CITY OF HIGHLAND

FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

Special Meeting
May 20, 2025 at 2:00 PM
City Hall Upright Conference Room
27215 Base Line, Highland CA 92346

SUBCOMMITTEE MEMBERS
Larry McCallon, Member
District 5

John P. Timmer, Member
District 4

STAFF
Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Lissette Nock, Deputy City Clerk
Michelle Gomez, Assistant Director of Administrative Services
Octavio Duran Jr., Public Works Director/City Engineer

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.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, prior to the meeting for any requests for reasonable accommodations, including interpreters.

Any disclosable public records related to an open session item provided to the majority of the Subcommittee after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at www.cityofhighland.org.

FINANCE/PERSONNEL SUBCOMMITTEE
May 20, 2025 - 2:00 p.m.

CALL TO ORDER

PUBLIC COMMENT

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments by 1:00 p.m. on May 20, 2025, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the May 20, 2025 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

BUSINESS ITEMS

1. Minutes - April 21, 2025 Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

2. Investment Policy for Fiscal Year 2025/2026
   RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council regarding the Annual Statement of Investment Policy for Fiscal Year 2025/2026.

3. Appropriations Limit 2025/2026
   RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council regarding the Appropriations Limit for Fiscal Year 2025/2026.

4. Confirming City Treasurer Authority, Pursuant to Government Code Section 53607
   RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council regarding confirming the authority of the City Treasurer, pursuant to Government Code Section 53607.

5. Community Facilities District No. 90-1 Annual Special Tax for Fiscal Year 2025/2026
   RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council regarding the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026.

6. Community Facilities District No. 2001-1 Annual Special Tax for Fiscal Year 2025/2026
   RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council regarding the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2025/2026.

7. Community Facilities District No. 2007-1 Annual Special Tax for Fiscal Year 2025/2026
RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council regarding the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2025/2026.

8. Contract with the California Department of Forestry and Fire Protection (Cal-Fire) for the Period of July 1, 2025-June 30, 2030
RECOMMENDATION: That the Subcommittee
1) Approve the proposed Cal-Fire contract for the period of July 1, 2025-June 30, 2030 and authorize the Mayor to sign the contract; and
2) Adopt the attached Resolution approving the proposed contract.

9. Ordinance No.___, Establishing a Fee and Service Charge Revenue/Cost Comparison System and Resolution 2025-___, Establishing a Schedule of Fees and Charges for City Services
RECOMMENDATION: That the Subcommittee review and recommend City Council introduce Ordinance No.___, establishing a fee and service charge revenue/cost comparison system.

ADJOURN

I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 19th day of May, 2025, by 1:30 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: May 19, 2025

Lissette Nock
Deputy City Clerk

Business Item No.
1

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Lissette Nock, Deputy City Clerk

SUBJECT: Minutes - April 21, 2025 Meeting

RECOMMENDATION: Approve the minutes as submitted.

CALL TO ORDER

The Finance/Personnel Subcommittee special meeting was called to order at 10:00 a.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

None

BUSINESS ITEMS

1. Minutes - April 8, 2025 Meeting
   Approved Minutes as submitted.

2. Minutes - April 10, 2025 Meeting
   Approved Minutes as submitted.

3. Capital Improvement Program (CIP) for FY 2024/2025 - 2028/2029
   The Subcommittee reviewed and recommended the 5 Year Capital Improvement Program (CIP) for Fiscal Years 2024/2025 - 2028/2029 be brought forward to City Council for approval.

4. Sheriff's Department Schedule A Amendment for FY 2024/2025
   The Subcommittee reviewed and approved the item be brought forward to City Council regarding amending Schedule A contract (FY 2024/2025) for Law Enforcement Services with the San Bernardino County Sheriff's Department, which includes replacing Pickup Truck (Unit #05017) with a 4x4 Chevrolet Silverado (Unit #06261).

5. Sheriff's Department Schedule A Amendment for FY 2025/2026 and Amendment No. 4 to the Reimbursement Agreement Between the City of Highland and East Valley Water District (EVWD) for Law Enforcement Services for FY 2025/2026
   The Subcommittee:

   1) Reviewed and approved item be brought forward to City Council regarding execution of the amended Schedule A contract (FY 2025/2026) for Law Enforcement Services with the San Bernadino County Sheriff's Department which includes the addition of one Office Specialist position; and
   2) Reviewed and approved Amendment No.4 to the Reimbursement Agreement between the City of Highland and East Valley Water District (EVWD) for Law Enforcement Services (FY 2025/2026).

CLOSED SESSION

At 10:47 a.m. Member McCallon read the Subcommittee into closed session regarding the following:

CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6
Agency Negotiator: Carlos Zamano City Manager
Employee Organization: All unrepresented employees

ADJOURN

There being no further business, Member McCallon adjourned the meeting at 11:16 a.m.

Submitted by:

Lissette Nock, Deputy City Clerk

Approved by:

Subcommittee Member

Business Item No.

2

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Carlos Zamano, City Manager CZ

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer LNC

SUBJECT: The Annual Statement of Investment Policy for Fiscal Year 2025-2026.

RECOMMENDATION: That the Finance/Personnel Subcommittee review and approve the item to be brought forward to the City Council regarding the Annual Statement of Investment Policy for Fiscal Year 2025-2026.

FISCAL IMPACT: None.

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

BACKGROUND: This item is presented to the Subcommittee annually. There are no proposed changes to the investment policy for the Fiscal Year 2025-2026.

State law no longer requires cities to present their investment policies to their governing board for approval. However, the Finance/Personnel Subcommittee recommends that staff continue to present the investment policy to the City Council annually.

Attachments:
1. Proposed Resolution No. 2025-_____
2. Exhibit A Statement of Investment Policy 2025-2026

Attachment 1
Proposed Resolution No. 2025-____

RESOLUTION NO. 2025 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2025/2026

WHEREAS, the City of Highland City Treasurer is no longer required by Government Code Section 53646(a)(2) to annually render to the City Council a Statement of Investment Policy; and,

WHEREAS, the City desires to continue to annually render to the City Council a Statement of Investment Policy, although it is no longer required by the Government Code; and,

WHEREAS, the City has submitted the Statement of Investment Policy annually to comply with prudent money management; and,

WHEREAS, the City Treasurer shall also render a quarterly report to the City Council showing the type of investment, institution, date of maturity, amount of deposit, current market value for all securities and the source, rate of interest, investments and moneys held by the City, description of funds under the management of contracted parties, statement that the report is in compliance or not with the investment policy, and that there are sufficient funds to meet the next six months' obligations or not,

WHEREAS, the City Council can and does require the Treasurer's Report be submitted on a monthly basis, rather than a quarterly basis,

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Highland, California, adopts the Statement of Investment Policy attached herewith for the fiscal year 2025/2026.

APPROVED AND ADOPTED this 10th day of June 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Muñoz, City Clerk

Exhibit A
Statement of Investment Policy 2025-2026

CITY OF HIGHLAND
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2025-2026

I Introduction:

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. Related activities, which comprise good cash management, include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations and a short-term borrowing program, which coordinates working capital requirements and investment opportunity. In concert with these requirements are the many facets of an appropriate and secure short-term investment program.

II Scope:

It is intended that this policy cover all funds and investment activities under the direct authority of the City. The criteria outlined in this policy focus mainly on the City's pooled funds but will also apply to those funds under the control of the City Treasurer, unless specifically identified by statue or ordinance. This policy is applicable, but not limited to the funds of the city which consist of the General Fund, Special Revenue Funds, Capital Projects Funds, Internal Service Funds, Trust and Agency Funds, Former Redevelopment Funds, and any new fund(s) created by the City Council, based on their respective participation and in accordance with generally accepted accounting principles (GAAP). The current policy of the City prefers a passive investment strategy whereby investments are bought and held to maturity in order to match cash flow needs.

III Objectives:

A. Safety: It is the primary objective and responsibility of the City Treasurer to protect, preserve and maintain cash and investments placed in his/her trust on behalf of the citizens of the community, so as to protect the potential loss of principal, interest or a combination of these. Each investment transaction will seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. The City will seek to preserve principal by mitigating the two types of risk, credit risk and market risk.

1. Credit risk, defined as the risk of loss due to failure of the issuer of a security, will be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any single issuer would not unduly harm the City's cash flow.

2. Market risk, defined as market value fluctuations due to overall changes in the general level of interest rates, will be mitigated by limiting the average maturity of the City's investment portfolio to two years, the maximum maturity of any single security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of securities for the sole purpose of short

term speculation. It is recognized however, that in a diversified investment portfolio, occasional measured losses are inevitable and must be considered within the context of the overall investment return and current economic circumstances.

B. Liquidity: An adequate percentage of the portfolio should be maintained in liquid short-term securities, which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk.

C. Yield: Yield, also known as return on investment, should become a consideration only after the basic requirements of safety and liquidity have been met. Yield is the potential dollar earnings an investment can provide.

IV Standards of Care:

A. Prudence: The City adheres to the guidance provided by the "prudent investor standard in Government Code Section 53600.3, which obligates a fiduciary to insure that:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee will act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

B. Public Trust: All participants in the investment process will act as custodians of the public trust. Investment officials will recognize that the investment portfolio is subject to public review and evaluation. The overall program will be designed and managed with a degree of professionalism that is worthy of the public trust. In a well-diversified investment portfolio, it must be recognized that occasional measured losses are inevitable, due to economic, bond market, or individual security credit analysis, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

C. Ethics and Conflicts of Interest: Officers and employees involved in the investment process will refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. Employees and investment officials will disclose any material financial interest that could be related to the performance of the City's investment portfolio.

During no such time that the City deposits moneys with a state or federal credit union will a member of the City Council or employee of the administrative office, manager's office, or treasurer's office of the City serve on the board of directors or

any committee appointed by the board of directors, or the credit committee or supervisory committee, of the state or federal credit union, pursuant to Section 53648 of the Government Code.

D. Delegation of Authority: Government Code Section 36501 states that there must be an office of City Treasurer of the local government. In the incorporation papers of the City, the office of City Treasurer was made appointive versus elective, as per Government Code Section 36511, per Resolution No. 87-414 of the Board of Supervisors of the County of San Bernardino, State of California, on November 23, 1987.

Government Code Section 53607 authorizes the City Council to delegate the duties of investing or reinvesting funds of a city to the City Treasurer. The City Council by Resolution No. 2025-???, which repeals Resolution No. 2024-018, has appointed the City Treasurer, and has delegated their authority of investment decisions to the City Treasurer as the investor or reinvestor of the City's funds. Resolution No. 2025-??? delegates these duties for a one-year period effective July 1, 2025.

Daily management responsibility of the investment program has been delegated to the City Treasurer/Director of Administrative Services, who will establish procedures for the operation consistent with this investment policy. In the absence of the City Treasurer/Director of Administrative Services, the Assistant Director of Administrative Services is authorized to initiate investment transactions with approval by the City Manager.

V Safekeeping and Custody:

A. Banks and Securities Dealers: In selecting financial institutions for the deposit or investment of the City's funds, the City Treasurer will consider the creditworthiness of institutions. The City Treasurer will continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested. These institutions will be qualified to purchase investments as set forth in Government Code Section 53601.5. The current City policy for day-to-day deposit of funds and general banking transactions requires a financial institution to be within the limits of the City.

B. Brokers/Dealers: Securities purchased from a broker/dealer should be held in a third party custodian/safekeeping account. Said securities should be held in a manner that establishes the City's right of ownership.

All brokers/dealers will be provided with a questionnaire prior to investment of any funds. A statement of compliance with the Investment Policy will also be required. These questionnaires will be reviewed by the Finance Subcommittee.

All securities owned by the City should be held by a third party except the collateral for time deposits in banks and savings and loans and collateral for repurchase

agreements. Collateral for time deposits in savings and loans are held by the Federal Home Loan Bank or an approved Agent of Depository. The collateral for time deposits in banks and for repurchase agreements should be held in the City's name in the bank's Trust Department, or alternatively, in the Federal Reserve Bank.

C. Internal Controls: A System of internal control will be established. The controls will be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City. Controls deemed most important include: separation of duties, separating transactions authority from accounting and record keeping, custodial safekeeping, clear delegation of authority, specific limitations regarding securities losses and remedial action, minimizing the number of authorized Investment Officials and code of ethics standards. All investment transactions will be confirmed in writing back to the City to be assured proper communication of the transaction has occurred.

D. Risk Tolerance: The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. Investment Managers are expected to display prudence in the selection of securities, as a way to minimize default risk. No individual investment transaction will be undertaken, which jeopardizes the total capital position of the overall portfolio. The Treasurer will periodically establish guidelines and strategies to control risks of default, market price changes and illiquidity.

In addition to these general policy considerations, the following specific policies will be strictly observed.

1 All transactions will be executed on a delivery versus payment (DVP) basis and follow Government Code Section 53601.

2. A competitive bid process, when practical, will be used to place all investment purchases.

VI Investment Instruments: Security purchases and holdings should be maintained within statutory limits imposed by the Government Code Section 53601 and 53601.1. Current permitted investments and deposits and their limits are as follows:

PERMITTED INVESTMENTS/ DEPOSITS	MAXIMUM PERCENTAGES	MAXIMUM MATURITY
Securities of the U.S. Govt.	Unlimited	5 years*
Securities of the State of California	Unlimited	5 years*
Bonds issued by the City	Unlimited	5 years*
Bonds, notes, other indebtedness of any local agency in California	Unlimited	5 years*
Certificate of Deposits	Unlimited	5 years*
Negotiable Certificates of Deposit	30%	5 years*
Bankers Acceptances (1)	40%	180 days
Commercial Paper (1)	25%	270 days
LAIF	***	n/a
CAMP	-	n/a
Passbook Deposits	-	n/a
Reverse Repurchase Agreements (1)	20%	92 days
Repurchase Agreements (1)	-	1 year**
Mutual Funds/Money Market Funds (1)	20%	n/a
Medium Term Notes (1)	30%	5 years*
Mortgage Securities/Asset Backed (1)	20%	5 years*

* Maximum term unless expressly authorized by Governing Body to extend (see paragraph below) and must be approved no less than three months prior to the purchase of the investment. Will be rated A or its equivalent or better.

** Governing Body approval is required. Further, it is suggested that the final maturity of the underlying investment security be less than or equal to the maturity of the reverse repurchase agreement.

*** Maximum as allowed by Limit set by LAIF Governing Board, not Government Code.

****Amounts to invest and which funds to invest to be determined by the Finance Subcommittee.

+ Adopted by the CSMFO Cash Management Committee on February 26, 1992.

(1) Further restrictions apply in Government Code Section 53601.

A. In the case of bond reserve investments, an exception to the five-year limitation may be extended, provided that the segregated investment portfolio of the bond reserve fund with the maturity schedule is prudent given current economic analysis. In addition, certain investments currently not authorized by this investment policy may be superseded by Council authorization in executing bond documents, provided that due diligence is exercised in acquiring background for the investment and/or bank and rated by two Rating Agencies. Liquidity of certain bond funds may need to use money market funds of the trustee bank in order to facilitate timeliness of withdrawal

and/or interim holding periods for bond payments. All instruments will be in accordance with bond documents executed by the City Council and the Government Code.

B. Of the permitted investments/deposits as outlined in Section VI, the City Council has chosen to permit all the foregoing for FY 2025-2026 except Bankers Acceptances, Passbook deposits, Mortgage securities/Asset backed and medium-term notes.

C. Prohibited investments consist of inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages or any security that could result in zero interest accrual if held to maturity. Per Government Code Section 53601.6, the City will not invest in any of these instruments.

D. Market-Average Rate of Return: The investment portfolio will be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and Local laws, ordinances or resolutions that restrict investments.

E. Diversification: The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

F. Collateralization of Public Funds: The City Treasurer will enter into any contract with a depository relating to any deposit. Per Government Code Section 53648, a city may deposit public moneys into banks which are Federal Reserve System members or whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC), or any State or Federal Credit Union whose accounts are insured by the National Credit Union Share Insurance Fund or guaranteed pursuant to Section 14858 of the Financial Code.

For those deposits placed with depositories that are FDIC insured or guaranteed, the maximum amount is $250,000 under the initial insurance. Other forms of insurance or instruments with securities ratings will be required for any amount up to the maximum amount on deposit at any single time in the depository.

VII Reporting:

A. Quarterly: The City Treasurer will submit a quarterly investment report to the City Council and City Manager within 30 days following the end of the quarter. This report will include all required elements of the quarterly report as prescribed by Government Code Section 53646(b). The City Council may elect to require this report monthly instead of quarterly per Government Code Section 53646(d).

Required elements of the quarterly report:

1) Type of investment.
2) Name of Issuer.
3) Date of maturity.
4) Amount of deposit or cost of the security.
5) Current market value of securities as of the date of the report.
6) Source of market valuation.

7) Investments and moneys held by the City.
8) Description of funds, investments, or programs under the management of contracted parties, including lending programs per Government Code Section 53646(b)(1).
9) Rate of interest.
10) Statement that the report complies or does not in comply with the Statement of Investment Policy.
11) Statement that there are sufficient funds to meet the next six months' obligations or provide an explanation as to why not able to meet obligations.
12) Effective January 1, 1991, Accrued Interest for each depository as prescribed by the California Government Code Section 53646, if required by the City Council. At this time, the City Council chooses not to require this of the City Treasurer.

Optional elements of the quarterly report:
1) Purchase date.
2) Rating from appropriate rating agency.

B. If all investments are placed in the Local Agency Investment Fund, FDIC insured accounts in a bank or savings and loan, CAMP, county investment pool, or any combination of these, the City Treasurer may supply to the City Council and City Manager the most recent statement(s) received from these institutions in lieu of reporting them per Government Code Section 53646(e).

C. Marking to Market: The market value of the portfolio will be calculated at least quarterly and a statement of the market value of the portfolio will be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of fair value and price volatility, has been performed consistently with recommended practices.

VIII Statement of Investment Policy:

The Statement of Investment Policy, which includes any changes from the previous year, will be reviewed and submitted annually, by Resolution, to the City Council by the City Treasurer. Government Code Section 53646(a)(2) no longer requires a city to annually submit their investment policy to their governing board for approval. However, the City of Highland will continue to do so, voluntarily.

Any State of California legislation action placed into law after adoption of this Investment Policy that further restricts allowable maturities, investment type or percentage allocations, will be incorporated into the City of Highland's next Investment Policy.

Any investment held currently that does not meet the guidelines of the new policy will be exempt. However, at the investment's maturity or liquidation, such funds will be reinvested only as provided by this policy.

Business Item No.

3

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Carlos Zamano, City Manager CZ

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer LNC

SUBJECT: Establishing the Appropriations Limit for Fiscal Year 2025-2026 for the City of Highland in accordance with the provisions of Division 9 of Title 1 of the California Government Code.

RECOMMENDATION: That the Finance/Personnel Subcommittee review and approve the item to be brought forward to the City Council regarding the Appropriations Limit for Fiscal Year 2025-2026.

FISCAL IMPACT: None.

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

BACKGROUND: The Appropriations Limit (Gann Limit) was formulated by using the change in the California per capita income and the change in Highland's population. All appropriation worksheets are on file in the finance department for further review of the calculations.

Attachments:
1. Proposed Resolution No. 2025-____ (2025-2026)
2. Appropriations Subject to Limitation Worksheet #4
3. Population/Per Capita Personal Income Worksheet #5
4. Appropriations Limit Worksheet #6
5. Appropriations Subject to Limitation History

Attachment 1

Proposed Resolution No. 2025-____ (2025-2026)

RESOLUTION NO. 2025 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026 FOR THE CITY OF HIGHLAND IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE

WHEREAS, Article XIIIB of the Constitution of the State of California as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979 provides that the total annual appropriations subject to limitations of each local government shall not exceed the appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Article; and

WHEREAS, Article XIIIB of the Constitution of the State of California as modified by Proposition 111 and Senate Bill 88 (Chapter 60/90) approved by the people at the statewide election held June 5, 1990; and

WHEREAS, beginning with the 1990-1991 Appropriations Limit, the annual adjustment factors will be: the growth in the California per capita income OR, the growth in the non-residential assessed valuation due to new construction (since 1986-1987), City population growth or County population growth (since 1986-1987); and

WHEREAS, the State Legislature added Division 9 (commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIIIB of the California Constitution: and

WHEREAS, Government Code Sections 7902.5 through 7902.7 determines the Appropriations Limit for newly incorporated cities based on the year of incorporation; and

WHEREAS, cities incorporated after the November 4, 1980 election and before January 1, 1988, have their Appropriations Limit determined by LAFCO and approved by the voters; and

WHEREAS, Government Code Section 7910 provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIIIB at a regularly scheduled meeting or a noticed special meeting and that fifteen days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public and any judicial action or proceeding to attack, review, set aside, void, or annul the action of the City taken pursuant to this section shall be commenced within 45 days of the effective date of this resolution; and

WHEREAS, Government Code Section 7902 (a) sets forth the method for determining the appropriations limit for each local jurisdiction for the 2025-2026 fiscal year; and

WHEREAS, Government Code Section 7901 (b) allows a city or special district to choose the change in population between January 1 of the next calendar year and January 1 of the current year within its jurisdiction or within the county it resides and do so annually by recorded vote of its governing body; and

WHEREAS, pursuant to Government Code Section 37200, the Appropriations Limit and the total Appropriations Subject to Limitation must be published in the annual budget; and

WHEREAS, the State Controller's Office requires the submission of an informational form along with the filing of the Annual Statement of Financial Transactions no later than 7 months after the start of each fiscal year; and

WHEREAS, Article XIIIB Section 1.5 requires that the annual calculation of the Appropriations Limit shall be reviewed as part of the annual financial audit; and

WHEREAS, the City Council of the City of Highland wishes to establish the Appropriations Limit for fiscal year 2025-2026 for the City of Highland.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Highland, California as follows:

Section 1. That it is hereby found and determined that the documentation used in the determination of the Appropriations Limit for the City of Highland for fiscal year 2025-2026 was available to the public in the Finance Department of said City at least fifteen days prior to this date.

Section 2. That the annual adjustment factors chosen for fiscal year 2025-2026 were the California per capita personal income and the City population growth, per Government Code Section 7901.

Section 3. That the Appropriations Limit, Appropriations subject to the Limit, and the Appropriations Limit Margin for the City of Highland as established in accordance with California Government Code Section 7902 are $49,858,037, $26,169,468 and ($23,688,569), respectively.

