Description of Item	Quantity	Unit	Unit Cost	Total
ODC Example: Travel/Mileage Costs			$	$
ODC Example: Mobilization/De-mobilization			$	$
ODC Example: Supplies/Consumables			$	$
ODC Example: Report			$	$
ODC (List more ODCs as applicable)			$	$
Subconsultant 1:				$
Subconsultant 2:				$
Subconsultant 3:				$
Subconsultant 4:				$
Subconsultant 5:				$

Note: Attach additional pages if necessary.

TOTAL COST PER UNIT OF WORK $_____

NOTES:

1. Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals. The cost proposal format shall not be amended.
2. Hourly billing rates should include prevailing wage rates and be consistent with publicly advertised rates charged to all clients (Commercial, Private or Public).
3. Mobilization/De-mobilization is based on site location and number and frequency of tests/items.
4. ODC items shall be based on actual costs and supported by historical data and other documentation.
5. ODC items that would be considered "tools of the trade" are not reimbursable.
6. Billing Hourly Rates must be actual, allowable, and reasonable.

EXHIBIT 10-H3 COST PROPOSAL Page 2 of 2

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

13. Generally Accepted Accounting Principles (GAAP)
14. Terms and conditions of the contract
15. Title 23 United States Code Section 112 - Letting of Contracts
16. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
17. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
18. 48 Code of Federal Regulation Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name: C. Fernando Aragon Title*: President

Signature : C. Fernando Aragon Date of Certification (mm/dd/yyyy): 12/30/20

Email: fernando@aragongeo.com Phone Number: 951-776-0345

Address: 16801 Van Buren Blvd. Building B, Riverside, CA 92504

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Professional engineering and materials testing in support of this project.

NOTES:
1. Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**).All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended.
3. Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

EXHIBIT 10-H2 COST PROPOSAL Page 2 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant TKE Engineering, Inc. ☑ Prime Consultant ☐ Subconsultant

Project No. STR11005 and STR 11006 Contract No. _____ Date 09/16/2020

SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary)				
Description of Item	**Quantity**	**Unit**	**Unit Cost**	**Total**
Mileage Costs			$	$
Equipment Rental and Supplies			$	$
Permit Fees			$	$
Plan Sheets			$	$
Test			$	$
Vehicle			$	$
Subconsultant 1:				$
Subconsultant 2:				$
Subconsultant 3:				$
Subconsultant 4:				$
Subconsultant 5:				$

Note: Add additional pages if necessary.

NOTES:
1. List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
2. Proposed ODC items should be consistently billed regardless of client and contract type.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.

EXHIBIT 10-I NOTICE TO PROPOSERS DBE INFORMATION

(Federally funded projects only)

The Agency has established a DBE goal for this Contract of 14.00%

1. TERMS AS USED IN THIS DOCUMENT

- The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term "Agreement" also means "Contract."
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (See 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

If there is a DBE goal on the contract, Exhibit 10-O1 *Consultant Proposal DBE Commitment* must be included in the Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards meeting the contract goal; therefore, all DBE participation shall be collected and reported.

Exhibit 10-O2 *Consultant Contract DBE Information* must be included in best qualified consultant's executed consultant contract. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the proposer's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).

B. A certified DBE may participate as a prime consultant, subconsultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.

C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:

1. The proposer is a DBE and will meet the goal by performing work with its own forces.
2. The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.
3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.

EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: City of Highland 2. Contract DBE Goal: 14%

3. Project Description: Construction Management and Inspection

4. Project Location: Cypress, Thompson, and Lankershim Elementary Schools

5. Consultant's Name: TKE Engineering, Inc. 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Materials Testing and Compaction	45365	Aragon Geotechnical (951) 776-0345	25.9%

Local Agency to Complete this Section

17. Local Agency Contract Number:

18. Federal-Aid Project Number:

19. Proposed Contract Execution Date:

20. Consultant's Ranking after Evaluation:

Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.

11. TOTAL CLAIMED DBE PARTICIPATION 25.9 %

IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.

12. Preparer's Signature	13. Date: 09/16/2020
14. Preparer's Name: Terry Renner	15. Phone: 951.680.0440
16. Preparer's Title: Senior Vice President	

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: City of Highland
2. Contract DBE Goal: 14%
3. Project Description: Construction Management and Inspection
4. Project Location: Cypress, Thompson, and Lankershim Elementary Schools
5. Consultant's Name: TKE Engineering, Inc.
6. Prime Certified DBE: ☐
7. Total Contract Award Amount:
8. Total Dollar Amount for **ALL** Subconsultants: $66,600
9. Total Number of **ALL** Subconsultants: TKE Engineering, Inc.