APPROVED AND ADOPTED this 10th day of June 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Muñoz, City Clerk

Attachment 2

Appropriations Subject to Limitation Worksheet #4

APPROPRIATIONS SUBJECT TO LIMITATION

Worksheet #4
City of Highland
Fiscal Year 2025/2026
Budget

	Amount
A. PROCEEDS OF TAXES	26,169,468
B. MINUS EXCLUSIONS	-
C. APPROPRIATIONS SUBJECT TO LIMITATION	26,169,468
D. CURRENT YEAR LIMIT	49,858,037
E. OVER/(UNDER) LIMIT	(23,688,569)

Attachment 3

Population/Per Capita Personal Income Worksheet #5

Worksheet #5

City of Highland
Fiscal Year 2025/2026
Budget

POPULATION	
1/1/2024	56,436
1/1/2025	57,088
% change over prior year	1.1553
Converted to ratio	1.0116

PER CAPITA PERSONAL INCOME	
% change over prior year	6.44
Converted to ratio	1.0644

CALCULATION FACTOR	
2025/2026	1.0766969

Attachment 4

Appropriations Limit Worksheet #6

APPROPRIATIONS LIMIT

Worksheet #6
City of Highland
Fiscal Year 2025/2026
Budget

A. LAST YEAR'S LIMIT	46,306,473
B. ADJUSTMENT FACTORS:	
Population % increase	1.0116
Inflation/Income % change	1.0644
Total Adjustment %	1.0767
C. ANNUAL ADJUSTMENT	3,551,564
D. OTHER ADJUSTMENTS:	
Lost Responsibility (-)	-
Transfer to private (-)	-
Transfer to fees (-)	-
Assumed Responsibility (+)	-
Subtotal	-
E. TOTAL ADJUSTMENTS	3,551,564
F. THIS YEAR'S LIMIT	49,858,037

Attachment 5

Appropriations Subject to Limitation History

APPROPRIATIONS SUBJECT TO LIMITATION - HISTORY

	2025/2026	2024/2025	2023/2024	2022/2023	2021/2022	2020/2021	2019/2020	2018/2019	2017/2018	2016/2017
A. PROCEEDS OF TAXES	26,169,468	24,761,882	23,485,340	21,625,869	20,624,635	19,947,375	18,909,186	17,432,925	16,793,313	14,542,212
B. MINUS EXCLUSIONS	-	-	-	-	-	-	-	-	-	-
C. APPROPRIATIONS SUBJECT TO LIMITATION	26,169,468	24,761,882	23,485,340	21,625,869	20,624,635	19,947,375	18,909,186	17,432,925	16,793,313	14,542,212
D. CURRENT YEAR LIMIT	49,858,037	46,306,473	44,637,371	42,967,991	40,212,353	38,137,363	36,698,870	35,051,978	33,444,356	32,044,792
E. OVER/(UNDER) LIMIT	(23,688,569)	(21,544,591)	(21,152,031)	(21,342,123)	(19,587,718)	(18,189,989)	(17,789,685)	(17,619,053)	(16,651,043)	(17,502,580)
F. % OF APPROPRATIONS LIMIT	52.49%	53.47%	52.61%	50.33%	51.29%	52.30%	51.53%	49.73%	50.21%	45.38%

Business Item No.

4

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Carlos Zamano, City Manager CZ

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer LNC

SUBJECT: Confirming the authority of the City Treasurer, pursuant to Government Code Section 53607.

RECOMMENDATION: That the Finance/Personnel Subcommittee review and approve the item to be brought forward to the City Council regarding confirming the authority of the City Treasurer, pursuant to Government Code Section 53607.

FISCAL IMPACT: None.

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

BACKGROUND: This item is presented to the Subcommittee annually. Government Code Section 53607 states that the City Council may delegate the duties of investing or reinvesting funds of the City, or to sell or exchange securities so purchased for a one-year period. The City Council previously delegated the duties to Leticia Nava-Cruz in resolution 2024-018. The Government Code states that a yearly delegation may occur.

Staff recommends that the delegation of investment duties is granted to Leticia Nava-Cruz for a one-year period beginning July 1, 2025.

If Leticia Nava-Cruz is made the City Treasurer, Per the City of Highland wiring policy, she is required to notify the City Manager & Assistant Director of Administrative Services upon any transfers of funds for any reason. The opening of any new banking account(s) must be approved by Resolution by the City Council.

Attachments:
1. Proposed Resolution No. 2025-____

Attachment 1

Proposed Resolution No. 2025-____

RESOLUTION NO. 2025 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, CONFIRMING THE AUTHORITY OF THE CITY TREASURER, PURSUANT TO GOVERNMENT CODE SECTION 53607

WHEREAS, Government Code Section 36501 states that there must be an office of City Treasurer; and,

WHEREAS, Government Code Section 53607 allows the City Council to delegate the duties of investing or reinvesting funds of the City, or to sell or exchange securities so purchased, to the City Treasurer; and,

WHEREAS, the Office of the City Treasurer was made appointive versus elective, as per Government Code Section 36511, in the incorporation papers of the City, per Resolution 87-414 of the Board of Supervisors of the County of San Bernardino, State of California, November 23, 1987; and,

WHEREAS, this Resolution appoints Leticia Nava-Cruz as City Treasurer of the City of Highland and to serve at the pleasure of the City Council; and,

WHEREAS, Government Code Section 53607 now allows the City Council to delegate the duties of investing or reinvesting funds of the City, or to sell or exchange securities so purchased, to the City Treasurer for a one-year period.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Highland, California, appoints the Director of Administrative Services, Leticia Nava-Cruz as the City Treasurer for fiscal year 2025-2026 and delegates the authority to invest, or reinvest funds of the City, or to sell or exchange securities so purchased, pursuant to: Government Code Section 53607; and pursuant to the City's Investment Policy; and pursuant to the City of Highland's Wiring Policy.

APPROVED AND ADOPTED this 10th day of June 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Muñoz, City Clerk

Business Item No.

5

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Carlos Zamano, City Manager CZ

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer LNC

SUBJECT: Establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026.

RECOMMENDATION: That the Finance Subcommittee review and approve the item to be brought forward to the City Council regarding the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026.

FISCAL IMPACT: Revenue generated from the 2025/2026 tax roll will provide $755,208.51 for the expenditures of the district.

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

BACKGROUND: The bonds for CFD 90-1 were paid off in September 2015. There will only be a levy for the special taxes on services and administration. The maximum increase allowed is 2%. Therefore, the levy for 2025/2026 will be 2% higher than 2024/2025 ($735.25 to $749.96) per parcel.

Attached are the spreadsheets for review by the Finance Subcommittee. On these spreadsheets are last year's rates and the proposed rates for 2025/2026.

Attachments:
1. Community Facilities District 90-1 Proposed Special Tax Rate
2. Proposed Resolution No. 2025-____
3. Exhibit A- Community Facilities District 90-1 Charge Detail Report FY 2025/2026

Attachment 1
Community Facilities District 90-1 Proposed Special Tax Rate

City of Highland
Community Facilities District 90-1
Five (5) Year Special Tax Rate Comparison

Maximum & Applied Special Tax Rates

Tax Rate Area	Land Use Category	Number of Parcels	Proposed 2021/2022 Special Tax Rate	2021/2022 Proposed Percent Change over 2020/2021	Proposed 2022/2023 Special Tax Rate	2022/2023 Proposed Percent Change over 2021/2022	Proposed 2023/2024 Special Tax Rate	2023/2024 Proposed Percent Change over 2022/2023	Proposed 2024/2025 Special Tax Rate	2024/2025 Proposed Percent Change over 2023/2024	Proposed 2025/2026 Special Tax Rate	2025/2026 Proposed Percent Change over 2024/2025
1	RES	325	$692.84	2.00%	$706.70	2.00%	$720.83	2.00%	$735.25	2.00%	$749.96	2.00%
2	RES	238	$692.84	2.00%	$706.70	2.00%	$720.83	2.00%	$735.25	2.00%	$749.96	2.00%
	UND	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3	RES	333	$692.84	2.00%	$706.70	2.00%	$720.83	2.00%	$735.25	2.00%	$749.96	2.00%
5	RES	95	$692.84	2.00%	$706.70	2.00%	$720.83	2.00%	$735.25	2.00%	$749.96	2.00%
6	RES	16	$692.84	2.00%	$706.70	2.00%	$720.83	2.00%	$735.25	2.00%	$749.96	2.00%
7	COM	5	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%

Note: Beginning Fiscal Year 2014/2015, the District is only being levied for the Police and Fire Services ("Services Tax"). The Bonds matured September 1, 2015. Commercial and Undeveloped parcels are not levied for the Services Tax. The parcels being levied for Services Tax are levied at the Maximum.

Attachment 2
Proposed Resolution No. 2025-____

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT NO. 90-1 FOR THE FISCAL YEAR 2025/2026

WHEREAS, the City Council of the CITY OF HIGHLAND, CALIFORNIA (hereinafter referred to as the "Legislative Body"), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors relating to the levy of a special tax in a community facilities district, all as authorized pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California. This Community Facilities District shall hereinafter be referred to as "District;" and,

WHEREAS, this Legislative Body, by Ordinance as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to said Community Facilities District, and this legislative body is desirous to establish the specific rate of the special tax to be collected for the next fiscal year.

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

Section 1. That the above recitals are all true and correct.

Section 2. That the specific rate and amount of the special tax to be collected to pay for the costs and expenses for the next fiscal year (2025/2026) for the referenced District is hereby determined and established as set forth in the attached, referenced, and incorporated Exhibit "A."

Section 3. That the rate as set forth above does not exceed the amount as previously authorized by Ordinance of this Legislative Body, and is not in excess of that as previously approved by the qualified electors of the District, and is exempt from Proposition 218, Section XIII D of the California State Constitution.

Section 4. That the proceeds of the special tax shall be used to pay, in whole or in part, the costs of the following:

A. Payment of costs and expenses of authorized public services;
B. Payment of District administrative costs.

The proceeds of the special taxes shall be used as set forth above, and shall not be used for any other purpose.

Section 5. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby

authorized to deduct administrative costs incurred in the collecting any said special tax.

Section 6. All monies above collected shall be paid into the Community Facilities District funds, including any bond fund and reserve fund.

Section 7. The Auditor of the County is hereby directed to enter in the next County assessment roll on which taxes will become due, opposite each lot or parcel of land affected in a space marked "public improvements, special tax" or by any other suitable designation, the installment of the special tax, and for the exact rate and amount of said tax, reference is made to the attached Exhibit "A."

Section 8. The County shall then, at the close of the tax collection period, promptly render to this Agency a detailed report showing the amount and/or amounts of such special tax installments, interest, penalties and percentages so collected and from what property collected, and also provide a statement of any percentages retained for the expense of making any such collection.

APPROVED and ADOPTED this 10th day of June 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Muñoz, City Clerk

Exhibit A
Community Facilities District 90-1 Charge Detail Report FY 2025/2026

City of Highland
Community Facilities District No. 90-1 (Greenspot Corridor)
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	SPECIAL TAX RATE AREA	LAND USE CATEGORY	MAXIMUM SPECIAL TAX AND LEVY AMOUNT
0297-211-01-0000	7814 SANTA ANGELA ST	1	1	$749.96
0297-211-02-0000	7802 SANTA ANGELA ST	1	1	749.96
0297-211-03-0000	7784 SANTA ANGELA ST	1	1	749.96
0297-211-04-0000	7772 SANTA ANGELA ST	1	1	749.96
0297-211-05-0000	7766 SANTA ANGELA ST	1	1	749.96
0297-211-06-0000	30518 VIA ALICIA	1	1	749.96
0297-211-07-0000	30526 VIA ALICIA	1	1	749.96
0297-211-08-0000	30540 VIA ALICIA	1	1	749.96
0297-211-09-0000	30554 VIA ALICIA	1	1	749.96
0297-211-10-0000	30562 VIA ALICIA	1	1	749.96
0297-211-11-0000	30576 VIA ALICIA	1	1	749.96
0297-211-12-0000	30577 VIA ALICIA	1	1	749.96
0297-211-13-0000	30559 VIA ALICIA	1	1	749.96
0297-211-14-0000	30547 VIA ALICIA	1	1	749.96
0297-211-15-0000	7781 SANTA ANGELA ST	1	1	749.96
0297-211-16-0000	7799 SANTA ANGELA ST	1	1	749.96
0297-211-17-0000	7807 SANTA ANGELA ST	1	1	749.96
0297-211-18-0000	7813 SANTA ANGELA ST	1	1	749.96
0297-211-19-0000	7821 SANTA ANGELA ST	1	1	749.96
0297-211-20-0000	7842 CALLE CARRISA	1	1	749.96
0297-211-21-0000	7834 CALLE CARRISA	1	1	749.96
0297-211-22-0000	7812 CALLE CARRISA	1	1	749.96
0297-211-23-0000	7810 CALLE CARRISA	1	1	749.96
0297-211-24-0000	7804 CALLE CARRISA	1	1	749.96
0297-211-25-0000	7803 CALLE CARRISA	1	1	749.96
0297-211-26-0000	7805 CALLE CARRISA	1	1	749.96
0297-211-27-0000	7809 CALLE CARRISA	1	1	749.96
0297-211-28-0000	7811 CALLE CARRISA	1	1	749.96
0297-211-29-0000	7833 CALLE CARRISA	1	1	749.96
0297-211-30-0000	30636 LA CRESTA ST	1	1	749.96
0297-211-31-0000	7750 LA MONICA ST	1	1	749.96
0297-211-32-0000	7758 LA MONICA ST	1	1	749.96
0297-211-33-0000	7766 LA MONICA ST	1	1	749.96
0297-211-34-0000	7782 LA MONICA ST	1	1	749.96
0297-211-35-0000	7794 LA MONICA ST	1	1	749.96
0297-211-36-0000	7783 CALLE CARRISA	1	1	749.96
0297-211-37-0000	7779 CALLE CARRISA	1	1	749.96
0297-211-38-0000	7767 CALLE CARRISA	1	1	749.96
0297-211-39-0000	7760 CALLE CARRISA	1	1	749.96
0297-211-40-0000	7764 CALLE CARRISA	1	1	749.96
0297-211-41-0000	7776 CALLE CARRISA	1	1	749.96
0297-211-42-0000	7800 LA MONICA ST	1	1	749.96
0297-211-43-0000	7808 LA MONICA ST	1	1	749.96
0297-211-44-0000	7820 LA MONICA ST	1	1	749.96
0297-211-45-0000	7832 LA MONICA ST	1	1	749.96
0297-211-46-0000	7848 LA MONICA ST	1	1	749.96
0297-221-01-0000	7835 SANTA ANGELA ST	1	1	749.96
0297-221-02-0000	7866 CALLE CARRISA	1	1	749.96
0297-221-03-0000	7860 CALLE CARRISA	1	1	749.96
0297-221-04-0000	7852 CALLE CARRISA	1	1	749.96
0297-221-05-0000	7841 CALLE CARRISA	1	1	749.96
0297-221-06-0000	7849 CALLE CARRISA	1	1	749.96
0297-221-07-0000	7857 CALLE CARRISA	1	1	749.96
0297-221-08-0000	7865 CALLE CARRISA	1	1	749.96

City of Highland
Community Facilities District No. 90-1 (Greenspot Corridor)
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	SPECIAL TAX RATE AREA	LAND USE CATEGORY	MAXIMUM SPECIAL TAX AND LEVY AMOUNT
0297-221-09-0000	7873 CALLE CARRISA	1	1	749.96
0297-221-10-0000	7881 CALLE CARRISA	1	1	749.96
0297-221-11-0000	7903 CALLE CARRISA	1	1	749.96
0297-221-12-0000	7906 LA MONICA ST	1	1	749.96
0297-221-13-0000	7902 LA MONICA ST	1	1	749.96
0297-221-14-0000	7907 LA MONICA ST	1	1	749.96
0297-221-15-0000	7916 SAN BENITO ST	1	1	749.96
0297-221-16-0000	7904 SAN BENITO ST	1	1	749.96
0297-221-17-0000	7917 SAN BENITO ST	1	1	749.96
0297-221-18-0000	30483 MISSION ST	1	1	749.96
0297-221-19-0000	30497 MISSION ST	1	1	749.96
0297-221-20-0000	30509 MISSION ST	1	1	749.96
0297-221-21-0000	30519 MISSION ST	1	1	749.96
0297-221-22-0000	30533 MISSION ST	1	1	749.96
0297-221-23-0000	30543 MISSION ST	1	1	749.96
0297-221-24-0000	30555 MISSION ST	1	1	749.96
0297-221-25-0000	30563 MISSION ST	1	1	749.96
0297-221-26-0000	30577 MISSION ST	1	1	749.96
0297-221-27-0000	30603 MISSION ST	1	1	749.96
0297-221-28-0000	30615 MISSION ST	1	1	749.96
0297-221-29-0000	7903 SAN BENITO ST	1	1	749.96
0297-221-30-0000	7897 SAN BENITO ST	1	1	749.96
0297-221-31-0000	7893 SAN BENITO ST	1	1	749.96
0297-221-32-0000	7883 SAN BENITO ST	1	1	749.96
0297-221-33-0000	7862 LA MONICA ST	1	1	749.96
0297-221-34-0000	7878 LA MONICA ST	1	1	749.96
0297-221-35-0000	7890 LA MONICA ST	1	1	749.96
0297-221-36-0000	7899 LA MONICA ST	1	1	749.96
0297-221-37-0000	7881 LA MONICA ST	1	1	749.96
0297-221-38-0000	7867 LA MONICA ST	1	1	749.96
0297-221-39-0000	7851 LA MONICA ST	1	1	749.96
0297-221-40-0000	7843 LA MONICA ST	1	1	749.96
0297-221-41-0000	7835 LA MONICA ST	1	1	749.96
0297-221-42-0000	7819 LA MONICA ST	1	1	749.96
0297-221-43-0000	7878 SAN BENITO ST	1	1	749.96
0297-221-44-0000	7880 SAN BENITO ST	1	1	749.96
0297-221-45-0000	7884 SAN BENITO ST	1	1	749.96
0297-221-46-0000	7890 SAN BENITO ST	1	1	749.96
0297-221-47-0000	7894 SAN BENITO ST	1	1	749.96
0297-231-01-0000	7875 SANTA PAULA ST	1	1	749.96
0297-231-02-0000	7871 SANTA PAULA ST	1	1	749.96
0297-231-03-0000	7863 SANTA PAULA ST	1	1	749.96
0297-231-04-0000	7851 SANTA PAULA ST	1	1	749.96
0297-231-05-0000	7852 SANTA PAULA ST	1	1	749.96
0297-231-06-0000	7864 SANTA PAULA ST	1	1	749.96
0297-231-07-0000	7878 SANTA PAULA ST	1	1	749.96
0297-231-08-0000	7859 CAMINO CIELO	1	1	749.96
0297-231-09-0000	7847 CAMINO CIELO	1	1	749.96
0297-231-10-0000	7826 CAMINO CIELO	1	1	749.96
0297-231-11-0000	7838 CAMINO CIELO	1	1	749.96
0297-231-12-0000	7846 CAMINO CIELO	1	1	749.96
0297-231-13-0000	7854 CAMINO CIELO	1	1	749.96
0297-231-14-0000	7860 CAMINO CIELO	1	1	749.96
0297-231-15-0000	7872 CAMINO CIELO	1	1	749.96

City of Highland
Community Facilities District No. 90-1 (Greenspot Corridor)
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	SPECIAL TAX RATE AREA	LAND USE CATEGORY	MAXIMUM SPECIAL TAX AND LEVY AMOUNT
0297-231-16-0000	7888 CAMINO CIELO	1	1	749.96
0297-231-17-0000	7871 LA NITA ST	1	1	749.96
0297-231-18-0000	7869 LA NITA ST	1	1	749.96
0297-231-19-0000	7857 LA NITA ST	1	1	749.96
0297-231-20-0000	7845 LA NITA ST	1	1	749.96
0297-231-21-0000	7839 LA NITA ST	1	1	749.96
0297-231-22-0000	7827 LA NITA ST	1	1	749.96
0297-231-23-0000	7819 LA NITA ST	1	1	749.96
0297-231-24-0000	7825 SANTA PAULA ST	1	1	749.96
0297-231-25-0000	7823 SANTA PAULA ST	1	1	749.96
0297-231-26-0000	7811 SANTA PAULA ST	1	1	749.96
0297-231-27-0000	7805 SANTA PAULA ST	1	1	749.96
0297-231-28-0000	7802 LA NITA ST	1	1	749.96
0297-231-29-0000	7812 LA NITA ST	1	1	749.96
0297-231-30-0000	7824 LA NITA ST	1	1	749.96
0297-231-31-0000	7836 LA NITA ST	1	1	749.96
0297-231-32-0000	7842 LA NITA ST	1	1	749.96
0297-231-33-0000	7850 LA NITA ST	1	1	749.96
0297-231-34-0000	7862 LA NITA ST	1	1	749.96
0297-231-35-0000	7866 LA NITA ST	1	1	749.96
0297-231-36-0000	7844 LA CRESTA ST	1	1	749.96
0297-231-37-0000	7856 LA CRESTA ST	1	1	749.96
0297-231-38-0000	7868 LA CRESTA ST	1	1	749.96
0297-231-39-0000	7867 LA CRESTA ST	1	1	749.96
0297-231-40-0000	7859 LA CRESTA ST	1	1	749.96
0297-231-41-0000	7855 LA CRESTA ST	1	1	749.96
0297-231-42-0000	7847 LA CRESTA ST	1	1	749.96
0297-241-01-0000	30627 MISSION ST	1	1	749.96
0297-241-02-0000	30639 MISSION ST	1	1	749.96
0297-241-03-0000	30651 MISSION ST	1	1	749.96
0297-241-04-0000	30663 MISSION ST	1	1	749.96
0297-241-05-0000	30675 MISSION ST	1	1	749.96
0297-241-06-0000	30687 MISSION ST	1	1	749.96
0297-241-07-0000	30699 MISSION ST	1	1	749.96
0297-241-08-0000	30711 MISSION ST	1	1	749.96
0297-241-09-0000	30723 MISSION ST	1	1	749.96
0297-241-10-0000	30735 MISSION ST	1	1	749.96
0297-241-11-0000	7913 CAMINO CIELO	1	1	749.96
0297-241-12-0000	7901 CAMINO CIELO	1	1	749.96
0297-241-13-0000	7896 CAMINO CIELO	1	1	749.96
0297-241-14-0000	7902 CAMINO CIELO	1	1	749.96
0297-241-15-0000	7914 CAMINO CIELO	1	1	749.96
0297-241-16-0000	7915 LA NITA ST	1	1	749.96
0297-241-17-0000	7903 LA NITA ST	1	1	749.96
0297-241-18-0000	7895 LA NITA ST	1	1	749.96
0297-241-19-0000	7883 LA NITA ST	1	1	749.96
0297-241-20-0000	7874 LA NITA ST	1	1	749.96
0297-241-21-0000	7886 LA NITA ST	1	1	749.96
0297-241-22-0000	7894 LA NITA ST	1	1	749.96
0297-241-23-0000	7898 LA NITA ST	1	1	749.96
0297-241-24-0000	7906 LA NITA ST	1	1	749.96
0297-241-25-0000	7918 LA NITA ST	1	1	749.96
0297-251-01-0000	30747 MISSION ST	1	1	749.96
0297-251-02-0000	30759 MISSION ST	1	1	749.96

City of Highland
Community Facilities District No. 90-1 (Greenspot Corridor)
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	SPECIAL TAX RATE AREA	LAND USE CATEGORY	MAXIMUM SPECIAL TAX AND LEVY AMOUNT
0297-251-03-0000	30761 MISSION ST	1	1	749.96
0297-251-04-0000	30773 MISSION ST	1	1	749.96
0297-251-05-0000	30785 MISSION ST	1	1	749.96
0297-251-06-0000	30797 MISSION ST	1	1	749.96
0297-251-07-0000	30809 MISSION ST	1	1	749.96
0297-251-08-0000	30823 MISSION ST	1	1	749.96
0297-251-09-0000	7927 SANTA PAULA ST	1	1	749.96
0297-251-10-0000	7917 SANTA PAULA ST	1	1	749.96
0297-251-11-0000	7909 SANTA PAULA ST	1	1	749.96
0297-251-12-0000	7891 SANTA PAULA ST	1	1	749.96
0297-251-13-0000	7889 SANTA PAULA ST	1	1	749.96
0297-251-14-0000	7881 SANTA PAULA ST	1	1	749.96
0297-251-15-0000	7884 SANTA PAULA ST	1	1	749.96
0297-251-16-0000	7892 SANTA PAULA ST	1	1	749.96
0297-251-17-0000	7904 SANTA PAULA ST	1	1	749.96
0297-251-18-0000	7912 SANTA PAULA ST	1	1	749.96
0297-251-19-0000	7920 SANTA PAULA ST	1	1	749.96
0297-251-20-0000	7925 VIA OBRA CT	1	1	749.96
0297-251-21-0000	7911 VIA OBRA CT	1	1	749.96
0297-251-22-0000	7905 VIA OBRA CT	1	1	749.96
0297-251-23-0000	7900 VIA OBRA CT	1	1	749.96
0297-251-24-0000	7908 VIA OBRA CT	1	1	749.96
0297-251-25-0000	7916 VIA OBRA CT	1	1	749.96
0297-251-26-0000	7928 VIA OBRA CT	1	1	749.96
0297-251-27-0000	7893 CAMINO CIELO	1	1	749.96
0297-251-28-0000	7873 CAMINO CIELO	1	1	749.96
0297-251-29-0000	7865 CAMINO CIELO	1	1	749.96
0297-251-30-0000	7876 LA CRESTA ST	1	1	749.96
0297-251-31-0000	7888 LA CRESTA ST	1	1	749.96
0297-251-32-0000	7892 LA CRESTA ST	1	1	749.96
0297-251-33-0000	7900 LA CRESTA ST	1	1	749.96
0297-251-34-0000	7906 LA CRESTA ST	1	1	749.96
0297-251-35-0000	7914 LA CRESTA ST	1	1	749.96
0297-251-36-0000	7922 LA CRESTA ST	1	1	749.96
0297-251-37-0000	30839 MISSION ST	1	1	749.96
0297-251-38-0000	30853 MISSION ST	1	1	749.96
0297-251-39-0000	30875 MISSION ST	1	1	749.96
0297-251-40-0000	30883 MISSION ST	1	1	749.96
0297-251-41-0000	7931 LA CRESTA ST	1	1	749.96
0297-251-42-0000	7927 LA CRESTA ST	1	1	749.96
0297-251-43-0000	7919 LA CRESTA ST	1	1	749.96
0297-251-44-0000	7907 LA CRESTA ST	1	1	749.96
0297-251-45-0000	7897 LA CRESTA ST	1	1	749.96
0297-251-46-0000	7891 LA CRESTA ST	1	1	749.96
0297-251-47-0000	7885 LA CRESTA ST	1	1	749.96
0297-251-48-0000	7879 LA CRESTA ST	1	1	749.96
0297-251-49-0000	7873 LA CRESTA ST	1	1	749.96
0297-261-01-0000	7879 SAN BENITO ST	1	1	749.96
0297-261-02-0000	7865 SAN BENITO ST	1	1	749.96
0297-261-03-0000	7857 SAN BENITO ST	1	1	749.96
0297-261-04-0000	7851 SAN BENITO ST	1	1	749.96
0297-261-05-0000	7841 SAN BENITO ST	1	1	749.96
0297-261-06-0000	7839 SAN BENITO ST	1	1	749.96
0297-261-07-0000	7823 SAN BENITO ST	1	1	749.96

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0297-261-08-0000	7811 SAN BENITO ST	1	1	749.96
0297-261-09-0000	7807 SAN BENITO ST	1	1	749.96
0297-261-10-0000	7795 SAN BENITO ST	1	1	749.96
0297-261-11-0000	7787 SAN BENITO ST	1	1	749.96
0297-261-12-0000	7775 SAN BENITO ST	1	1	749.96
0297-261-13-0000	30727 LA CRESTA ST	1	1	749.96
0297-261-14-0000	7807 LA MONICA ST	1	1	749.96
0297-261-15-0000	7801 LA MONICA ST	1	1	749.96
0297-261-16-0000	7793 LA MONICA ST	1	1	749.96
0297-261-17-0000	7785 LA MONICA ST	1	1	749.96
0297-261-18-0000	7777 LA MONICA ST	1	1	749.96
0297-261-19-0000	7761 LA MONICA ST	1	1	749.96
0297-261-20-0000	30655 LA CRESTA ST	1	1	749.96
0297-261-21-0000	30667 LA CRESTA ST	1	1	749.96
0297-261-22-0000	30685 LA CRESTA ST	1	1	749.96
0297-261-23-0000	7788 SAN BENITO ST	1	1	749.96
0297-261-24-0000	7794 SAN BENITO ST	1	1	749.96
0297-261-25-0000	7810 SAN BENITO ST	1	1	749.96
0297-261-26-0000	7826 SAN BENITO ST	1	1	749.96
0297-261-27-0000	7832 SAN BENITO ST	1	1	749.96
0297-261-28-0000	7838 SAN BENITO ST	1	1	749.96
0297-261-29-0000	7850 SAN BENITO ST	1	1	749.96
0297-261-30-0000	7854 SAN BENITO ST	1	1	749.96
0297-261-31-0000	7860 SAN BENITO ST	1	1	749.96
0297-261-32-0000	7872 SAN BENITO ST	1	1	749.96
0297-271-01-0000	7774 LA CRESTA ST	1	1	749.96
0297-271-02-0000	7786 LA CRESTA ST	1	1	749.96
0297-271-03-0000	7790 LA CRESTA ST	1	1	749.96
0297-271-04-0000	7806 LA CRESTA ST	1	1	749.96
0297-271-05-0000	7814 LA CRESTA ST	1	1	749.96
0297-271-06-0000	7818 LA CRESTA ST	1	1	749.96
0297-271-07-0000	7832 LA CRESTA ST	1	1	749.96
0297-271-08-0000	7840 LA CRESTA ST	1	1	749.96
0297-271-09-0000	7841 LA CRESTA ST	1	1	749.96
0297-271-10-0000	7833 LA CRESTA ST	1	1	749.96
0297-271-11-0000	7829 LA CRESTA ST	1	1	749.96
0297-271-12-0000	7821 LA CRESTA ST	1	1	749.96
0297-271-13-0000	7817 LA CRESTA ST	1	1	749.96
0297-271-14-0000	7805 LA CRESTA ST	1	1	749.96
0297-271-15-0000	7797 LA CRESTA ST	1	1	749.96
0297-271-16-0000	7789 LA CRESTA ST	1	1	749.96
0297-271-17-0000	7779 LA CRESTA ST	1	1	749.96
0297-271-18-0000	7773 LA CRESTA ST	1	1	749.96
0297-271-19-0000	7765 LA CRESTA ST	1	1	749.96
0297-271-20-0000	30736 LA CRESTA ST	1	1	749.96
0297-271-21-0000	30720 LA CRESTA ST	1	1	749.96
0297-271-22-0000	30708 LA CRESTA ST	1	1	749.96
0297-271-23-0000	30694 LA CRESTA ST	1	1	749.96
0297-271-24-0000	30680 LA CRESTA ST	1	1	749.96
0297-271-25-0000	30672 LA CRESTA ST	1	1	749.96
0297-271-26-0000	30654 LA CRESTA ST	1	1	749.96
0297-271-27-0000	30648 LA CRESTA ST	1	1	749.96
1200-491-07-0000	7261 BOULDER AVE	7	7	0.00
1200-491-08-0000	7191 BOULDER AVE	7	7	0.00

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1200-491-10-0000	7195 BOULDER AVE	7		0.00
1200-491-11-0000	7199 BOULDER AVE	7		0.00
1200-501-04-0000	7211 BOULDER AVE	7	7	0.00
1210-121-07-0000	7507 CRAM RD	3	2	749.96
1210-121-08-0000	7515 CRAM RD	3	2	749.96
1210-121-09-0000	7523 CRAM RD	3	2	749.96
1210-121-10-0000	7531 CRAM RD	3	3	749.96
1210-121-11-0000	7549 CRAM RD	3	3	749.96
1210-121-12-0000	7561 CRAM RD	3	3	749.96
1210-121-13-0000	7573 CRAM RD	3	4	749.96
1210-121-14-0000	7585 CRAM	3	2	749.96
1210-121-15-0000	7506 WEAVER	3	1	749.96
1210-121-16-0000	7524 WEAVER	3	2	749.96
1210-121-17-0000	7530 WEAVER	3	1	749.96
1210-121-18-0000	7552 WEAVER	3	2	749.96
1210-121-19-0000	7568 WEAVER	3	1	749.96
1210-121-20-0000	7580 WEAVER ST	3	2	749.96
1210-121-21-0000	7571 LOCHINVAR CT	3	3	749.96
1210-121-22-0000	7565 LOCHINVAR CT	3	1	749.96
1210-121-23-0000	7559 LOCHINVAR CT	3	2	749.96
1210-121-24-0000	7547 LOCHINVAR CT	3	1	749.96
1210-121-25-0000	7533 LOCHINVAR CT	3	3	749.96
1210-121-26-0000	7525 LOCHINVAR CT	3	3	749.96
1210-121-27-0000	7513 LOCHINVAR CT	3	3	749.96
1210-121-28-0000	7508 LOCHINVAR CT	3	3	749.96
1210-121-29-0000	7512 LOCHINCAR CT	3	3	749.96
1210-121-30-0000	7526 LOCHINVAR CT	3	2	749.96
1210-121-31-0000	7534 LOCHINVAR CT	3	3	749.96
1210-121-32-0000	7548 LOCHINVAR CT	3	2	749.96
1210-121-33-0000	7560 LOCHINVAR CT	3	3	749.96
1210-121-34-0000	7572 LOCHINVAR CT	3	2	749.96
1210-121-35-0000	7586 LOCHINVAR CT	3	3	749.96
1210-131-01-0000	7692 CHANTICLEER	3	2	749.96
1210-131-02-0000	7674 CHANTICLEER	3	1	749.96
1210-131-03-0000	7660 CHANTICLEER	3	1	749.96
1210-131-04-0000	7646 CHANTICLEER	3	2	749.96
1210-131-05-0000	7632 CHANTICLEER	3	1	749.96
1210-131-06-0000	7624 CHANTICLEER	3	1	749.96
1210-131-07-0000	7608 CHANTICLEER	3	1	749.96
1210-131-08-0000	7590 CHANTICLEER	3	2	749.96
1210-131-09-0000	29324 LOCHINVAR	3	1	749.96
1210-131-10-0000	29338 LOCHINVAR	3	2	749.96
1210-131-11-0000	29350 LOCHINVAR	3	1	749.96
1210-131-12-0000	29362 LOCHINVAR	3	1	749.96
1210-131-13-0000	29378 LOCHINVAR RD	3	1	749.96
1210-131-14-0000	29394 LOCHINVAR	3	1	749.96
1210-131-15-0000	7597 CRAM	3	1	749.96
1210-131-16-0000	29491 LOCHINVAR RD	3	1	749.96
1210-131-17-0000	29475 LOCHINVAR	3	1	749.96
1210-131-18-0000	29467 LOCHINVAR	3	2	749.96
1210-131-19-0000	29459 LOCHINVAR	3	3	749.96
1210-131-20-0000	29445 LOCHINVAR	3	2	749.96
1210-131-21-0000	29433 LOCHINVAR	3	1	749.96
1210-131-22-0000	29431 LOCHINVAR	3	2	749.96

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1210-131-23-0000	29391 LOCHINVAR	3	1	749.96
1210-131-24-0000	29375 LOCHINVAR	3	1	749.96
1210-131-25-0000	29367 LOCHINVAR	3	1	749.96
1210-131-26-0000	29349 LOCHINVAR	3	2	749.96
1210-131-27-0000	29335 LOCHINVAR	3	1	749.96
1210-131-28-0000	29323 LOCHINVAR	3	1	749.96
1210-131-29-0000	7635 CHANTICLEER	3	1	749.96
1210-131-30-0000	7657 CHANTICLEER	3	1	749.96
1210-131-31-0000	7671 CHANTICLEER	3	1	749.96
1210-131-32-0000	7693 CHANTICLEER	3	2	749.96
1210-131-33-0000	7724 HIGHLAND GROVE	3	1	749.96
1210-131-34-0000	7710 HIGHLAND GROVE	3	1	749.96
1210-131-35-0000	7690 HIGHLAND GROVE	3	1	749.96
1210-131-36-0000	7664 HIGHLAND GROVE	3	2	749.96
1210-131-37-0000	7648 HIGHLAND GROVE	3	1	749.96
1210-131-38-0000	7640 HIGHLAND GROVE	3	2	749.96
1210-131-39-0000	7643 HIGHLAND GROVE	3	2	749.96
1210-131-40-0000	7665 HIGHLAND GROVE	3	2	749.96
1210-131-41-0000	7691 HIGHLAND GROVE	3	1	749.96
1210-131-42-0000	7715 HIGHLAND GROVE	3	1	749.96
1210-131-43-0000	29422 HIGHLAND GROVE LN	3	1	749.96
1210-131-44-0000	7696 DOUBLE A	3	1	749.96
1210-131-45-0000	7684 DOUBLE A	3	2	749.96
1210-131-46-0000	7668 DOUBLE A	3	1	749.96
1210-131-47-0000	7656 DOUBLE A	3	2	749.96
1210-131-48-0000	7650 DOUBLE A	3	1	749.96
1210-131-49-0000	7644 DOUBLE A	3	2	749.96
1210-131-50-0000	7640 DOUBLE A	3	2	749.96
1210-131-51-0000	7665 DOUBLE A	3	1	749.96
1210-131-52-0000	7683 DOUBLE A	3	1	749.96
1210-131-53-0000	29440 HIGHLAND GROVE LN	3	1	749.96
1210-131-54-0000	29456 HIGHLAND GROVE	3	1	749.96
1210-131-55-0000	29474 HIGHLAND GROVE LN	3	2	749.96
1210-131-56-0000	7696 WEAVER ST	3	1	749.96
1210-131-57-0000	7674 WEAVER	3	2	749.96
1210-131-58-0000	7662 WEAVER	3	2	749.96
1210-131-59-0000	7648 WEAVER	3	1	749.96
1210-131-60-0000	7594 LOCHINVAR CT	3	2	749.96
1210-131-61-0000	29490 LOCHINVAR	3	1	749.96
1210-131-62-0000	29474 LOCHINVAR RD	3	3	749.96
1210-131-63-0000	29460 LOCHINVAR RD	3	2	749.96
1210-141-15-0000	29510 WATER ST	5	4	749.96
1210-141-16-0000	29522 WATER ST	5	3	749.96
1210-141-17-0000	29534 WATER ST	5	2	749.96
1210-141-18-0000	29546 WATER ST	5	4	749.96
1210-141-19-0000	29558 WATER ST	5	2	749.96
1210-141-20-0000	29570 WATER ST	5	3	749.96
1210-141-21-0000	29582 WATER ST	5	2	749.96
1210-141-22-0000	29581 CANYON SPRINGS RD	5	2	749.96
1210-141-23-0000	29569 CANYON SPRINGS RD	5	3	749.96
1210-141-24-0000	29557 CANYON SPRINGS RD	5	2	749.96
1210-141-25-0000	29545 CANYON SPRINGS RD	5	4	749.96
1210-141-26-0000	29533 CANYON SPRINGS RD	5	2	749.96
1210-141-27-0000	29521 CANYON SPRINGS RD	5	3	749.96

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1210-141-28-0000	29509 CANYON SPRINGS RD	5	4	749.96
1210-141-29-0000	7460 GLEN OAKS RD	5	2	749.96
1210-141-30-0000	7448 GLEN OAKS RD	5	3	749.96
1210-141-31-0000	7436 GLEN OAKS RD	5	4	749.96
1210-141-32-0000	7424 GLEN OAKS RD	5	2	749.96
1210-141-33-0000	7412 GLEN OAKS RD	5	3	749.96
1210-141-34-0000	7388 GLEN OAKS RD	5	2	749.96
1210-141-35-0000	7376 GLEN OAKS RD	5	3	749.96
1210-141-36-0000	7364 GLEN OAKS RD	5	3	749.96
1210-141-37-0000	29532 CHANDLER RD	5	2	749.96
1210-141-38-0000	29544 CHANDLER RD	5	3	749.96
1210-141-39-0000	29556 CHANDLER RD	5	1	749.96
1210-141-40-0000	29568 CHANDLER RD	5	2	749.96
1210-141-41-0000	29580 CHANDLER RD	5	3	749.96
1210-141-42-0000	29592 CHANDLER RD	5	1	749.96
1210-141-43-0000	29585 CHANDLER RD	5	2	749.96
1210-141-44-0000	29573 CHANDLER RD	5	3	749.96
1210-141-45-0000	29561 CHANDLER RD	5	1	749.96
1210-141-46-0000	29549 CHANDLER RD	5	2	749.96
1210-141-47-0000	7387 GLEN OAKS RD	5	3	749.96
1210-141-48-0000	7399 GLEN OAKS RD	5	4	749.96
1210-141-49-0000	7411 GLEN OAKS RD	5	2	749.96
1210-141-50-0000	7423 GLEN OAKS RD	5	4	749.96
1210-141-51-0000	7435 GLEN OAKS RD	5	3	749.96
1210-141-52-0000	7447 GLEN OAKS RD	5	2	749.96
1210-141-53-0000	7459 GLEN OAKS RD	5	4	749.96
1210-141-54-0000	7462 BEAR CREEK CT	5	2	749.96
1210-141-55-0000	7450 BEAR CREEK CT	5	3	749.96
1210-141-56-0000	7438 BEAR CREEK CT	5	2	749.96
1210-141-57-0000	7426 BEAR CREEK CT	5	4	749.96
1210-141-58-0000	7413 BEAR CREEK CT	5	2	749.96
1210-141-59-0000	7425 BEAR CREEK CT	5	4	749.96
1210-141-60-0000	7437 BEAR CREEK CT	5	2	749.96
1210-141-61-0000	7449 BEAR CREEK CT	5	4	749.96
1210-141-62-0000	7461 BEAR CREEK CT	5	3	749.96
1210-151-25-0000	7460 WEST WIND CT	5	3	749.96
1210-151-26-0000	7448 WEST WIND CT	5	2	749.96
1210-151-27-0000	7436 WEST WIND CT	5	1	749.96
1210-151-28-0000	7425 WEST WIND CT	5	3	749.96
1210-151-29-0000	7437 WEST WIND CT	5	2	749.96
1210-151-30-0000	29626 CANYON SPRINGS RD	5	3	749.96
1210-151-31-0000	29638 CANYON SPRINGS RD	5	2	749.96
1210-151-32-0000	7442 SMOKEWOOD RD	5	3	749.96
1210-151-33-0000	7430 SMOKEWOOD RD	5	1	749.96
1210-151-34-0000	7418 SMOKEWOOD RD	5	3	749.96
1210-151-35-0000	29633 CHANDLER RD	5	2	749.96
1210-151-36-0000	29621 CHANDLER RD	5	3	749.96
1210-151-37-0000	29609 CHANDLER RD	5	3	749.96
1210-151-38-0000	29597 CHANDLER RD	5	1	749.96
1210-151-39-0000	29604 CHANDLER RD	5	3	749.96
1210-151-40-0000	29616 CHANDLER RD	5	2	749.96
1210-151-41-0000	29628 CHANDLER RD	5	1	749.96
1210-151-42-0000	29640 CHANDLER RD	5	3	749.96
1210-151-43-0000	29652 CHANDLER RD	5	2	749.96