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Materials Testing and Compaction		Aragon Geotechnical 951.776-0345	66,600

Local Agency to Complete this Section

20. Local Agency Contract Number:
21. Federal-Aid Project Number:
22. Contract Execution Date:

14. TOTAL CLAIMED DBE PARTICIPATION

$66,600

25.9%

Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.

23. Local Agency Representative's Signature
24. Date
25. Local Agency Representative's Name
26. Phone
27. Local Agency Representative's Title

IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.

15. Preparer's Signature
16. Date: 12/30/2020
17. Preparer's Name: Terry Renner
18. Phone: 951.680.0440
19. Preparer's Title: Senior Vice President

DISTRIBUTION: 1. Original – Local Agency
2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

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EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action:

☐ a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:

☐ a. bid/offer/application
b. initial award
c. post-award

3. Report Type:

☐ a. initial
b. material change

For Material Change Only:
year ____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity

☐ Prime ☐ Subawardee
Tier _____, if known

Congressional District, if known

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable _____

8. Federal Action Number, if known:

9. Award Amount, if known:

10. Name and Address of Lobby Entity
(If individual, last name, first name, MI)

11. Individuals Performing Services
(including address if different from No. 10)
(last name, first name, MI)

N/A

(attach Continuation Sheet(s) if necessary)

12. Amount of Payment (check all that apply)

$ Construction ☐ actual ☐ planned

13. Form of Payment (check all that apply):

☐ a. cash
☐ b. in-kind; specify: nature _____
Value _____

14. Type of Payment (check all that apply)

☐ a. retainer
☐ b. one-time fee
☐ c. commission
☐ d. contingent fee
☐ e deferred
☐ f. other, specify _____

15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12:

(attach Continuation Sheet(s) if necessary)

16. Continuation Sheet(s) attached: **Yes** ☐ **No** ☐

17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____

Print Name: Terry Renner

Title: Senior Vice President

Telephone No.: 951.680.0440 Date: 09/09/2020

Authorized for Local Reproduction

Standard Form - LLL

Federal Use Only:

Standard Form LLL Rev. 04-28-06

Distribution: Orig- Local Agency Project Files

EXHIBIT 17-F FINAL REPORT-UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE) AND FIRST-TIER SUBCONTRACTORS

1. Local Agency Contract Number	2. Federal-Aid Project Number	3. Local Agency	4. Contract Completion Date
	SRTSL-5449(026 and 027)	City of Highland	

5. Contractor/Consultant	6. Business Address	7. Final Contract Amount
TKE Engineering, Inc.	2305 Chicago Avenue Riverside CA 92507	

8. Contract Item Number	9. Description of Work, Service, or Materials Supplied	10. Company Name and Business Address	11. DBE Certification Number	12. Contract Payments		13. Date Work Completed	14. Date of Final Payment
				Non-DBE	DBE		
	Materials Testing and Compaction	Aragon Geotechnical 16801 Van Buren Boulevard STE A, Riverside, CA 92504			DBE		
15. ORIGINAL DBE COMMITMENT AMOUNT $ Construction			16. TOTAL				

List all first-tier subcontractors/subconsultants and DBEs regardless of tier whether or not the firms were originally listed for goal credit. If actual DBE utilization (or item of work) was different than that approved at the time of award, provide comments on an additional page. List actual amount paid to each entity. If no subcontractors/subconsultants were used on the contract, indicate on the form.

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT			
17. Contractor/Consultant Representative's Signature	18. Contractor/Consultant Representative's Name	19. Phone	20. Date
Terry Renner	Terry Renner, Senior Vice President	951.680.0440	09/16/2020
I CERTIFY THAT THE CONTRACTING RECORDS AND ON-SITE PERFORMANCE OF THE DBE(S) HAS BEEN MONITORED			
21. Local Agency Representative's Signature	22. Local Agency Representative's Name	23. Phone	24. Date

DISTRIBUTION: Original – Local Agency, Copy – Caltrans District Local Assistance Engineer. Include with Final Report of Expenditures

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, Local Assistance Procedures Manual TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: City Manager Report and Comments
(Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. 13
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes
City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 12, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____ Motion _____ Second _____ Agenda Item No. 14

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

_____
City Clerk

_____
City Manager