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1210-151-44-0000	29664 CHANDLER RD	5	3	749.96
1210-151-45-0000	29676 CHANDLER RD	5	3	749.96
1210-151-46-0000	7425 SMOKEWOOD RD	5	2	749.96
1210-151-47-0000	7437 SMOKEWOOD RD	5	1	749.96
1210-151-48-0000	7449 SMOKEWOOD RD	5	3	749.96
1210-151-49-0000	7461 SMOKEWOOD RD	5	1	749.96
1210-151-50-0000	7473 SMOKEWOOD RD	5	2	749.96
1210-151-51-0000	7485 SMOKEWOOD RD	5	3	749.96
1210-151-52-0000	29641 CANYON SPRINGS RD	5	3	749.96
1210-151-53-0000	29629 CANYON SPRINGS RD	5	1	749.96
1210-151-54-0000	29617 CANYON SPRINGS RD	5	2	749.96
1210-151-55-0000	29605 CANYON SPRINGS RD	5	3	749.96
1210-151-56-0000	29593 CANYON SPRINGS RD	5	3	749.96
1210-151-57-0000	29600 WATER ST	5	3	749.96
1210-151-58-0000	29612 WATER ST	5	2	749.96
1210-151-59-0000	29624 WATER ST	5	3	749.96
1210-151-60-0000	29636 WATER ST	5	1	749.96
1210-151-61-0000	29648 WATER ST	5	3	749.96
1210-151-62-0000	29660 WATER ST	5	3	749.96
1210-151-63-0000	29672 WATER ST	5	1	749.96
1210-151-64-0000	7500 APLIN ST	5	1	749.96
1210-151-65-0000	7488 APLIN ST	5	3	749.96
1210-151-66-0000	7476 APLIN ST	5	2	749.96
1210-151-67-0000	7464 APLIN ST	5	1	749.96
1210-151-68-0000	7452 APLIN ST	5	2	749.96
1210-151-69-0000	7440 APLIN ST	5	1	749.96
1210-151-70-0000	7428 APLIN ST	5	3	749.96
1210-151-71-0000	7416 APLIN ST	5	1	749.96
1210-161-18-0000	29598 LOCHINVAR RD	6	6	749.96
1210-161-19-0000	29606 LOCHINVAR RD	6	6	749.96
1210-161-20-0000	29614 LOCHINVAR RD	6	6	749.96
1210-161-25-0000	29645 LOCHINVAR RD	6	6	749.96
1210-161-26-0000	29635 LOCHINVAR RD	6	6	749.96
1210-161-27-0000	29625 LOCHINVAR RD	6	6	749.96
1210-161-30-0000	29625 WATER ST	6	6	749.96
1210-161-31-0000	29637 WATER ST	6	5	749.96
1210-161-32-0000	29649 WATER ST	6	5	749.96
1210-161-33-0000	29661 WATER ST	6	6	749.96
1210-161-37-0000	29613 WATER ST	6	6	749.96
1210-161-38-0000	29622 LOCHINVAR RD	6	6	749.96
1210-161-39-0000	29630 LOCHINVAR RD	6	5	749.96
1210-161-40-0000	29665 LOCHINVAR ST	6	5	749.96
1210-161-41-0000	29655 LOCHINVAR RD	6	6	749.96
1210-161-42-0000	29673 WATER ST	6	6	749.96
1210-171-01-0000	29512 LOCHINVAR RD	3	3	749.96
1210-171-02-0000	29528 LOCHINVAR RD	3	2	749.96
1210-171-03-0000	29536 LOCHINVAR RD	3	2	749.96
1210-171-04-0000	29550 LOCHINVAR RD	3	3	749.96
1210-171-05-0000	29564 LOCHINVAR RD	3	2	749.96
1210-171-06-0000	29576 LOCHINVAR RD	3	3	749.96
1210-171-07-0000	29582 LOCHINVAR RD	3	2	749.96
1210-171-08-0000	29590 LOCHINVAR RD	3	3	749.96
1210-171-09-0000	29618 CARRO AMANO LN	3	3	749.96
1210-171-10-0000	29630 CARRO AMANO LN	3	2	749.96

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1210-171-11-0000	29642 CARRO AMANO LN	3	3	749.96
1210-171-12-0000	29654 CARRO AMANO LN	3	2	749.96
1210-171-13-0000	7608 APLIN RD	3	3	749.96
1210-171-14-0000	7616 APLIN RD	3	2	749.96
1210-171-15-0000	7624 APLIN RD	3	3	749.96
1210-171-16-0000	7632 APLIN ST RD	3	2	749.96
1210-171-17-0000	29615 LOCHINVAR RD	3	2	749.96
1210-171-18-0000	29605 LOCHINVAR RD	3	2	749.96
1210-171-19-0000	29591 LOCHINVAR RD	3	3	749.96
1210-171-20-0000	29585 LOCHINVAR RD	3	2	749.96
1210-171-21-0000	29573 LOCHINVAR RD	3	3	749.96
1210-171-22-0000	29557 LOCHINVAR RD	3	3	749.96
1210-171-23-0000	29541 LOCHINVAR RD	3	2	749.96
1210-171-24-0000	29525 LOCHINVAR RD	3	3	749.96
1210-171-25-0000	29517 LOCHINVAR RD	3	2	749.96
1210-171-26-0000	29509 LOCHINVAR RD	3	3	749.96
1210-171-27-0000	29510 BRIGHT SPOT RD	3	2	749.96
1210-171-28-0000	29524 BRIGHT SPOT RD	3	3	749.96
1210-171-29-0000	29532 BRIGHT SPOT RD	3	3	749.96
1210-171-30-0000	29544 BRIGHT SPOT RD	3	2	749.96
1210-171-31-0000	29556 BRIGHT SPOT RD	3	3	749.96
1210-171-32-0000	29570 BRIGHT SPOT RD	3	3	749.96
1210-171-33-0000	29582 BRIGHT SPOT RD	3	3	749.96
1210-171-34-0000	29594 BRIGHT SPOT RD	3	3	749.96
1210-171-35-0000	29608 BRIGHT SPOT RD	3	3	749.96
1210-171-36-0000	29616 BRIGHT SPOT RD	3	2	749.96
1210-171-37-0000	29624 BRIGHT SPOT RD	3	3	749.96
1210-171-38-0000	29632 BRIGHT SPOT RD	3	2	749.96
1210-171-39-0000	29687 CARRO AMANO LN	3	2	749.96
1210-171-40-0000	29673 CARRO AMANO LN	3	3	749.96
1210-171-41-0000	29655 CARRO AMANO LN	3	2	749.96
1210-171-42-0000	29625 BRIGHT SPOT RD	3	3	749.96
1210-171-44-0000	29617 BRIGHT SPOT RD	3	4	749.96
1210-171-45-0000	29609 BRIGHT SPOT RD	3	3	749.96
1210-171-47-0000	29595 BRIGHT SPOT RD	3	3	749.96
1210-171-48-0000	29581 BRIGHT SPOT RD	3	4	749.96
1210-171-49-0000	29573 BRIGHT SPOT RD	3	3	749.96
1210-171-50-0000	29557 BRIGHT SPOT RD	3	3	749.96
1210-171-51-0000	29545 BRIGHT SPOT RD	3	4	749.96
1210-171-52-0000	29531 BRIGHT SPOT RD	3	3	749.96
1210-171-53-0000	29523 BRIGHT SPOT RD	3	4	749.96
1210-171-54-0000	29511 BRIGHT SPOT RD	3	3	749.96
1210-241-05-0000	7784 CHANTICLEER	3	1	749.96
1210-241-06-0000	7776 CHANTICLEER	3	1	749.96
1210-241-07-0000	7768 CHANTICLEER RD	3	2	749.96
1210-241-08-0000	7760 CHANTICLEER	3	1	749.96
1210-241-09-0000	7752 CHANTICLEER RD	3	2	749.96
1210-241-10-0000	7753 CHANTICLEER RD	3	1	749.96
1210-241-11-0000	7761 CHANTICLEER RD	3	1	749.96
1210-241-12-0000	7767 CHANTICLEER	3	1	749.96
1210-241-13-0000	7769 CHANTICLEER	3	1	749.96
1210-241-14-0000	7773 CHANTICLEER	3	2	749.96
1210-241-15-0000	7775 CHANTICLEER RD	3	1	749.96
1210-241-16-0000	7783 CHANTICLEER RD	3	2	749.96

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1210-241-17-0000	29489 HIGHLAND GROVE	3	1	749.96
1210-241-18-0000	29471 HIGHLAND GROVE	3	1	749.96
1210-241-19-0000	29453 HIGHLAND GROVE	3	2	749.96
1210-241-20-0000	29447 HIGHLAND GROVE	3	1	749.96
1210-241-21-0000	29431 HIGHLAND GROVE	3	2	749.96
1210-241-22-0000	29425 HIGHLAND GROVE	3	1	749.96
1210-241-23-0000	29407 HIGHLAND GROVE LN	3	2	749.96
1210-241-24-0000	29385 HIGHLAND GROVE	3	1	749.96
1210-241-25-0000	29363 HIGHLAND GROVE	3	1	749.96
1210-241-26-0000	29331 HIGHLAND GROVE	3	1	749.96
1210-241-27-0000	7744 CHANTICLEER	3	1	749.96
1210-241-28-0000	7736 CHANTICLEER	3	2	749.96
1210-241-29-0000	7728 CHANTICLEER	3	1	749.96
1210-241-30-0000	7720 CHANTICLEER RD	3	1	749.96
1210-241-31-0000	7712 CHANTICLEER	3	1	749.96
1210-241-32-0000	7704 CHANTICLEER	3	1	749.96
1210-241-33-0000	7711 CHANTICLEER	3	1	749.96
1210-241-34-0000	7725 CHANTICLEER	3	1	749.96
1210-241-35-0000	29334 HIGHLAND GROVE LN	3	1	749.96
1210-241-36-0000	7736 HIGHLAND GROVE CT	3	1	749.96
1210-241-37-0000	29386 HIGHLAND GROVE LN	3	1	749.96
1210-241-38-0000	29408 HIGHLAND GROVE LN	3	2	749.96
1210-241-39-0000	7782 ARANCI WAY	3	3	749.96
1210-241-40-0000	7774 ARANCI WAY	3	3	749.96
1210-241-41-0000	7766 ARANCI WAY	3	3	749.96
1210-241-42-0000	7758 ARANCI WAY	3	3	749.96
1210-241-43-0000	7750 ARANCI WAY	3	3	749.96
1210-241-44-0000	7746 ARANCI WAY	3	2	749.96
1210-241-45-0000	7747 ARANCI WAY	3	3	749.96
1210-241-46-0000	7751 ARANCI WAY	3	3	749.96
1210-241-47-0000	7757 ARANCI WAY	3	3	749.96
1210-241-48-0000	7769 ARANCI WAY	3	3	749.96
1210-241-49-0000	7773 ARANCI WAY	3	3	749.96
1210-241-50-0000	7781 ARANCI WAY	3	3	749.96
1210-241-51-0000	7772 GOLD BUCKLE CT	3	3	749.96
1210-241-52-0000	7764 GOLD BUCKLE CT	3	3	749.96
1210-241-53-0000	7756 GOLD BUCKLE CT	3	2	749.96
1210-241-54-0000	7752 GOLD BUCKLE CT	3	3	749.96
1210-241-55-0000	7746 GOLD BUCKLE CT	3	2	749.96
1210-241-56-0000	7742 GOLD BUCKLE CT	3	3	749.96
1210-241-57-0000	7743 GOLD BUCKLE CT	3	3	749.96
1210-241-58-0000	7749 GOLD BUCKLE CT	3	3	749.96
1210-241-59-0000	7755 GOLD BUCKLE CT	3	3	749.96
1210-241-60-0000	7763 GOLD BUCKLE CT	3	2	749.96
1210-241-61-0000	7769 GOLD BUCKLE CT	3	3	749.96
1210-241-62-0000	7775 GOLD BUCKLE CT	3	3	749.96
1210-251-01-0000	7880 GOLD BUCKLE	3	1	749.96
1210-251-02-0000	7864 GOLD BUCKLE	3	2	749.96
1210-251-03-0000	7856 GOLD BUCKLE	3	2	749.96
1210-251-04-0000	7842 GOLD BUCKLE	3	1	749.96
1210-251-05-0000	7838 GOLD BUCKLE	3	1	749.96
1210-251-06-0000	7826 GOLD BUCKLE RD	3	2	749.96
1210-251-07-0000	7812 GOLD BUCKLE RD	3	1	749.96
1210-251-08-0000	29316 GOLD BUCKLE	3	1	749.96

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1210-251-09-0000	29324 GOLD BUCKLE	3	1	749.96
1210-251-10-0000	29330 GOLD BUCKLE	3	1	749.96
1210-251-11-0000	29338 GOLD BUCKLE RD	3	2	749.96
1210-251-12-0000	29346 GOLD BUCKLE RD	3	1	749.96
1210-251-13-0000	7795 CHANTICLEER	3	1	749.96
1210-251-14-0000	29370 GOLD BUCKLE	3	1	749.96
1210-251-15-0000	29392 GOLD BUCKLE	3	1	749.96
1210-251-16-0000	29426 GOLD BUCKLE	3	1	749.96
1210-251-17-0000	29387 GOLD BUCKLE	3	1	749.96
1210-251-18-0000	29371 GOLD BUCKLE RD	3	2	749.96
1210-251-19-0000	29365 GOLD BUCKLE	3	1	749.96
1210-251-20-0000	29353 GOLD BUCKLE	3	1	749.96
1210-251-21-0000	29341 GOLD BUCKLE RD	3	2	749.96
1210-251-22-0000	29335 GOLD BUCKLE	3	1	749.96
1210-251-23-0000	7831 GOLD BUCKLE	3	1	749.96
1210-251-24-0000	7845 GOLD BUCKLE	3	1	749.96
1210-251-25-0000	7857 GOLD BUCKLE	3	1	749.96
1210-251-26-0000	29336 POLO	3	1	749.96
1210-251-27-0000	29344 POLO	3	1	749.96
1210-251-28-0000	29352 POLO	3	1	749.96
1210-251-29-0000	29366 POLO	3	2	749.96
1210-251-30-0000	29378 POLO	3	1	749.96
1210-251-31-0000	29384 POLO	3	1	749.96
1210-251-32-0000	7850 ARANCI	3	1	749.96
1210-251-33-0000	7844 ARANCI	3	1	749.96
1210-251-34-0000	7836 ARANCI WAY	3	1	749.96
1210-251-35-0000	29489 GOLD BUCKLE RD	3	1	749.96
1210-251-36-0000	29471 GOLD BUCKLE	3	1	749.96
1210-251-37-0000	29457 GOLD BUCKLE	3	1	749.96
1210-251-38-0000	29445 GOLD BUCKLE	3	2	749.96
1210-251-39-0000	29431 GOLD BUCKLE RD	3	1	749.96
1210-251-40-0000	29432 POLO ST	3	1	749.96
1210-251-41-0000	29440 POLO	3	1	749.96
1210-251-42-0000	29458 POLO	3	1	749.96
1210-251-43-0000	29472 POLO	3	2	749.96
1210-251-44-0000	29486 POLO	3	1	749.96
1210-251-45-0000	29483 POLO	3	2	749.96
1210-251-46-0000	29475 POLO	3	1	749.96
1210-251-47-0000	29461 POLO	3	2	749.96
1210-251-48-0000	29457 POLO ST	3	1	749.96
1210-251-49-0000	29443 POLO	3	1	749.96
1210-251-50-0000	29435 POLO	3	1	749.96
1210-251-51-0000	29421 POLO	3	2	749.96
1210-251-52-0000	29407 POLO	3	1	749.96
1210-251-53-0000	29385 POLO	3	2	749.96
1210-251-54-0000	29367 POLO	3	1	749.96
1210-251-55-0000	29351 POLO	3	2	749.96
1210-251-56-0000	29343 POLO	3	1	749.96
1210-251-57-0000	29335 POLO	3	1	749.96
1210-251-58-0000	29327 POLO	3	1	749.96
1210-251-59-0000	29319 POLO	3	1	749.96
1210-251-60-0000	29311 POLO	3	1	749.96
1210-251-61-0000	29430 GOLD BUCKLE RD	3	2	749.96
1210-251-62-0000	7789 ARANCI WAY	3	3	749.96

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1210-251-63-0000	7793 ARANCI WAY	3	2	749.96
1210-251-64-0000	7796 GOLD BUCKLE CT	3	2	749.96
1210-251-65-0000	7788 GOLD BUCKLE CT	3	3	749.96
1210-251-66-0000	7780 GOLD BUCKLE CT	3	3	749.96
1210-251-67-0000	7781 GOLD BUCKLE CT	3	3	749.96
1210-251-68-0000	7787 GOLD BUCKLE CT	3	2	749.96
1210-251-69-0000	7793 GOLD BUCKLE CT	3	2	749.96
1210-261-01-0000	7796 SILVER BUCKLE RD	3	3	749.96
1210-261-02-0000	7784 SILVER BUCKLE RD	3	3	749.96
1210-261-03-0000	7772 SILVER BUCKLE RD	3	3	749.96
1210-261-04-0000	7764 SILVER BUCKLE RD	3	2	749.96
1210-261-05-0000	7758 SILVER BUCKLE RD	3	3	749.96
1210-261-06-0000	7750 SILVER BUCKLE RD	3	2	749.96
1210-261-07-0000	7744 SILVER BUCKLE RD	3	3	749.96
1210-261-08-0000	29520 BELT LN	3	2	749.96
1210-261-09-0000	29532 BELT LN	3	3	749.96
1210-261-10-0000	29544 BELT	3	2	749.96
1210-261-11-0000	29558 BELT LN	3	2	749.96
1210-261-12-0000	29564 BELT LN	3	2	749.96
1210-261-13-0000	29576 BELT LN	3	3	749.96
1210-261-14-0000	29582 BELT LN	3	3	749.96
1210-261-15-0000	7743 UNICORN WAY	3	2	749.96
1210-261-16-0000	7755 UNICORN WAY	3	2	749.96
1210-261-17-0000	7767 UNICORN WAY	3	2	749.96
1210-261-18-0000	7771 UNICORN WAY	3	3	749.96
1210-261-19-0000	7779 UNICORN WAY	3	3	749.96
1210-261-20-0000	7785 UNICORN WAY	3	3	749.96
1210-261-21-0000	7791 UNICORN WAY	3	3	749.96
1210-261-22-0000	7797 UNICORN WAY	3	3	749.96
1210-261-23-0000	29579 GOLD BUCKLE RD	3	2	749.96
1210-261-24-0000	29571 GOLD BUCKLE RD	3	3	749.96
1210-261-25-0000	29567 GOLD BUCKLE RD	3	3	749.96
1210-261-26-0000	29553 GOLD BUCKLE RD	3	2	749.96
1210-261-27-0000	29545 GOLD BUCKLE RD	3	3	749.96
1210-261-28-0000	29542 SILVER BUCKLE CT	3	3	749.96
1210-261-29-0000	29554 SILVER BUCKLE CT	3	2	749.96
1210-261-30-0000	29566 SILVER BUCKLE CT	3	3	749.96
1210-261-31-0000	29570 SILVER BUCKLE CT	3	3	749.96
1210-261-32-0000	29584 SILVER BUCKLE CT	3	2	749.96
1210-261-33-0000	29595 SILVER BUCKLE CT	3	3	749.96
1210-261-34-0000	29583 SILVER BUCKLE CT	3	2	749.96
1210-261-35-0000	29571 SILVER BUCKLE CT	3	3	749.96
1210-261-36-0000	29559 SILVER BUCKLE CT	3	3	749.96
1210-261-37-0000	29543 SILVER BUCKLE CT	3	3	749.96
1210-261-38-0000	29537 SILVER BUCKLE CT	3	3	749.96
1210-261-39-0000	29525 SILVER BUCKLE CT	3	3	749.96
1210-261-40-0000	7862 SILVER BUCKLE RD	3	3	749.96
1210-261-42-0000	7836 SILVER BUCKLE RD	3	3	749.96
1210-261-43-0000	7820 SILVER BUCKLE RD	3	2	749.96
1210-261-44-0000	7785 SILVER BUCKLE RD	3	3	749.96
1210-261-45-0000	7773 SILVER BUCKLE RD	3	3	749.96
1210-261-46-0000	7761 SILVER BUCKLE RD	3	2	749.96
1210-261-47-0000	29541 BELT LN	3	2	749.96
1210-261-48-0000	29557 BELT LN	3	3	749.96

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1210-261-49-0000	29563 BELT LN	3	3	749.96
1210-261-50-0000	7768 UNICORN WAY	3	3	749.96
1210-261-51-0000	7776 UNICORN WAY	3	2	749.96
1210-261-52-0000	7784 UNICORN WAY	3	2	749.96
1210-261-53-0000	29566 GOLD BUCKLE RD	3	2	749.96
1210-261-54-0000	29552 GOLD BUCKLE RD	3	3	749.96
1210-261-55-0000	29540 GOLD BUCKLE RD	3	1	749.96
1210-261-56-0000	29512 SANTA ANA CANYON RD	3	3	749.96
1210-261-57-0000	29520 SANTA ANA CANYON RD	3	3	749.96
1210-261-58-0000	29534 SANTA ANA CANYON RD	3	3	749.96
1210-261-59-0000	29542 SANTA ANA CANYON RD	3	4	749.96
1210-261-60-0000	29550 SANTA ANA CANYON RD	3	2	749.96
1210-261-61-0000	29564 SANTA ANA CANYON RD	3	3	749.96
1210-261-62-0000	29578 SANTA ANA CANYON RD	3	3	749.96
1210-261-63-0000	29590 SANTA ANA CANYON RD	3	3	749.96
1210-321-01-0000	7696 ALTA VISTA	2	5	749.96
1210-321-02-0000	7686 ALTA VISTA	2	4	749.96
1210-321-03-0000	7676 ALTA VISTA	2	3	749.96
1210-321-04-0000	30006 FRONTERA DEL SUR	2	3	749.96
1210-321-05-0000	30018 FRONTERA DEL SUR	2	4	749.96
1210-321-06-0000	30032 FRONTERA DEL SUR	2	3	749.96
1210-321-07-0000	7630 ALTA VISTA	2	3	749.96
1210-321-08-0000	7609 ALTA VISTA	2	4	749.96
1210-321-09-0000	7619 ALTA VISTA	2	5	749.96
1210-321-10-0000	7627 ALTA VISTA	2	4	749.96
1210-321-11-0000	7641 ALTA VISTA	2	3	749.96
1210-321-12-0000	30048 FRONTERA DEL SUR	2	3	749.96
1210-321-13-0000	30062 FRONTERA DEL SUR	2	5	749.96
1210-321-14-0000	30074 FRONTERA DEL SUR	2	3	749.96
1210-321-15-0000	30082 CENTRO VISTA	2	3	749.96
1210-321-16-0000	30094 CENTRO VISTA	2	5	749.96
1210-321-17-0000	30099 CENTRO VISTA	2	2	749.96
1210-321-18-0000	7693 CENTRO VISTA	2	3	749.96
1210-321-19-0000	30065 FRONTERA DEL SUR	2	5	749.96
1210-321-20-0000	30051 FRONTERA DEL SUR	2	2	749.96
1210-321-21-0000	30039 FRONTERA DEL SUR	2	2	749.96
1210-321-22-0000	30053 CABO DEL OESTE	2	3	749.96
1210-321-23-0000	30045 CABO DEL OESTE	2	5	749.96
1210-321-24-0000	30023 CABO DEL OESTE	2	4	749.96
1210-321-25-0000	30007 CABO DEL OESTE	2	5	749.96
1210-331-01-0000	7796 ALTA VISTA	2	3	749.96
1210-331-02-0000	7776 ALTA VISTA	2	5	749.96
1210-331-03-0000	7766 ALTA VISTA	2	3	749.96
1210-331-04-0000	7756 ALTA VISTA	2	2	749.96
1210-331-05-0000	7746 ALTA VISTA	2	4	749.96
1210-331-06-0000	7736 ALTA VISTA	2	3	749.96
1210-331-07-0000	7716 ALTA VISTA	2	5	749.96
1210-331-08-0000	7706 ALTA VISTA	2	3	749.96
1210-331-09-0000	7709 CENTRO VISTA	2	5	749.96
1210-331-10-0000	7719 CENTRO VISTA	2	3	749.96
1210-331-11-0000	7739 CENTRO VISTA	2	4	749.96
1210-331-12-0000	7749 CENTRO VISTA	2	5	749.96
1210-331-13-0000	7759 CENTRO VISTA	2	3	749.96
1210-331-14-0000	7769 CENTRO VISTA	2	5	749.96

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1210-331-15-0000	7779 CENTRO VISTA	2	4	749.96
1210-331-16-0000	7799 CENTRO VISTA	2	2	749.96
1210-331-17-0000	7798 CENTRO VISTA	2	3	749.96
1210-331-18-0000	7778 CENTRO VISTA	2	5	749.96
1210-331-19-0000	7768 CENTRO VISTA	2	3	749.96
1210-331-20-0000	7758 CENTRO VISTA	2	4	749.96
1210-331-21-0000	7748 CENTRO VISTA	2	5	749.96
1210-331-22-0000	7738 CENTRO VISTA	2	2	749.96
1210-331-23-0000	7718 CENTRO VISTA	2	4	749.96
1210-331-24-0000	7708 CENTRO VISTA	2	5	749.96
1210-331-25-0000	7707 ALTA VISTA	2	5	749.96
1210-331-26-0000	7717 ALTA VISTA	2	4	749.96
1210-331-27-0000	7737 ALTA VISTA	2	5	749.96
1210-331-28-0000	7747 ALTA VISTA	2	4	749.96
1210-331-29-0000	7757 ALTA VISTA	2	5	749.96
1210-331-30-0000	7767 ALTA VISTA	2	3	749.96
1210-331-31-0000	7777 ALTA VISTA	2	4	749.96
1210-331-32-0000	7797 ALTA VISTA	2	3	749.96
1210-341-01-0000	30124 CENTRO VISTAA	2	3	749.96
1210-341-02-0000	30134 CENTRO VISTA	2	5	749.96
1210-341-03-0000	30137 CENTRO VISTAA	2	2	749.96
1210-341-04-0000	30292 CENTRO VISTA	2	3	749.96
1210-341-05-0000	30280 CENTRO VISTA	2	4	749.96
1210-341-06-0000	30268 CENTRO VISTA	2	3	749.96
1210-341-07-0000	30260 CENTRO VISTA	2	5	749.96
1210-341-08-0000	30248 CENTRO VISTA	2	4	749.96
1210-341-09-0000	30236 CENTRO VISTA	2	3	749.96
1210-341-10-0000	30224 CENTRO VISTA	2	5	749.96
1210-341-11-0000	30212 CENTRO VISTA	2	2	749.96
1210-341-12-0000	30196 CENTRO VISTA	2	5	749.96
1210-341-13-0000	30190 CENTRO VISTA	2	3	749.96
1210-341-14-0000	30178 CENTRO VISTA	2	4	749.96
1210-341-15-0000	30168 CENTRO VISTA	2	4	749.96
1210-341-16-0000	30156 CENTRO VISTA	2	2	749.96
1210-341-17-0000	30146 CENTRO VISTA	2	3	749.96
1210-341-18-0000	30149 CENTRO VISTA	2	5	749.96
1210-341-19-0000	30161 CENTRO VISTA	2	3	749.96
1210-341-20-0000	30171 CENTRO VISTA	2	4	749.96
1210-341-21-0000	30183 CENTRO VISTA	2	3	749.96
1210-341-22-0000	30195 CENTRO VISTA	2	5	749.96
1210-341-23-0000	30207 CENTRO VISTA	2	4	749.96
1210-341-24-0000	30219 CENTRO VISTA	2	5	749.96
1210-341-25-0000	30229 CENTRO VISTA	2	3	749.96
1210-341-26-0000	30241 CENTRO VISTA	2	4	749.96
1210-341-27-0000	30253 CENTRO VISTA	2	5	749.96
1210-341-28-0000	30265 CENTRO VISTA	2	4	749.96
1210-341-29-0000	30277 CENTRO VISTA	2	5	749.96
1210-341-30-0000	30289 CENTRO VISTA	2	4	749.96
1210-341-31-0000	7586 VISTA ALEGRE	2	3	749.96
1210-341-32-0000	7616 VISTA ALEGRE	2	2	749.96
1210-341-33-0000	7626 VISTA ALEGRE	2	5	749.96
1210-341-34-0000	7625 PASEO LARGO	2	2	749.96
1210-341-35-0000	7615 PASEO LARGO	2	5	749.96
1210-341-36-0000	7624 PASEO LARGO	2	3	749.96

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1210-341-37-0000	30295 FRONTERA DEL NORTE	2	6	749.96
1210-341-38-0000	30283 FRONTERA DEL NORTE	2	4	749.96
1210-341-39-0000	30271 FRONTERA DEL NORTE	2	6	749.96
1210-341-40-0000	30255 FRONTERA DEL NORTE	2	6	749.96
1210-341-41-0000	30243 FRONTERA DEL NORTE	2	6	749.96
1210-341-42-0000	30233 FRONTERA DEL NORTE	2	6	749.96
1210-341-43-0000	30221 FRONTERA DEL NORTE	2	6	749.96
1210-341-44-0000	30211 FRONTERA DEL NORTE	2	6	749.96
1210-341-45-0000	30201 FRONTERA DEL NORTE	2	6	749.96
1210-341-46-0000	30185 FRONTERA DEL NORTE	2	4	749.96
1210-341-47-0000	30173 FRONTERA DEL NORTE	2	6	749.96
1210-341-48-0000	30159 FRONTERA DEL NORTE	2	6	749.96
1210-341-49-0000	30143 FRONTERA DEL NORTE	2	5	749.96
1210-341-50-0000	7563 ALTA VISTA	2	6	749.96
1210-341-51-0000	7571 ALTA VISTA	2	5	749.96
1210-341-52-0000	7579 ALTA VISTA	2	3	749.96
1210-341-53-0000	7566 ALTA VISTA	2	6	749.96
1210-341-54-0000	7552 ALTA VISTA	2	6	749.96
1210-341-55-0000	7544 ALTA VISTA	2	6	749.96
1210-341-56-0000	30166 FRONTERA DEL NORTE	2	6	749.96
1210-341-57-0000	30180 FRONTERA DEL NORTE	2	6	749.96
1210-341-58-0000	30192 FRONTERA DEL NORTE	2	6	749.96
1210-341-59-0000	30198 FRONTERA DEL NORTE	2	4	749.96
1210-341-60-0000	30214 FRONTERA DEL NORTE	2	6	749.96
1210-341-61-0000	30226 FRONTERA DEL NORTE	2	6	749.96
1210-341-62-0000	30234 FRONTERA DEL NORTE	2	6	749.96
1210-341-63-0000	30246 FRONTERA DEL NORTE	2	6	749.96
1210-351-01-0000	30098 CENTRO VISTA	2	4	749.96
1210-351-02-0000	30114 CENTRO VISTA	2	2	749.96
1210-351-03-0000	30127 CENTRO VISTA	2	2	749.96
1210-351-04-0000	30117 CENTRO VISTA	2	3	749.96
1210-351-05-0000	30105 CENTRO VISTA	2	4	749.96
1210-351-06-0000	30101 CENTRO VISTA	2	5	749.96
1210-351-07-0000	30114 FRONTERA DEL SUR	2	4	749.96
1210-351-08-0000	30128 FRONTERA DEL SUR	2	5	749.96
1210-351-09-0000	7670 PASEO BREVE	2	3	749.96
1210-351-10-0000	7660 PASEO BREVE	2	4	749.96
1210-351-11-0000	7650 PASEO BREVE	2	5	749.96
1210-351-12-0000	7640 PASEO BREVE	2	2	749.96
1210-351-13-0000	7651 PESEO BREVE	2	3	749.96
1210-351-14-0000	7661 PASEO BREVE	2	5	749.96
1210-351-15-0000	7671 PASEO BREVE	2	2	749.96
1210-351-16-0000	30171 FRONTERA DEL SUR	2	5	749.96
1210-351-17-0000	30157 FRONTERA DEL SUR	2	2	749.96
1210-351-18-0000	30145 FRONTERA DEL SUR	2	5	749.96
1210-351-19-0000	30133 FRONTERA DEL SUR	2	4	749.96
1210-351-20-0000	30121 FRONTERA DEL SUR	2	3	749.96
1210-351-21-0000	30109 FRONTERA DEL SUR	2	5	749.96
1210-351-22-0000	30183 FRONTERA DEL SUR	2	4	749.96
1210-351-23-0000	30197 FRONTERA DEL SUR	2	3	749.96
1210-351-24-0000	30207 FRONTERA DEL SUR	2	5	749.96
1210-351-25-0000	30219 FRONTERA DEL SUR	2	2	749.96
1210-351-26-0000	30231 FRONTERA DEL SUR	2	4	749.96
1210-351-27-0000	30245 FRONTERA DEL SUR	2	5	749.96

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1210-351-28-0000	30257 FRONTERA DEL SUR	2	4	749.96
1210-351-29-0000	30269 FRONTERA DEL SUR	2	3	749.96
1210-351-30-0000	30277 FRONTERA DEL SUR	2	5	749.96
1210-351-31-0000	30293 FRONTERA DEL SUR	2	3	749.96
1210-351-32-0000	7636 VISTA ALEGRE	2	4	749.96
1210-351-33-0000	7646 VISTA ALEGRE	2	5	749.96
1210-351-34-0000	7656 VISTA ALEGRE	2	3	749.96
1210-351-35-0000	7666 VISTA ALEGRE	2	4	749.96
1210-351-36-0000	7676 VISTA ALEGRE	2	2	749.96
1210-351-37-0000	7675 PASEO LARGO	2	3	749.96
1210-351-38-0000	7665 PASEO LARGO	2	5	749.96
1210-351-39-0000	7655 PASEO LARGO	2	4	749.96
1210-351-40-0000	7645 PASEO LARGO	2	3	749.96
1210-351-41-0000	7635 PASEO LARGO	2	5	749.96
1210-351-42-0000	7634 PASEO LARGO	2	4	749.96
1210-351-43-0000	7644 PASEO LARGO	2	5	749.96
1210-351-44-0000	7654 PASEO LARGO	2	3	749.96
1210-351-45-0000	7664 PASEO LARGO	2	4	749.96
1210-351-46-0000	7674 PASEO LARGO	2	2	749.96
1210-351-47-0000	7673 PASEO MEDIO	2	2	749.96
1210-351-48-0000	7663 PASEO MEDIO	2	4	749.96
1210-351-49-0000	7653 PASEO MEDIO	2	5	749.96
1210-351-50-0000	7643 PASEO MEDIO	2	3	749.96
1210-351-51-0000	7633 PASEO MEDIO	2	5	749.96
1210-351-52-0000	7632 PASEO MEDIO	2	2	749.96
1210-351-53-0000	7642 PASEO MEDIO	2	3	749.96
1210-351-54-0000	7652 PASEO MEDIO	2	4	749.96
1210-351-55-0000	7662 PASEO MEDIO	2	5	749.96
1210-351-56-0000	7672 PASEO MEDIO	2	3	749.96
1210-361-01-0000	30305 FRONTERA DEL SUR	2	4	749.96
1210-361-02-0000	30317 FRONTERA DEL SUR	2	5	749.96
1210-361-03-0000	7677 VISTA ALEGRE	2	3	749.96
1210-361-04-0000	7667 VISTA ALEGRE	2	5	749.96
1210-361-05-0000	7657 VISTA ALEGRE	2	4	749.96
1210-361-06-0000	7647 VISTA ALEGRE	2	5	749.96
1210-361-07-0000	7637 VISTA ALEGRE	2	3	749.96
1210-361-08-0000	7627 VISTA ALEGRE	2	4	749.96
1210-361-09-0000	7617 VISTA ALEGRE	2	5	749.96
1210-361-10-0000	7587 VISTA ALEGRE	2	4	749.96
1210-361-11-0000	7577 VISTA ALEGRE	2	5	749.96
1210-361-12-0000	7567 VISTA ALEGRE	2	3	749.96
1210-361-13-0000	7557 VISTA ALEGRE	2	5	749.96
1210-361-14-0000	7547 VISTA ALEGRE	2	6	749.96
1210-361-15-0000	30329 FRONTERA DEL SUR	2	3	749.96
1210-361-16-0000	7678 VISTA RIO	2	3	749.96
1210-361-17-0000	7668 VISTA RIO	2	4	749.96
1210-361-18-0000	7658 VISTA RIO	2	3	749.96
1210-361-19-0000	7648 VISTA RIO	2	5	749.96
1210-361-20-0000	7638 VISTA RIO	2	4	749.96
1210-361-21-0000	7628 VISTA RIO	2	3	749.96
1210-361-22-0000	7618 VISTA RIO	2	5	749.96
1210-361-23-0000	7588 VISTA RIO	2	4	749.96
1210-361-24-0000	7578 VISTA RIO	2	3	749.96
1210-361-25-0000	7568 VISTA RIO	2	5	749.96

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1210-361-26-0000	7558 VISTA RIO	2	6	749.96
1210-361-27-0000	7548 VISTA RIO	2	4	749.96
1210-361-28-0000	7537 VISTA ALEGRE	2	4	749.96
1210-361-29-0000	7539 VISTA RIO	2	6	749.96
1210-361-30-0000	7549 VISTA RIO	2	6	749.96
1210-361-31-0000	7559 VISTA RIO	2	6	749.96
1210-361-32-0000	7569 VISTA RIO	2	3	749.96
1210-361-33-0000	7579 VISTA RIO	2	4	749.96
1210-361-34-0000	7589 VISTA RIO	2	5	749.96
1210-361-35-0000	7619 VISTA RIO	2	2	749.96
1210-361-36-0000	7629 VISTA RIO	2	3	749.96
1210-361-37-0000	7639 VISTA RIO	2	4	749.96
1210-361-38-0000	7649 VISTA RIO	2	3	749.96
1210-361-39-0000	7659 VISTA RIO	2	5	749.96
1210-361-40-0000	7669 VISTA RIO	2	4	749.96
1210-361-41-0000	7679 VISTA RIO	2	2	749.96
1210-361-42-0000	7681 VISTA RIO	2	5	749.96
1210-391-01-0000	7585 ALTA VISTA	2	4	749.96
1210-391-02-0000	7597 ALTA VISTA	2	3	749.96
1210-391-03-0000	30058 CABO DEL OESTE	2	2	749.96
1210-391-04-0000	30050 CABO DEL OESTE	2	4	749.96
1210-391-05-0000	30036 CABO DEL OESTE	2	3	749.96
1210-391-06-0000	30028 CABO DEL OESTE	2	5	749.96
1210-391-07-0000	30016 CABO DEL OESTE	2	3	749.96
1210-391-08-0000	CABO DEL OESTE	2	8	0.00
1210-391-09-0000	7590 ALTA VISTA	2	3	749.96
1210-391-10-0000	7584 ALTA VISTA	2	5	749.96
1210-391-11-0000	7580 ALTA VISTA	2	2	749.96
1210-391-12-0000	7572 ALTA VISTA	2	5	749.96
1210-401-01-0000	30256 FRONTERA DEL NORTE	2	6	749.96
1210-401-02-0000	30266 FRONTERA DEL NORTE	2	6	749.96
1210-401-03-0000	30278 FRONTERA DEL NORTE	2	6	749.96
1210-401-04-0000	30290 FRONTERA DEL NORTE	2	6	749.96
1210-401-05-0000	30302 FRONTERA DEL NORTE	2	6	749.96
1210-401-06-0000	30312 FRONTERA DEL NORTE	2	6	749.96
1210-401-07-0000	30328 FRONTERA DEL NORTE	2	6	749.96
1210-401-08-0000	30334 FRONTERA DEL NORTE	2	6	749.96
1210-401-09-0000	30346 FRONTERA DEL NORTE	2	6	749.96
1210-441-01-0000	7874 CALLE DEL RIO	1	1	749.96
1210-441-02-0000	7866 CALLE DEL RIO	1	1	749.96
1210-441-03-0000	7858 CALLE DEL RIO	1	1	749.96
1210-441-04-0000	7850 CALLE DEL RIO	1	1	749.96
1210-441-05-0000	7842 CALLE DEL RIO	1	1	749.96
1210-441-06-0000	7834 CALLE DEL RIO	1	1	749.96
1210-441-07-0000	7812 CALLE DEL RIO	1	1	749.96
1210-441-08-0000	7804 CALLE DEL RIO	1	1	749.96
1210-441-09-0000	7811 CALLE DEL RIO	1	1	749.96
1210-441-10-0000	7833 CALLE DEL RIO	1	1	749.96
1210-441-11-0000	7841 CALLE DEL RIO	1	1	749.96
1210-441-12-0000	7849 CALLE DEL RIO	1	1	749.96
1210-441-13-0000	7857 CALLE DEL RIO	1	1	749.96
1210-441-14-0000	7865 CALLE DEL RIO	1	1	749.96
1210-441-15-0000	7873 CALLE DEL RIO	1	1	749.96
1210-441-16-0000	7890 SANTA ANGELA ST	1	1	749.96

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1210-441-17-0000	7882 SANTA ANGELA ST	1	1	749.96
1210-441-18-0000	7874 SANTA ANGELA ST	1	1	749.96
1210-441-19-0000	7862 SANTA ANGELA ST	1	1	749.96
1210-441-20-0000	7850 SANTA ANGELA ST	1	1	749.96
1210-441-21-0000	7832 SANTA ANGELA ST	1	1	749.96
1210-441-22-0000	7843 SANTA ANGELA ST	1	1	749.96
1210-441-23-0000	7859 SANTA ANGELA ST	1	1	749.96
1210-441-24-0000	7867 SANTA ANGELA ST	1	1	749.96
1210-441-25-0000	7875 SANTA ANGELA ST	1	1	749.96
1210-441-26-0000	7885 SANTA ANGELA ST	1	1	749.96
1210-441-27-0000	7895 SANTA ANGELA ST	1	1	749.96
1210-441-28-0000	7896 CALLE CARRISA	1	1	749.96
1210-441-29-0000	7884 CALLE CARRISA	1	1	749.96
1210-441-30-0000	7876 CALLE CARRISA	1	1	749.96
1210-451-01-0000	7914 CALLE DEL RIO	1	1	749.96
1210-451-02-0000	7908 CALLE DEL RIO	1	4	749.96
1210-451-03-0000	7900 CALLE DEL RIO	1	1	749.96
1210-451-04-0000	7898 CALLE DEL RIO	1	1	749.96
1210-451-05-0000	7896 CALLE DEL RIO	1	1	749.96
1210-451-06-0000	7894 CALLE DEL RIO	1	1	749.96
1210-451-07-0000	7892 CALLE DEL RIO	1	1	749.96
1210-451-08-0000	7884 CALLE DEL RIO	1	1	749.96
1210-451-09-0000	7881 CALLE DEL RIO	1	1	749.96
1210-451-10-0000	7893 CALLE DEL RIO	1	1	749.96
1210-451-11-0000	7895 CALLE DEL RIO	1	1	749.96
1210-451-12-0000	7900 SANTA ANGELA ST	1	1	749.96
1210-451-13-0000	7898 SANTA ANGELA ST	1	1	749.96
1210-451-14-0000	7901 SANTA ANGELA ST	1	1	749.96
1210-451-15-0000	7902 CALLE CARISSA	1	1	749.96
1210-451-16-0000	30345 MISSION ST	1	1	749.96
1210-451-17-0000	30357 MISSION ST	1	1	749.96
1210-451-18-0000	30369 MISSION ST	1	1	749.96
1210-451-19-0000	30379 MISSION ST	1	1	749.96
1210-451-20-0000	30391 MISSION ST	1	1	749.96
1210-451-21-0000	30403 MISSION ST	1	1	749.96
1210-451-22-0000	30415 MISSION ST	1	1	749.96
1210-451-23-0000	30427 MISSION ST	1	1	749.96
1210-451-24-0000	30439 MISSION ST	1	1	749.96
1210-451-25-0000	30449 MISSION ST	1	1	749.96
1210-451-26-0000	30463 MISSION ST	1	1	749.96
1210-451-27-0000	30471 MISSION ST	1	1	749.96

Summary Fields	Value
APN total count:	1,013
LEVY AMOUNT total sum:	$755,208.51

Business Item No.

6

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Carlos Zamano, City Manager CZ

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer LNC

SUBJECT: Establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2025/2026.

RECOMMENDATION: That the Finance Subcommittee review and approve the item to be brought forward to the City Council regarding the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2025/2026.

FISCAL IMPACT: Revenue generated from the 2025/2026 tax roll will provide $347,450.64 for the expenditures of the district.

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

BACKGROUND: At this meeting the proposed 2025/2026 rates are attached for discussion and comparison to the 2024/2025 rates. Attached are the spreadsheets for Finance Subcommittee review. On these spreadsheets are last year's rates, the proposed rates for 2025/2026, the amount of the increase or decrease and the percentage of the increase or decrease.

Attachments:
1. Community Facilities District 2001-1 Proposed Special Tax Rate
2. Proposed Resolution No. 2025-____
3. Exhibit A- Community Facilities District 2001-1 Charge Detail Report FY 2025/2026

Attachment 1
Community Facilities District 2001-1 Proposed Special Tax Rate

City of Highland
Community Facilities District 2001-1
Five (5) Year Special Tax Rate Comparison

Special Tax Rates

Land Use Category	Residential Floor Area	Parcels Levied	2021/2022 Proposed Special Tax Rate	Proposed Percent Change over 2020/2021	2022/2023 Proposed Special Tax Rate	Proposed Percent Change over 2022/2023	2023/2024 Proposed Special Tax Rate	Proposed Percent Change over 2022/2023	2024/2025 Proposed Special Tax Rate	Proposed Percent Change over 2023/2024	2025/2026 Proposed Special Tax Rate	Proposed Percent Change over 2024/2025
1	Under - 2,000 Sq. Ft.	55	$844.73	-24.57%	$830.50	-1.68%	$852.14	2.61%	$846.78	-0.63%	$786.82	-7.08%
2	2,001 - 2,900 Sq. Ft.	78	$1,074.09	-24.57%	$1,055.98	-1.69%	$1,083.50	2.61%	$1,076.70	-0.63%	$1,000.44	-7.08%
3	2,901 - 3,200 Sq. Ft.	93	$1,110.79	-24.57%	$1,092.06	-1.69%	$1,120.52	2.61%	$1,113.48	-0.63%	$1,034.62	-7.08%
4	3,201 - 3,900 Sq. Ft.	74	$1,338.73	-24.57%	$1,316.16	-1.69%	$1,350.46	2.61%	$1,341.98	-0.63%	$1,246.94	-7.08%
5	Over - 3,900 Sq. Ft.	25	$1,616.78	-24.57%	$1,589.52	-1.69%	$1,630.96	2.61%	$1,620.70	-0.63%	$1,505.92	-7.08%
6	Non-Residential Property*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Undeveloped*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Maximum & Applied Special Tax Rates

Land Use Category	Residential Floor Area	Parcels Levied	2021/2022 Maximum Special Tax Rate	2021/2022 Proposed Special Tax Rate	Percent of Maximum	2022/2023 Maximum Special Tax Rate	2022/2023 Proposed Special Tax Rate	Percent of Maximum	2023/2024 Maximum Special Tax Rate	2023/2024 Proposed Special Tax Rate	Percent of Maximum	2024/2025 Maximum Special Tax Rate	2024/2025 Proposed Special Tax Rate	Percent of Maximum	2025/2026 Maximum Special Tax Rate	2025/2026 Proposed Special Tax Rate	Percent of Maximum
1	Under - 2,000 Sq. Ft.	55	$1,197.00	$844.73	70.57%	$1,197.00	$830.50	69.38%	$1,197.00	$852.14	71.19%	$1,197.00	$846.78	70.74%	$1,197.00	$786.82	65.73%
2	2,001 - 2,900 Sq. Ft.	78	$1,522.00	$1,074.09	70.57%	$1,522.00	$1,055.98	69.38%	$1,522.00	$1,083.50	71.19%	$1,522.00	$1,076.70	70.74%	$1,522.00	$1,000.44	65.73%
3	2,901 - 3,200 Sq. Ft.	93	$1,574.00	$1,110.79	70.57%	$1,574.00	$1,092.06	69.38%	$1,574.00	$1,120.52	71.19%	$1,574.00	$1,113.48	70.74%	$1,574.00	$1,034.62	65.73%
4	3,201 - 3,900 Sq. Ft.	74	$1,897.00	$1,338.73	70.57%	$1,897.00	$1,316.16	69.38%	$1,897.00	$1,350.46	71.19%	$1,897.00	$1,341.98	70.74%	$1,897.00	$1,246.94	65.73%
5	Over - 3,900 Sq. Ft.	25	$2,291.00	$1,616.78	70.57%	$2,291.00	$1,589.52	69.38%	$2,291.00	$1,630.96	71.19%	$2,291.00	$1,620.70	70.74%	$2,291.00	$1,505.92	65.73%
6	Non-Residential Property*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Undeveloped*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Rate is per Acre

Attachment 2
Proposed Resolution No. 2025-____

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT NO. 2001-01 FOR THE FISCAL YEAR 2025/2026

WHEREAS, the City Council of the CITY OF HIGHLAND, CALIFORNIA (hereinafter referred to as the "Legislative Body"), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors relating to the levy of a special tax in a community facilities district, all as authorized pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California. This Community Facilities District shall hereinafter be referred to as "District;" and,

WHEREAS, this Legislative Body, by Ordinance as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to said Community Facilities District, and this legislative body is desirous to establish the specific rate of the special tax to be collected for the next fiscal year.

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

Section 1. That the above recitals are all true and correct.

Section 2. That the specific rate and amount of the special tax to be collected to pay for the costs and expenses for the next fiscal year (2025/2026) for the referenced District is hereby determined and established as set forth in the attached, referenced, and incorporated Exhibit "A."

Section 3. That the rate as set forth above does not exceed the amount as previously authorized by Ordinance of this Legislative Body, and is not in excess of that as previously approved by the qualified electors of the District, and is exempt from Proposition 218, Section XIII D of the California State Constitution.

Section 4. That the proceeds of the special tax shall be used to pay, in whole or in part, the costs of the following:

A. Payment of Principal of and Interest on any outstanding authorized bonded indebtedness;
B. Necessary replenishment of bond reserve funds or other reserve funds;
C. Payment of costs and expenses of authorized public facilities and services;
D. Repayment of advances and loans, if appropriate;
E. Payment of District administrative costs.

The proceeds of the special taxes shall be used as set forth above, and shall not be used for any other purpose.

Section 5. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby authorized to deduct administrative costs incurred in the collecting any said special tax.

Section 6. All monies above collected shall be paid into the Community Facilities District funds, including any bond fund and reserve fund.

Section 7. The Auditor of the County is hereby directed to enter in the next County assessment roll on which taxes will become due, opposite each lot or parcel of land affected in a space marked "public improvements, special tax" or by any other suitable designation, the installment of the special tax, and for the exact rate and amount of said tax, reference is made to the attached Exhibit "A."

Section 8. The County shall then, at the close of the tax collection period, promptly render to this Agency a detailed report showing the amount and/or amounts of such special tax installments, interest, penalties and percentages so collected and from what property collected, and also provide a statement of any percentages retained for the expense of making any such collection.

APPROVED and ADOPTED this 10th day of June 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Muñoz, City Clerk

Exhibit A
Community Facilities District 2001-1 Charge Detail Report FY 2025/2026

City of Highland
Community Facilities District No. 2001-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM ASSIGNED SPECIAL TAX	LEVY AMOUNT
0297-211-01-0000	7814 SANTA ANGELA ST	1	$1,197.00	$786.82
0297-211-02-0000	7802 SANTA ANGELA ST	4	1,897.00	1,246.94
0297-211-03-0000	7784 SANTA ANGELA ST	1	1,197.00	786.82
0297-211-04-0000	7772 SANTA ANGELA ST	2	1,522.00	1,000.44
0297-211-05-0000	7766 SANTA ANGELA ST	4	1,897.00	1,246.94
0297-211-06-0000	30518 VIA ALICIA	4	1,897.00	1,246.94
0297-211-07-0000	30526 VIA ALICIA	2	1,522.00	1,000.44
0297-211-08-0000	30540 VIA ALICIA	1	1,197.00	786.82
0297-211-09-0000	30554 VIA ALICIA	4	1,897.00	1,246.94
0297-211-10-0000	30562 VIA ALICIA	4	1,897.00	1,246.94
0297-211-11-0000	30576 VIA ALICIA	2	1,522.00	1,000.44
0297-211-12-0000	30577 VIA ALICIA	1	1,197.00	786.82
0297-211-13-0000	30559 VIA ALICIA	2	1,522.00	1,000.44
0297-211-14-0000	30547 VIA ALICIA	4	1,897.00	1,246.94
0297-211-15-0000	7781 SANTA ANGELA ST	1	1,197.00	786.82
0297-211-16-0000	7799 SANTA ANGELA ST	4	1,897.00	1,246.94
0297-211-17-0000	7807 SANTA ANGELA ST	2	1,522.00	1,000.44
0297-211-18-0000	7813 SANTA ANGELA ST	4	1,897.00	1,246.94
0297-211-19-0000	7821 SANTA ANGELA ST	2	1,522.00	1,000.44
0297-211-20-0000	7842 CALLE CARRISA	3	1,574.00	1,034.62
0297-211-21-0000	7834 CALLE CARRISA	2	1,522.00	1,000.44
0297-211-22-0000	7812 CALLE CARRISA	5	2,291.00	1,505.92
0297-211-23-0000	7810 CALLE CARRISA	3	1,574.00	1,034.62
0297-211-24-0000	7804 CALLE CARRISA	5	2,291.00	1,505.92
0297-211-25-0000	7803 CALLE CARRISA	1	1,197.00	786.82
0297-211-26-0000	7805 CALLE CARRISA	4	1,897.00	1,246.94
0297-211-27-0000	7809 CALLE CARRISA	2	1,522.00	1,000.44
0297-211-28-0000	7811 CALLE CARRISA	4	1,897.00	1,246.94
0297-211-29-0000	7833 CALLE CARRISA	2	1,522.00	1,000.44
0297-211-30-0000	30636 LA CRESTA ST	3	1,574.00	1,034.62
0297-211-31-0000	7750 LA MONICA ST	4	1,897.00	1,246.94
0297-211-32-0000	7758 LA MONICA ST	3	1,574.00	1,034.62
0297-211-33-0000	7766 LA MONICA ST	3	1,574.00	1,034.62
0297-211-34-0000	7782 LA MONICA ST	4	1,897.00	1,246.94
0297-211-35-0000	7794 LA MONICA ST	1	1,197.00	786.82
0297-211-36-0000	7783 CALLE CARRISA	1	1,197.00	786.82
0297-211-37-0000	7779 CALLE CARRISA	3	1,574.00	1,034.62
0297-211-38-0000	7767 CALLE CARRISA	4	1,897.00	1,246.94
0297-211-39-0000	7760 CALLE CARRISA	4	1,897.00	1,246.94
0297-211-40-0000	7764 CALLE CARRISA	3	1,574.00	1,034.62
0297-211-41-0000	7776 CALLE CARRISA	1	1,197.00	786.82
0297-211-42-0000	7800 LA MONICA ST	1	1,197.00	786.82
0297-211-43-0000	7808 LA MONICA ST	3	1,574.00	1,034.62
0297-211-44-0000	7820 LA MONICA ST	3	1,574.00	1,034.62
0297-211-45-0000	7832 LA MONICA ST	4	1,897.00	1,246.94
0297-211-46-0000	7848 LA MONICA ST	3	1,574.00	1,034.62

City of Highland
Community Facilities District No. 2001-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM ASSIGNED SPECIAL TAX	LEVY AMOUNT
0297-221-01-0000	7835 SANTA ANGELA ST	4	1,897.00	1,246.94
0297-221-02-0000	7866 CALLE CARRISA	5	2,291.00	1,505.92
0297-221-03-0000	7860 CALLE CARRISA	3	1,574.00	1,034.62
0297-221-04-0000	7852 CALLE CARRISA	5	2,291.00	1,505.92
0297-221-05-0000	7841 CALLE CARRISA	1	1,197.00	786.82
0297-221-06-0000	7849 CALLE CARRISA	4	1,897.00	1,246.94
0297-221-07-0000	7857 CALLE CARRISA	2	1,522.00	1,000.44
0297-221-08-0000	7865 CALLE CARRISA	4	1,897.00	1,246.94
0297-221-09-0000	7873 CALLE CARRISA	1	1,197.00	786.82
0297-221-10-0000	7881 CALLE CARRISA	4	1,897.00	1,246.94
0297-221-11-0000	7903 CALLE CARRISA	2	1,522.00	1,000.44
0297-221-12-0000	7906 LA MONICA ST	2	1,522.00	1,000.44
0297-221-13-0000	7902 LA MONICA ST	3	1,574.00	1,034.62
0297-221-14-0000	7907 LA MONICA ST	2	1,522.00	1,000.44
0297-221-15-0000	7916 SAN BENITO ST	4	1,897.00	1,246.94
0297-221-16-0000	7904 SAN BENITO ST	3	1,574.00	1,034.62
0297-221-17-0000	7917 SAN BENITO ST	2	1,522.00	1,000.44
0297-221-18-0000	30483 MISSION ST	2	1,522.00	1,000.44
0297-221-19-0000	30497 MISSION ST	4	1,897.00	1,246.94
0297-221-20-0000	30509 MISSION ST	3	1,574.00	1,034.62
0297-221-21-0000	30519 MISSION ST	3	1,574.00	1,034.62
0297-221-22-0000	30533 MISSION ST	1	1,197.00	786.82
0297-221-23-0000	30543 MISSION ST	1	1,197.00	786.82
0297-221-24-0000	30555 MISSION ST	4	1,897.00	1,246.94
0297-221-25-0000	30563 MISSION ST	3	1,574.00	1,034.62
0297-221-26-0000	30577 MISSION ST	1	1,197.00	786.82
0297-221-27-0000	30603 MISSION ST	2	1,522.00	1,000.44
0297-221-28-0000	30615 MISSION ST	3	1,574.00	1,034.62
0297-221-29-0000	7903 SAN BENITO ST	4	1,897.00	1,246.94
0297-221-30-0000	7897 SAN BENITO ST	1	1,197.00	786.82
0297-221-31-0000	7893 SAN BENITO ST	3	1,574.00	1,034.62
0297-221-32-0000	7883 SAN BENITO ST	1	1,197.00	786.82
0297-221-33-0000	7862 LA MONICA ST	2	1,522.00	1,000.44
0297-221-34-0000	7878 LA MONICA ST	3	1,574.00	1,034.62
0297-221-35-0000	7890 LA MONICA ST	5	2,291.00	1,505.92
0297-221-36-0000	7899 LA MONICA ST	3	1,574.00	1,034.62
0297-221-37-0000	7881 LA MONICA ST	1	1,197.00	786.82
0297-221-38-0000	7867 LA MONICA ST	3	1,574.00	1,034.62
0297-221-39-0000	7851 LA MONICA ST	3	1,574.00	1,034.62
0297-221-40-0000	7843 LA MONICA ST	4	1,897.00	1,246.94
0297-221-41-0000	7835 LA MONICA ST	3	1,574.00	1,034.62
0297-221-42-0000	7819 LA MONICA ST	3	1,574.00	1,034.62
0297-221-43-0000	7878 SAN BENITO ST	4	1,897.00	1,246.94
0297-221-44-0000	7880 SAN BENITO ST	2	1,522.00	1,000.44
0297-221-45-0000	7884 SAN BENITO ST	3	1,574.00	1,034.62
0297-221-46-0000	7890 SAN BENITO ST	4	1,897.00	1,246.94

City of Highland
Community Facilities District No. 2001-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM ASSIGNED SPECIAL TAX	LEVY AMOUNT
0297-221-47-0000	7894 SAN BENITO ST	3	1,574.00	1,034.62
0297-231-01-0000	7875 SANTA PAULA ST	2	1,522.00	1,000.44
0297-231-02-0000	7871 SANTA PAULA ST	1	1,197.00	786.82
0297-231-03-0000	7863 SANTA PAULA ST	4	1,897.00	1,246.94
0297-231-04-0000	7851 SANTA PAULA ST	1	1,197.00	786.82
0297-231-05-0000	7852 SANTA PAULA ST	2	1,522.00	1,000.44
0297-231-06-0000	7864 SANTA PAULA ST	3	1,574.00	1,034.62
0297-231-07-0000	7878 SANTA PAULA ST	5	2,291.00	1,505.92
0297-231-08-0000	7859 CAMINO CIELO	2	1,522.00	1,000.44
0297-231-09-0000	7847 CAMINO CIELO	1	1,197.00	786.82
0297-231-10-0000	7826 CAMINO CIELO	1	1,197.00	786.82
0297-231-11-0000	7838 CAMINO CIELO	4	1,897.00	1,246.94
0297-231-12-0000	7846 CAMINO CIELO	2	1,522.00	1,000.44
0297-231-13-0000	7854 CAMINO CIELO	1	1,197.00	786.82
0297-231-14-0000	7860 CAMINO CIELO	2	1,522.00	1,000.44
0297-231-15-0000	7872 CAMINO CIELO	5	2,291.00	1,505.92
0297-231-16-0000	7888 CAMINO CIELO	3	1,574.00	1,034.62
0297-231-17-0000	7871 LA NITA ST	2	1,522.00	1,000.44
0297-231-18-0000	7869 LA NITA ST	3	1,574.00	1,034.62
0297-231-19-0000	7857 LA NITA ST	5	2,291.00	1,505.92
0297-231-20-0000	7845 LA NITA ST	3	1,574.00	1,034.62
0297-231-21-0000	7839 LA NITA ST	3	1,574.00	1,034.62
0297-231-22-0000	7827 LA NITA ST	2	1,522.00	1,000.44
0297-231-23-0000	7819 LA NITA ST	3	1,574.00	1,034.62
0297-231-24-0000	7825 SANTA PAULA ST	1	1,197.00	786.82
0297-231-25-0000	7823 SANTA PAULA ST	2	1,522.00	1,000.44
0297-231-26-0000	7811 SANTA PAULA ST	4	1,897.00	1,246.94
0297-231-27-0000	7805 SANTA PAULA ST	1	1,197.00	786.82
0297-231-28-0000	7802 LA NITA ST	3	1,574.00	1,034.62
0297-231-29-0000	7812 LA NITA ST	4	1,897.00	1,246.94
0297-231-30-0000	7824 LA NITA ST	1	1,197.00	786.82
0297-231-31-0000	7836 LA NITA ST	2	1,522.00	1,000.44
0297-231-32-0000	7842 LA NITA ST	1	1,197.00	786.82
0297-231-33-0000	7850 LA NITA ST	5	2,291.00	1,505.92
0297-231-34-0000	7862 LA NITA ST	2	1,522.00	1,000.44
0297-231-35-0000	7866 LA NITA ST	3	1,574.00	1,034.62
0297-231-36-0000	7844 LA CRESTA ST	3	1,574.00	1,034.62
0297-231-37-0000	7856 LA CRESTA ST	2	1,522.00	1,000.44
0297-231-38-0000	7868 LA CRESTA ST	3	1,574.00	1,034.62
0297-231-39-0000	7867 LA CRESTA ST	3	1,574.00	1,034.62
0297-231-40-0000	7859 LA CRESTA ST	3	1,574.00	1,034.62
0297-231-41-0000	7855 LA CRESTA ST	1	1,197.00	786.82
0297-231-42-0000	7847 LA CRESTA ST	3	1,574.00	1,034.62
0297-241-01-0000	30627 MISSION ST	4	1,897.00	1,246.94
0297-241-02-0000	30639 MISSION ST	5	2,291.00	1,505.92
0297-241-03-0000	30651 MISSION ST	2	1,522.00	1,000.44

City of Highland
Community Facilities District No. 2001-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM ASSIGNED SPECIAL TAX	LEVY AMOUNT
0297-241-04-0000	30663 MISSION ST	3	1,574.00	1,034.62
0297-241-05-0000	30675 MISSION ST	5	2,291.00	1,505.92
0297-241-06-0000	30687 MISSION ST	2	1,522.00	1,000.44
0297-241-07-0000	30699 MISSION ST	5	2,291.00	1,505.92
0297-241-08-0000	30711 MISSION ST	3	1,574.00	1,034.62
0297-241-09-0000	30723 MISSION ST	2	1,522.00	1,000.44
0297-241-10-0000	30735 MISSION ST	1	1,197.00	786.82
0297-241-11-0000	7913 CAMINO CIELO	1	1,197.00	786.82
0297-241-12-0000	7901 CAMINO CIELO	2	1,522.00	1,000.44
0297-241-13-0000	7896 CAMINO CIELO	2	1,522.00	1,000.44
0297-241-14-0000	7902 CAMINO CIELO	4	1,897.00	1,246.94
0297-241-15-0000	7914 CAMINO CIELO	3	1,574.00	1,034.62
0297-241-16-0000	7915 LA NITA ST	3	1,574.00	1,034.62
0297-241-17-0000	7903 LA NITA ST	5	2,291.00	1,505.92
0297-241-18-0000	7895 LA NITA ST	2	1,522.00	1,000.44
0297-241-19-0000	7883 LA NITA ST	5	2,291.00	1,505.92
0297-241-20-0000	7874 LA NITA ST	2	1,522.00	1,000.44
0297-241-21-0000	7886 LA NITA ST	5	2,291.00	1,505.92
0297-241-22-0000	7894 LA NITA ST	3	1,574.00	1,034.62
0297-241-23-0000	7898 LA NITA ST	5	2,291.00	1,505.92
0297-241-24-0000	7906 LA NITA ST	4	1,897.00	1,246.94
0297-241-25-0000	7918 LA NITA ST	3	1,574.00	1,034.62
0297-251-01-0000	30747 MISSION ST	2	1,522.00	1,000.44
0297-251-02-0000	30759 MISSION ST	4	1,897.00	1,246.94
0297-251-03-0000	30761 MISSION ST	1	1,197.00	786.82
0297-251-04-0000	30773 MISSION ST	2	1,522.00	1,000.44
0297-251-05-0000	30785 MISSION ST	4	1,897.00	1,246.94
0297-251-06-0000	30797 MISSION ST	2	1,522.00	1,000.44
0297-251-07-0000	30809 MISSION ST	1	1,197.00	786.82
0297-251-08-0000	30823 MISSION ST	2	1,522.00	1,000.44
0297-251-09-0000	7927 SANTA PAULA ST	1	1,197.00	786.82
0297-251-10-0000	7917 SANTA PAULA ST	2	1,522.00	1,000.44
0297-251-11-0000	7909 SANTA PAULA ST	4	1,897.00	1,246.94
0297-251-12-0000	7891 SANTA PAULA ST	2	1,522.00	1,000.44
0297-251-13-0000	7889 SANTA PAULA ST	1	1,197.00	786.82
0297-251-14-0000	7881 SANTA PAULA ST	4	1,897.00	1,246.94
0297-251-15-0000	7884 SANTA PAULA ST	5	2,291.00	1,505.92
0297-251-16-0000	7892 SANTA PAULA ST	2	1,522.00	1,000.44
0297-251-17-0000	7904 SANTA PAULA ST	3	1,574.00	1,034.62
0297-251-18-0000	7912 SANTA PAULA ST	3	1,574.00	1,034.62
0297-251-19-0000	7920 SANTA PAULA ST	2	1,522.00	1,000.44
0297-251-20-0000	7925 VIA OBRA CT	1	1,197.00	786.82
0297-251-21-0000	7911 VIA OBRA CT	2	1,522.00	1,000.44
0297-251-22-0000	7905 VIA OBRA CT	4	1,897.00	1,246.94
0297-251-23-0000	7900 VIA OBRA CT	2	1,522.00	1,000.44
0297-251-24-0000	7908 VIA OBRA CT	5	2,291.00	1,505.92

City of Highland
Community Facilities District No. 2001-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM ASSIGNED SPECIAL TAX	LEVY AMOUNT
0297-251-25-0000	7916 VIA OBRA CT	2	1,522.00	1,000.44
0297-251-26-0000	7928 VIA OBRA CT	1	1,197.00	786.82
0297-251-27-0000	7893 CAMINO CIELO	4	1,897.00	1,246.94
0297-251-28-0000	7873 CAMINO CIELO	1	1,197.00	786.82
0297-251-29-0000	7865 CAMINO CIELO	4	1,897.00	1,246.94
0297-251-30-0000	7876 LA CRESTA ST	4	1,897.00	1,246.94
0297-251-31-0000	7888 LA CRESTA ST	4	1,897.00	1,246.94
0297-251-32-0000	7892 LA CRESTA ST	2	1,522.00	1,000.44
0297-251-33-0000	7900 LA CRESTA ST	3	1,574.00	1,034.62
0297-251-34-0000	7906 LA CRESTA ST	1	1,197.00	786.82
0297-251-35-0000	7914 LA CRESTA ST	4	1,897.00	1,246.94
0297-251-36-0000	7922 LA CRESTA ST	1	1,197.00	786.82
0297-251-37-0000	30839 MISSION ST	4	1,897.00	1,246.94
0297-251-38-0000	30853 MISSION ST	2	1,522.00	1,000.44
0297-251-39-0000	30875 MISSION ST	4	1,897.00	1,246.94
0297-251-40-0000	30883 MISSION ST	2	1,522.00	1,000.44
0297-251-41-0000	7931 LA CRESTA ST	3	1,574.00	1,034.62
0297-251-42-0000	7927 LA CRESTA ST	1	1,197.00	786.82
0297-251-43-0000	7919 LA CRESTA ST	3	1,574.00	1,034.62
0297-251-44-0000	7907 LA CRESTA ST	3	1,574.00	1,034.62
0297-251-45-0000	7897 LA CRESTA ST	1	1,197.00	786.82
0297-251-46-0000	7891 LA CRESTA ST	3	1,574.00	1,034.62
0297-251-47-0000	7885 LA CRESTA ST	3	1,574.00	1,034.62
0297-251-48-0000	7879 LA CRESTA ST	4	1,897.00	1,246.94
0297-251-49-0000	7873 LA CRESTA ST	1	1,197.00	786.82
0297-261-01-0000	7879 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-02-0000	7865 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-03-0000	7857 SAN BENITO ST	4	1,897.00	1,246.94
0297-261-04-0000	7851 SAN BENITO ST	1	1,197.00	786.82
0297-261-05-0000	7841 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-06-0000	7839 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-07-0000	7823 SAN BENITO ST	4	1,897.00	1,246.94
0297-261-08-0000	7811 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-09-0000	7807 SAN BENITO ST	4	1,897.00	1,246.94
0297-261-10-0000	7795 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-11-0000	7787 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-12-0000	7775 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-13-0000	30727 LA CRESTA ST	4	1,897.00	1,246.94
0297-261-14-0000	7807 LA MONICA ST	2	1,522.00	1,000.44
0297-261-15-0000	7801 LA MONICA ST	3	1,574.00	1,034.62
0297-261-16-0000	7793 LA MONICA ST	4	1,897.00	1,246.94
0297-261-17-0000	7785 LA MONICA ST	2	1,522.00	1,000.44
0297-261-18-0000	7777 LA MONICA ST	3	1,574.00	1,034.62
0297-261-19-0000	7761 LA MONICA ST	3	1,574.00	1,034.62
0297-261-20-0000	30655 LA CRESTA ST	1	1,197.00	786.82
0297-261-21-0000	30667 LA CRESTA ST	3	1,574.00	1,034.62

City of Highland
Community Facilities District No. 2001-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM ASSIGNED SPECIAL TAX	LEVY AMOUNT
0297-261-22-0000	30685 LA CRESTA ST	4	1,897.00	1,246.94
0297-261-23-0000	7788 SAN BENITO ST	1	1,197.00	786.82
0297-261-24-0000	7794 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-25-0000	7810 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-26-0000	7826 SAN BENITO ST	1	1,197.00	786.82
0297-261-27-0000	7832 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-28-0000	7838 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-29-0000	7850 SAN BENITO ST	4	1,897.00	1,246.94
0297-261-30-0000	7854 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-31-0000	7860 SAN BENITO ST	3	1,574.00	1,034.62
0297-261-32-0000	7872 SAN BENITO ST	2	1,522.00	1,000.44
0297-271-01-0000	7774 LA CRESTA ST	4	1,897.00	1,246.94
0297-271-02-0000	7786 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-03-0000	7790 LA CRESTA ST	2	1,522.00	1,000.44
0297-271-04-0000	7806 LA CRESTA ST	4	1,897.00	1,246.94
0297-271-05-0000	7814 LA CRESTA ST	4	1,897.00	1,246.94
0297-271-06-0000	7818 LA CRESTA ST	2	1,522.00	1,000.44
0297-271-07-0000	7832 LA CRESTA ST	2	1,522.00	1,000.44
0297-271-08-0000	7840 LA CRESTA ST	4	1,897.00	1,246.94
0297-271-09-0000	7841 LA CRESTA ST	1	1,197.00	786.82
0297-271-10-0000	7833 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-11-0000	7829 LA CRESTA ST	1	1,197.00	786.82
0297-271-12-0000	7821 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-13-0000	7817 LA CRESTA ST	1	1,197.00	786.82
0297-271-14-0000	7805 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-15-0000	7797 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-16-0000	7789 LA CRESTA ST	1	1,197.00	786.82
0297-271-17-0000	7779 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-18-0000	7773 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-19-0000	7765 LA CRESTA ST	4	1,897.00	1,246.94
0297-271-20-0000	30736 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-21-0000	30720 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-22-0000	30708 LA CRESTA ST	1	1,197.00	786.82
0297-271-23-0000	30694 LA CRESTA ST	1	1,197.00	786.82
0297-271-24-0000	30680 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-25-0000	30672 LA CRESTA ST	1	1,197.00	786.82
0297-271-26-0000	30654 LA CRESTA ST	3	1,574.00	1,034.62
0297-271-27-0000	30648 LA CRESTA ST	4	1,897.00	1,246.94
1210-441-01-0000	7874 CALLE DEL RIO	2	1,522.00	1,000.44
1210-441-02-0000	7866 CALLE DEL RIO	2	1,522.00	1,000.44
1210-441-03-0000	7858 CALLE DEL RIO	2	1,522.00	1,000.44
1210-441-04-0000	7850 CALLE DEL RIO	4	1,897.00	1,246.94
1210-441-05-0000	7842 CALLE DEL RIO	2	1,522.00	1,000.44
1210-441-06-0000	7834 CALLE DEL RIO	4	1,897.00	1,246.94
1210-441-07-0000	7812 CALLE DEL RIO	4	1,897.00	1,246.94
1210-441-08-0000	7804 CALLE DEL RIO	2	1,522.00	1,000.44

City of Highland
Community Facilities District No. 2001-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM ASSIGNED SPECIAL TAX	LEVY AMOUNT
1210-441-09-0000	7811 CALLE DEL RIO	3	1,574.00	1,034.62
1210-441-10-0000	7833 CALLE DEL RIO	2	1,522.00	1,000.44
1210-441-11-0000	7841 CALLE DEL RIO	5	2,291.00	1,505.92
1210-441-12-0000	7849 CALLE DEL RIO	2	1,522.00	1,000.44
1210-441-13-0000	7857 CALLE DEL RIO	3	1,574.00	1,034.62
1210-441-14-0000	7865 CALLE DEL RIO	5	2,291.00	1,505.92
1210-441-15-0000	7873 CALLE DEL RIO	3	1,574.00	1,034.62
1210-441-16-0000	7890 SANTA ANGELA ST	3	1,574.00	1,034.62
1210-441-17-0000	7882 SANTA ANGELA ST	2	1,522.00	1,000.44
1210-441-18-0000	7874 SANTA ANGELA ST	5	2,291.00	1,505.92
1210-441-19-0000	7862 SANTA ANGELA ST	3	1,574.00	1,034.62
1210-441-20-0000	7850 SANTA ANGELA ST	5	2,291.00	1,505.92
1210-441-21-0000	7832 SANTA ANGELA ST	2	1,522.00	1,000.44
1210-441-22-0000	7843 SANTA ANGELA ST	1	1,197.00	786.82
1210-441-23-0000	7859 SANTA ANGELA ST	2	1,522.00	1,000.44
1210-441-24-0000	7867 SANTA ANGELA ST	4	1,897.00	1,246.94
1210-441-25-0000	7875 SANTA ANGELA ST	2	1,522.00	1,000.44
1210-441-26-0000	7885 SANTA ANGELA ST	1	1,197.00	786.82
1210-441-27-0000	7895 SANTA ANGELA ST	4	1,897.00	1,246.94
1210-441-28-0000	7896 CALLE CARRISA	5	2,291.00	1,505.92
1210-441-29-0000	7884 CALLE CARRISA	3	1,574.00	1,034.62
1210-441-30-0000	7876 CALLE CARRISA	2	1,522.00	1,000.44
1210-451-01-0000	7914 CALLE DEL RIO	2	1,522.00	1,000.44
1210-451-02-0000	7908 CALLE DEL RIO	4	1,897.00	1,246.94
1210-451-03-0000	7900 CALLE DEL RIO	2	1,522.00	1,000.44
1210-451-04-0000	7898 CALLE DEL RIO	2	1,522.00	1,000.44
1210-451-05-0000	7896 CALLE DEL RIO	2	1,522.00	1,000.44
1210-451-06-0000	7894 CALLE DEL RIO	4	1,897.00	1,246.94
1210-451-07-0000	7892 CALLE DEL RIO	2	1,522.00	1,000.44
1210-451-08-0000	7884 CALLE DEL RIO	4	1,897.00	1,246.94
1210-451-09-0000	7881 CALLE DEL RIO	2	1,522.00	1,000.44
1210-451-10-0000	7893 CALLE DEL RIO	4	1,897.00	1,246.94
1210-451-11-0000	7895 CALLE DEL RIO	4	1,897.00	1,246.94
1210-451-12-0000	7900 SANTA ANGELA ST	3	1,574.00	1,034.62
1210-451-13-0000	7898 SANTA ANGELA ST	5	2,291.00	1,505.92
1210-451-14-0000	7901 SANTA ANGELA ST	2	1,522.00	1,000.44
1210-451-15-0000	7902 CALLE CARISSA	4	1,897.00	1,246.94
1210-451-16-0000	30345 MISSION ST	2	1,522.00	1,000.44
1210-451-17-0000	30357 MISSION ST	5	2,291.00	1,505.92
1210-451-18-0000	30369 MISSION ST	3	1,574.00	1,034.62
1210-451-19-0000	30379 MISSION ST	3	1,574.00	1,034.62
1210-451-20-0000	30391 MISSION ST	2	1,522.00	1,000.44
1210-451-21-0000	30403 MISSION ST	4	1,897.00	1,246.94
1210-451-22-0000	30415 MISSION ST	3	1,574.00	1,034.62
1210-451-23-0000	30427 MISSION ST	4	1,897.00	1,246.94
1210-451-24-0000	30439 MISSION ST	2	1,522.00	1,000.44

City of Highland
Community Facilities District No. 2001-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM ASSIGNED SPECIAL TAX	LEVY AMOUNT
1210-451-25-0000	30449 MISSION ST	4	1,897.00	1,246.94
1210-451-26-0000	30463 MISSION ST	3	1,574.00	1,034.62
1210-451-27-0000	30471 MISSION ST	4	1,897.00	1,246.94

Summary Fields	Value
APN total count:	325
MAXIMUM ASSIGNED SPECIAL TAX total sum:	$528,586.00
LEVY AMOUNT total sum:	$347,450.64

Business Item No.

7

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Carlos Zamano, City Manager CZ

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer LNC

SUBJECT: Establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2025/2026.

RECOMMENDATION: That the Finance Subcommittee review and approve the item to be brought forward to the City Council regarding the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2025/2026.

FISCAL IMPACT: Revenue generated from the 2025/2026 tax roll will provide approximately $45,832.38 for the expenditures of the district.

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

BACKGROUND: There will only be a levy for the special taxes on services and administration. The maximum increase allowed is 2%. Therefore, the levy for 2025/2026 will be 2% higher than 2024/2025 ($380.79 to $388.41) per parcel.

Attached are the spreadsheets for the Finance Subcommittee to review. On these spreadsheets are last year's rates and the proposed rates for 2025/2026.

Attachments:
1. Community Facilities District 2007-1 Proposed Special Tax Rate
2. Proposed Resolution No. 2025-____
3. Exhibit A- Community Facilities District 2007-1 Charge Detail Report FY 2025/2026

Attachment 1
Community Facilities District 2007-1 Proposed Special Tax Rate

City of Highland
Community Facilities District 2007-1
Five (5) Year Special Tax Rate Comparison

Special Tax Rates

Land Use Category [1]	Parcels Levied	2021/2022 Proposed Special Tax Rate	Proposed Percent Change over 2020/2021	2022/2023 Proposed Special Tax Rate	Proposed Percent Change over 2021/2022	2023/2024 Proposed Special Tax Rate	Proposed Percent Change over 2022/2023	2024/2025 Proposed Special Tax Rate	Proposed Percent Change over 2023/2024	2025/2026 Proposed Special Tax Rate	Proposed Percent Change over 2024/2025
1	118	$358.83	2.00%	$366.00	2.00%	$373.32	2.00%	$380.79	2.00%	$388.41	2.00%

Maximum & Applied Special Tax Rates [1]

Land Use Category [2]	Parcels Levied	2021/2022 Maximum Special Tax Rate	2021/2022 Proposed Special Tax Rate	Percent of Maximum	2022/2023 Maximum Special Tax Rate	2022/2023 Proposed Special Tax Rate	Percent of Maximum	2023/2024 Maximum Special Tax Rate	2023/2024 Proposed Special Tax Rate	Percent of Maximum	2024/2025 Maximum Special Tax Rate	2024/2025 Proposed Special Tax Rate	Percent of Maximum	2025/2026 Maximum Special Tax Rate	2025/2026 Proposed Special Tax Rate	Percent of Maximum
1	118	$428.83	$358.83	83.68%	$437.41	$366.00	83.67%	$446.15	$373.32	83.68%	$455.08	$380.79	83.68%	$464.18	$388.41	83.68%

[1] Per the CFD Report, the service portion's maximum rate starts Fiscal Year 2007/2008 at $325.00 per unit and increases every Fiscal Year by 2% thereafter

[2] In accordance with the Special Tax Rate and Method of Apportionment, developed property is defined as all Taxable Property in the Community Facilities District as of July 1st of any Fiscal Year for which a final subdivision map or parcel map has been recorded as of May 1 of the previous Fiscal Year. Fiscal Year 2016/2017 was the first year the CFD was levied.

Attachment 2
Proposed Resolution No. 2025-____

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT NO. 2007-01 FOR THE FISCAL YEAR 2025/2026

WHEREAS, the City Council of the CITY OF HIGHLAND, CALIFORNIA (hereinafter referred to as the "Legislative Body"), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors relating to the levy of a special tax in a community facilities district, all as authorized pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California. This Community Facilities District shall hereinafter be referred to as "District;" and,

WHEREAS, this Legislative Body, by Ordinance as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to said Community Facilities District, and this legislative body is desirous to establish the specific rate of the special tax to be collected for the next fiscal year.

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

Section 1. That the above recitals are all true and correct.

Section 2. That the specific rate and amount of the special tax to be collected to pay for the costs and expenses for the next fiscal year (2025/2026) for the referenced District is hereby determined and established as set forth in the attached, referenced, and incorporated Exhibit "A."

Section 3. That the rate as set forth above does not exceed the amount as previously authorized by Ordinance of this Legislative Body, and is not in excess of that as previously approved by the qualified electors of the District, and is exempt from Proposition 218, Section XIII D of the California State Constitution.

Section 4. That the proceeds of the special tax shall be used to pay, in whole or in part, the costs of the following:

A. Payment of costs and expenses of authorized public services;
B. Payment of District administrative costs.

The proceeds of the special taxes shall be used as set forth above, and shall not be used for any other purpose.

Section 5. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby

authorized to deduct administrative costs incurred in the collecting any said special tax.

Section 6. All monies above collected shall be paid into the Community Facilities District funds, including any bond fund and reserve fund.

Section 7. The Auditor of the County is hereby directed to enter in the next County assessment roll on which taxes will become due, opposite each lot or parcel of land affected in a space marked "public improvements, special tax" or by any other suitable designation, the installment of the special tax, and for the exact rate and amount of said tax, reference is made to the attached Exhibit "A."

Section 8. The County shall then, at the close of the tax collection period, promptly render to this Agency a detailed report showing the amount and/or amounts of such special tax installments, interest, penalties and percentages so collected and from what property collected, and also provide a statement of any percentages retained for the expense of making any such collection.

APPROVED and ADOPTED this 10th day of June 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Muñoz, City Clerk

Exhibit A
Community Facilities District 2007-1 Charge Detail Report FY 2025/2026

City of Highland
Community Facilities District No. 2007-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM SPECIAL TAX	LEVY AMOUNT
1201-501-02-0000	28448 WILD ROSE LN	RES	$464.18	$388.41
1201-501-03-0000	28452 WILD ROSE LN	RES	464.18	388.41
1201-501-04-0000	28456 WILD ROSE LN	RES	464.18	388.41
1201-501-05-0000	28460 WILD ROSE LN	RES	464.18	388.41
1201-501-06-0000	28464 WILD ROSE LN	RES	464.18	388.41
1201-501-07-0000	28470 WILD ROSE LN	RES	464.18	388.41
1201-501-08-0000	28478 WILD ROSE LN	RES	464.18	388.41
1201-501-09-0000	28474 WILD ROSE LN	RES	464.18	388.41
1201-501-10-0000	28416 WILD ROSE LN	RES	464.18	388.41
1201-501-11-0000	28420 WILD ROSE LN	RES	464.18	388.41
1201-501-12-0000	28424 WILD ROSE LN	RES	464.18	388.41
1201-501-13-0000	28428 WILD ROSE LN	RES	464.18	388.41
1201-501-14-0000	28432 WILD ROSE LN	RES	464.18	388.41
1201-501-15-0000	28436 WILD ROSE LN	RES	464.18	388.41
1201-501-16-0000	28444 WILD ROSE LN	RES	464.18	388.41
1201-501-17-0000	28440 WILD ROSE LN	RES	464.18	388.41
1201-501-18-0000	28425 WILD ROSE LN	RES	464.18	388.41
1201-501-19-0000	28421 WILD ROSE LN	RES	464.18	388.41
1201-501-20-0000	28429 WILD ROSE LN	RES	464.18	388.41
1201-501-21-0000	28433 WILD ROSE LN	RES	464.18	388.41
1201-501-22-0000	28437 WILD ROSE LN	RES	464.18	388.41
1201-501-23-0000	28441 WILD ROSE LN	RES	464.18	388.41
1201-501-24-0000	28449 WILD ROSE LN	RES	464.18	388.41
1201-501-25-0000	28445 WILD ROSE LN	RES	464.18	388.41
1201-501-26-0000	28386 WILD ROSE LN	RES	464.18	388.41
1201-501-27-0000	28382 WILD ROSE LN	RES	464.18	388.41
1201-501-28-0000	28390 WILD ROSE LN	RES	464.18	388.41
1201-501-29-0000	28394 WILD ROSE LN	RES	464.18	388.41
1201-501-30-0000	28400 WILD ROSE LN	RES	464.18	388.41
1201-501-31-0000	28402 WILD ROSE LN	RES	464.18	388.41
1201-501-32-0000	28412 WILD ROSE LN	RES	464.18	388.41
1201-501-33-0000	28408 WILD ROSE LN	RES	464.18	388.41
1201-501-34-0000	28391 WILD ROSE LN	RES	464.18	388.41
1201-501-35-0000	28401 WILD ROSE LN	RES	464.18	388.41
1201-501-36-0000	28405 WILD ROSE LN	RES	464.18	388.41
1201-501-37-0000	28417 WILD ROSE LN	RES	464.18	388.41
1201-501-38-0000	28409 WILD ROSE LN	RES	464.18	388.41
1201-501-39-0000	7918 CHAPARRAL DR	RES	464.18	388.41
1201-501-40-0000	7922 CHAPARRAL DR	RES	464.18	388.41
1201-501-41-0000	7914 CHAPARRAL DR	RES	464.18	388.41
1201-501-42-0000	7910 CHAPARRAL DR	RES	464.18	388.41
1201-501-43-0000	7903 CHAPARRAL DR	RES	464.18	388.41
1201-501-44-0000	7907 CHAPARRAL DR	RES	464.18	388.41
1201-501-45-0000	7911 CHAPARRAL DR	RES	464.18	388.41
1201-501-46-0000	7915 CHAPARRAL DR	RES	464.18	388.41
1201-501-47-0000	28378 WILD ROSE LN	RES	464.18	388.41
1201-501-48-0000	7980 SUNFLOWER ST	RES	464.18	388.41
1201-501-49-0000	7984 SUNFLOWER ST	RES	464.18	388.41
1201-501-50-0000	7976 SUNFLOWER ST	RES	464.18	388.41
1201-501-51-0000	7972 SUNFLOWER ST	RES	464.18	388.41
1201-501-52-0000	7968 SUNFLOWER ST	RES	464.18	388.41
1201-501-53-0000	7962 SUNFLOWER ST	RES	464.18	388.41
1201-501-54-0000	7954 SUNFLOWER ST	RES	464.18	388.41
1201-501-55-0000	7958 SUNFLOWER ST	RES	464.18	388.41
1201-501-56-0000	7946 SUNFLOWER ST	RES	464.18	388.41
1201-501-57-0000	7950 SUNFLOWER ST	RES	464.18	388.41
1201-501-58-0000	7942 SUNFLOWER ST	RES	464.18	388.41
1201-501-59-0000	7938 SUNFLOWER ST	RES	464.18	388.41
1201-501-60-0000	7934 SUNFLOWER ST	RES	464.18	388.41

City of Highland
Community Facilities District No. 2007-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM SPECIAL TAX	LEVY AMOUNT
1201-501-61-0000	7930 SUNFLOWER ST	RES	464.18	388.41
1201-501-62-0000	7924 SUNFLOWER ST	RES	464.18	388.41
1201-501-63-0000	7926 SUNFLOWER ST	RES	464.18	388.41
1201-501-64-0000	7953 SUNFLOWER ST	RES	464.18	388.41
1201-501-65-0000	NO SITUS AVAILABLE	Exempt	0.00	0.00
1201-501-66-0000	WILD ROSE	Exempt	0.00	0.00
1201-502-01-0000	28455 SUNFLOWER ST	RES	464.18	388.41
1201-502-02-0000	28459 SUNFLOWER ST	RES	464.18	388.41
1201-502-03-0000	28451 SUNFLOWER ST	RES	464.18	388.41
1201-502-04-0000	28447 SUNFLOWER ST	RES	464.18	388.41
1201-502-05-0000	28443 SUNFLOWER ST	RES	464.18	388.41
1201-502-06-0000	28439 SUNFLOWER ST	RES	464.18	388.41
1201-502-07-0000	28431 SUNFLOWER ST	RES	464.18	388.41
1201-502-08-0000	28435 SUNFLOWER ST	RES	464.18	388.41
1201-502-09-0000	28427 SUNFLOWER ST	RES	464.18	388.41
1201-502-10-0000	28423 SUNFLOWER ST	RES	464.18	388.41
1201-502-11-0000	28419 SUNFLOWER ST	RES	464.18	388.41
1201-502-12-0000	28415 SUNFLOWER ST	RES	464.18	388.41
1201-502-13-0000	28434 SUNFLOWER ST	RES	464.18	388.41
1201-502-14-0000	28430 SUNFLOWER ST	RES	464.18	388.41
1201-502-15-0000	28426 SUNFLOWER ST	RES	464.18	388.41
1201-502-16-0000	28422 SUNFLOWER ST	RES	464.18	388.41
1201-502-17-0000	28418 SUNFLOWER ST	RES	464.18	388.41
1201-502-18-0000	28487 SUNFLOWER ST	RES	464.18	388.41
1201-502-19-0000	28491 SUNFLOWER ST	RES	464.18	388.41
1201-502-20-0000	28483 SUNFLOWER ST	RES	464.18	388.41
1201-502-21-0000	28479 SUNFLOWER ST	RES	464.18	388.41
1201-502-22-0000	28475 SUNFLOWER ST	RES	464.18	388.41
1201-502-23-0000	28471 SUNFLOWER ST	RES	464.18	388.41
1201-502-24-0000	28463 SUNFLOWER ST	RES	464.18	388.41
1201-502-25-0000	28467 SUNFLOWER ST	RES	464.18	388.41
1201-502-26-0000	28462 SUNFLOWER ST	RES	464.18	388.41
1201-502-27-0000	28468 SUNFLOWER ST	RES	464.18	388.41
1201-502-28-0000	28458 SUNFLOWER ST	RES	464.18	388.41
1201-502-29-0000	28454 SUNFLOWER ST	RES	464.18	388.41
1201-502-30-0000	28450 SUNFLOWER ST	RES	464.18	388.41
1201-502-31-0000	28446 SUNFLOWER ST	RES	464.18	388.41
1201-502-32-0000	28438 SUNFLOWER ST	RES	464.18	388.41
1201-502-33-0000	28442 SUNFLOWER ST	RES	464.18	388.41
1201-502-34-0000	7941 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-35-0000	7937 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-36-0000	7945 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-37-0000	7949 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-38-0000	7953 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-39-0000	7957 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-40-0000	7965 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-41-0000	7961 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-42-0000	7969 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-43-0000	7973 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-44-0000	7977 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-45-0000	7981 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-46-0000	7989 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-47-0000	7985 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-48-0000	7905 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-49-0000	7901 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-50-0000	7909 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-51-0000	7915 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-52-0000	7919 PRAIRIE ROSE WAY	RES	464.18	388.41

City of Highland
Community Facilities District No. 2007-1
Charge Detail Report (Sorted by APN)
Fiscal Year 2025/2026

APN	SITUS ADDRESS	LAND USE CATEGORY	MAXIMUM SPECIAL TAX	LEVY AMOUNT
1201-502-53-0000	7923 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-54-0000	7931 PRAIRIE ROSE WAY	RES	464.18	388.41
1201-502-55-0000	7927 PRAIRIE ROSE WAY	RES	464.18	388.41

Summary Fields	Value
APN total count:	120
MAXIMUM ASSIGNED SPECIAL TAX total sum:	$54,773.24
LEVY AMOUNT total sum:	$45,832.38

Business Item No.

8

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Carlos Zamano, City Manager CZ

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer LNC

SUBJECT: Contract with the California Department of Forestry and Fire Protection – (Cal-Fire) for the period of July 1, 2025 – June 30, 2030.

RECOMMENDATION: The Finance Subcommittee review and recommend the City Council:

1. Approve the proposed Cal-Fire contract for the period of July 1, 2025 – June 30, 2030 and authorize the Mayor to sign the contract &

2. Adopt the attached Resolution approving the proposed contract.

FISCAL IMPACT: Not to exceed amount of $49,213,896 over the 5 year contract for Fire Prevention and Paramedic services.

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

BACKGROUND: The current contract with Cal Fire will expire on June 30, 2025. It is a five year contract for the period of July 1, 2020-June 30, 2025. The proposed contract is also a 5 year contract and is for the period of July 1, 2025-June 30, 2030.

There have been no substantial changes to the verbiage in the proposed contract.

The City of Highland is transitioning from traditional staffing to a municipal staffing model. The Municipal Staffing Model ensures a fire captain is assigned to every shift, enhancing on-scene leadership, reducing liability, and strengthening firefighter retention by supporting a more balanced and professional work environment.

As part of Cal Fire's recent MOU negotiations, the standard work week has been reduced from 72 to 66 hours. To meet this new requirement, a third platoon is being added at each station. Cal Fire is actively working with the City to integrate the additional personnel required for the third platoon, helping balance the increased staffing costs while maintaining high service levels.

These changes reflect a proactive approach to improving operational efficiency, firefighter wellbeing, and public safety in the City of Highland.

The numbers provided by Cal Fire are built upon worst case scenario. Meaning, all positions (FFII, FFII-P, FAE, FAE-P, FC, & BC) are based on a 25 year employee, at top step, with longevity, overtime calculations, and a 5% increase on top of all of that. Highland is invoiced on actual costs and historically, the actual costs have come in significantly under the contract amounts. However, Highland does budget at the contract amount to be conservative.

The City Attorney has reviewed the proposed contract and has asked for some language revisions. The version in the staff report includes the changes that were proposed by the City Attorney since

the State has not returned the revised contract to staff in time for the meeting today.
Cal Fire is also requesting that the attached Resolution be adopted along with the contract.

Attachments:
1. Proposed contract July 1, 2025 – June 30, 2030
2. Proposed Resolution

Attachment 1

Proposed contract July 1, 2025 – June 30, 2030

COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT
LG-1 REV. 8/2024

AGREEMENT NUMBER	3CA07223
REGISTRATION NUMBER:	

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME
California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME
City of Highland

2. The term of this Agreement is: July 1, 2025 through June 30, 2030

3. The maximum amount of this Agreement is: $ 49,213,896.00 Forty Nine Million, Two Hundred Thirteen Thousand, Eight Hundred Ninety Six Dollars and Zero Cents.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	5	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C – General Terms and Conditions	7	pages
Exhibit D – Additional Provisions	11	pages
Exhibit E – Description of Other Services	1	pages

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IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY		*California Department of General Services Use Only*
LOCAL AGENCY'S NAME City of Highland		
BY *(Authorized Signature)* ✍	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 27215 Baseline Rd. Highland, CA 92346		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Forestry and Fire Protection		
BY *(Authorized Signature)* ✍	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING Matthew Sully, Deputy Director, Cooperative Fire Protection		
ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460		

EXHIBIT A
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT

The project representatives during the term of this Agreement will be:

CAL FIRE Unit Chief:	Shane Littlefield	Local Agency:	City of Highland
Name:	San Bernardino-Inyo-Mono Unit	Name:	Carlos Zamano
Phone:	909-881-6900	Phone:	909-864-6861
Fax:	909-881-6969	Fax:	909-862-3180

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Shane Littlefield	Local Agency:	City of Highland
Section/Unit:	San Bernardino-Inyo-Mono	Section/Unit:	City Manager
Attention:	Alison Hesterly	Attention:	Carlos Zamano
Address:	3800 N. Sierra Way San Bernardino, CA 92405	Address:	27215 Baseline Rd. Highland, CA 92346
Phone:	909-881-6900	Phone:	909-864-6861
Fax:	909-881-6969	Fax:	909-862-3180

Send an additional copy of all correspondence to:

CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460

AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This Agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

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EXHIBIT A
SCOPE OF WORK

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this Agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this Agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

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To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this Agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

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1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this Agreement shall include the following: (check boxes below that apply)

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☒ 1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

☒ 2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

☒ 3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.

☒ 4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

dispatching emergency resource units covered under this Agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

☐ 5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this Agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

☐ 6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

☐ 7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this Agreement)

☒ 8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this Agreement)

☐ 9) Extended Fire Protection Service Availability (Amador)

2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this Agreement.

A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.

B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this Agreement.

C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.

D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

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E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.

F. Except as may be otherwise provided for in this Agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.

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G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this Agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

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In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this Agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the Agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

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All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENT FOR SERVICES

A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this Agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.

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B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.

C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:

1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.

2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.

3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.

4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.

5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.

6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.

7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:

a. The Director predicts a cash flow shortage, or

b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.

D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

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E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

3. BUDGET CONTINGENCY CLAUSE

A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.

B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an Agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.

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C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.

D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an Agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.

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E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.

F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.

2. **AMENDMENT**: This Agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

   If during the term of this Agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this Agreement and set forth in Exhibit D, Schedule A to this Agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

   If during the term of this Agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this Agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.

4. **EXTENSION OF AGREEMENT**:

   A. One year prior to the date of expiration of this Agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this Agreement. If this Agreement is executed with less than one year remaining on the term of the Agreement, LOCAL AGENCY shall provide this written notice at the time it signs the Agreement and the one year notice requirement shall not apply.

   B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this Agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this Agreement. Six months prior to the date of expiration of this Agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this Agreement and any change in the level of fire protection services STATE will provide during the extended period of this Agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this Agreement.

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C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the Agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this Agreement.

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5. **AUDIT**: STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this Agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).

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6. **INDEMNIFICATION**: Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this Agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this Agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative Agreement.

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7. **DISPUTES**: LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this Agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this Agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.

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8. **TERMINATION FOR CAUSE/CANCELLATION**:

A. If LOCAL AGENCY fails to remit payments in accordance with any part of this Agreement, STATE may terminate this Agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this Agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this Agreement for services actually rendered by STATE pursuant to this Agreement.

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B. This Agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this Agreement shall give one year's written notice to the other party prior to cancellation.

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9. **INDEPENDENT CONTRACTOR**: Unless otherwise provided in this Agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.

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10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

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In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.

11. **TIMELINESS**: Time is of the essence in the performance of this Agreement.

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12. **COMPENSATION**: The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.

13. **GOVERNING LAW**: This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

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14. **CHILD SUPPORT COMPLIANCE ACT**: "For any Agreement in excess of $100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:

A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

15. **UNENFORCEABLE PROVISION**: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

    The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

    The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this Agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

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    Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

    A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for $5,000,000 combined single limit per occurrence.

    B. Dispatch services – Any commercial insurance shall provide at least general liability for $1,000,000 combined single limit per occurrence.

    C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.

    D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this Agreement.

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18. **WORKERS COMPENSATION**: (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).

    A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

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B. The STATE Unit Chief administering the organization provided for in this Agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.

C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.

19. **CONFLICT OF INTEREST**: LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

    Current State Employees (Public Contract Code §10410):

    1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

    2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

    Former State Employees (Public Contract Code §10411):

    1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

    2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

    If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

    Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION**: LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

21. **AMERICANS WITH DISABILITIES ACT**: LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

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of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE**: An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

23. **RESOLUTION**: A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the Agreement.

24. **AIR OR WATER POLLUTION VIOLATION**: Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

25. **AFFIRMATIVE ACTION**. STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.

26. **DRUG AND ALCOHOL-FREE WORKPLACE**. As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.

27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES**. STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.

28. **CONFIDENTIAL INFORMATION.** "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Section 7920.000 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 7920.530 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 7921.505

    CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 7921.505(c)(5). CAL FIRE and the LOCAL

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AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A party to this Agreement who experiences a security breach involving Confidential Information covered by this Agreement, agrees to promptly notify the other party of such breach

29. **ENTIRE AGREEMENT**: This Agreement contains the whole agreement between the parties. It cancels and supersedes any previous agreement for the same or similar services.

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EXHIBIT D
ADDITIONAL PROVISIONS

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. The STATE may pay any applicable sales and use tax imposed by another state.

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Schedules

The following Schedules are included as part of this Agreement (check boxes if they apply):

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☒ **A. Fiscal Display, PRC 4142 AND/OR PRC 4144** - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.

☒ **B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this Agreement.

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☒ **C. LOCAL AGENCY Provided Local Funded Resources** - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.

☐ **D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the Agreement.

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LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this Agreement.

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LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

E. **Certification of Insurance** - Provider Insurance Certification and/or proof of self-insurance.

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Fiscal Year:	2025					**Sub Total**	$5,282,166				**Contract Name:**	CITY OF HIGHLAND			
Index:	3500		**Unit:** BDU			**Admin**	$568,889								
PCA	37261					**Total**	$5,851,055				**Contract No.:**	3CA07223			
PRC:	4142										**Page No.:**	17			
Comments	Fire Municipal Staffing					Overtime Total:	$427,702								
This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2025 between City of Highland and The California Department of Forestry and Fire Protection (CAL FIRE)						CAL FIRE Unit Chief	SHANE LITTLEFIELD								
						CAL FIRE Region Chief	MIKE VAN LOBEN SELS								
						Staff Benefit Rate as of 7/1/25 for POF Classifications	93.92%								
						Staff Benefit Rate as of 7/1/25 for SAF Classifications	67.30%								
						Staff Benefit Rate as of 7/1/25 for MIS Classifications	81.85%								

Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
2	Battalion Chief	POF		12	$8,930	$214,315	$3,639	12	$87,336	$201,285	$0	$50,279	$553,215	$640,405
2	Longevity Pay Differential - 7%	POF		12	$0	$15,002			$0	$14,090		$0	$29,092	
2	Education Incentive Pay Differential	POF		12	$150	$3,600			$0	$3,381		$0	$6,981	
		POF		12	$0	$0			$0	$0		$0	$0	
		POF			$0	$0			$0	$0		$0	$0	
	Overtime	POF	5 SHIFTS X 2			$50,386			$0	$731		$0	$51,116	
8	Fire Captain, Range A	POF		12	$7,694	$738,590	$3,143	12	$301,728	$693,684	$0	$173,705	$1,907,707	$2,212,482
8	Longevity Pay Differential - 7%	POF		12	$0	$51,701			$0	$48,558		$0	$100,259	
8	Education Incentive Pay Differential	POF		12	$150	$14,400			$0	$13,524		$0	$27,924	
		POF			$0	$0			$0	$0		$0	$0	
		POF			$0	$0			$0	$0		$0	$0	
	Overtime	POF	5 SHIFTS X 8			$174,067			$0	$2,524		$0	$176,591	
2	Communications Operator, Range A	SAF		12	$6,459	$155,016	$0	0	$0	$104,326	$0	$0	$259,342	$301,712
2	Night-Shift Pay Differential	SAF		12	$303	$7,280			$0	$4,899		$0	$12,179	
		SAF			$0	$0			$0	$0		$0	$0	
		SAF			$0	$0			$0	$0		$0	$0	
		SAF			$0	$0			$0	$0		$0	$0	
	Overtime	SAF				$29,760			$0	$432		$0	$30,192	
5	Fire Apparatus Engineer	POF		12	$6,856	$411,374	$2,807	12	$168,420	$386,362	$0	$96,959	$1,063,115	$1,234,982
5	Longevity Pay Differential - 7%	POF		12	$0	$28,796			$0	$27,045		$0	$55,841	
5	Education Incentive Pay Differential	POF		12	$150	$9,000			$0	$8,453		$0	$17,453	
		POF			$0	$0			$0	$0		$0	$0	
		POF			$0	$0			$0	$0		$0	$0	
	Overtime	POF	5 SHIFTS X 5			$97,164			$0	$1,409		$0	$98,573	
4	Fire Fighter II	POF		12	$6,181	$296,676	$2,536	12	$121,728	$278,638	$0	$70,079	$767,121	$892,585
4	Longevity Pay Differential - 7%	POF		12	$0	$20,767			$0	$19,505		$0	$40,272	
4	Education Incentive Pay Differential	POF		12	$150	$7,200			$0	$6,762		$0	$13,962	
		POF			$0	$0			$0	$0		$0	$0	
		POF			$0	$0			$0	$0		$0	$0	
	Overtime	POF	5 SHIFTS X 9			$70,212			$0	$1,018		$0	$71,230	
					$0	$0	$0	0	$0	$0	$0	$0	$0	$0
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
	Overtime								$0	$0		$0	$0	
					$0	$0	$0	0	$0	$0	$0	$0	$0	$0
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
	Overtime								$0	$0		$0	$0	

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Fiscal Year: 2025	**Uniform Benefits**	**$649**	**Contract Name:**	CITY OF HIGHLAND
Index: 3500	**Sub Total**	**$61,072**		
PCA: 37261	**Admin**	**$6,577**	**Contract No.:**	3CA07223
PRC: 4142	**Total**	**$67,649**	**Page No.:**	18

Comments Fire Municipal Staffing

This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2025 between City of Highland and The California Department of Forestry and Fire Protection (CAL FIRE)

						1.45%	
Category (Pick from List)	**Details**	**Number**	**Months**	**Rate**	**Sub-Total**	**Uniform Benefits**	**Total**
UNIFORM ALLOWANCE FOR BU8		21.00	12.00	$178	$ 44,730	$ 649	$ 45,379
UNIFORM ALLOWANCE FOR COMM OP		2.00	12.00	$104	$ 2,500		$ 2,500
OTHER ITEMS OF EXPENSE	InTime	21.00	1.00	$70	$ 1,470		$ 1,470
TRAINING	Vector Solutions	21.00	1.00	$75	$ 1,575		$ 1,575
COMMUNICATIONS	Radio Maint	1.00	12.00	$257	$ 3,084		$ 3,084
COMMUNICATIONS	Radio Tech	1.00	12.00	$122	$ 1,464		$ 1,464
COMMUNICATIONS	Tablet Command	4.00	1.00	$900	$ 3,600		$ 3,600
VEHICLE OPERATIONS	Maintenance	1.00	1.00	$2000	$ 2,000		$ 2,000

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Fiscal Year:	**2025**				**Sub Total**	**$2,682,219**				**Contract Name:**	CITY OF HIGHLAND			
Index:	**3500**	**Unit:** BDU			**Admin**	**$288,875**								
PCA	**37260**				**Total**	**$2,971,094**				**Contract No.:**	3CA07223			
PRC:	4142									**Page No.:**	19			
Comments	Medic Municipal Staffing				Overtime Total:	$216,020								

This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2025 between City of Highland and The California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE Unit Chief	SHANE LITTLEFIELD
CAL FIRE Region Chief	MIKE VAN LOBEN SELS
Staff Benefit Rate as of 7/1/25 for POF Classifications	93.92%
Staff Benefit Rate as of 7/1/25 for SAF Classifications	67.30%
Staff Benefit Rate as of 7/1/25 for MIS Classifications	81.85%

Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
1	Fire Captain (Paramedic)	POF		12	$8,234	$98,806	$3,544	12	$42,528	$92,799	$0	$24,483	$258,616	$309,419
1	Longevity Pay Differential - 7%	POF		12	$0	$6,916			$0	$6,496		$0	$13,412	
1	Education Incentive Pay Differential	POF		12	$150	$1,800			$0	$1,691		$0	$3,491	
1	Paramedic Recruitment and Retention - 500	POF		12	$500	$6,000			$0	$3,011		$0	$9,011	
		POF			$0	$0			$0	$0		$0	$0	
	Overtime	POF	5 SHIFTS			$24,534			$0	$356		$0	$24,890	
4	Fire Apparatus Engineer (Paramedic)	POF		12	$7,342	$352,420	$3,186	12	$152,928	$330,992	$0	$88,041	$924,381	$1,111,732
4	Longevity Pay Differential - 7%	POF		12	$0	$24,669			$0	$23,169		$0	$47,839	
4	Education Incentive Pay Differential	POF		12	$150	$7,200			$0	$6,762		$0	$13,962	
4	Paramedic Recruitment and Retention - 500	POF		12	$500	$24,000			$0	$12,043		$0	$36,043	
		POF			$0	$0			$0	$0		$0	$0	
	Overtime	POF	5 SHIFTS X 4			$88,228			$0	$1,279		$0	$89,507	
5	Fire Fighter II (Paramedic)	POF		12	$6,613	$396,798	$2,894	12	$173,640	$372,673	$0	$99,965	$1,043,075	$1,261,067
5	Longevity Pay Differential - 7%	POF		12	$0	$27,776			$0	$26,087		$0	$53,863	
5	Education Incentive Pay Differential	POF		12	$150	$9,000			$0	$8,453		$0	$17,453	
5	Paramedic Recruitment and Retention - 500	POF		12	$500	$30,000			$0	$15,054		$0	$45,054	
		POF			$0	$0			$0	$0		$0	$0	
	Overtime	POF	5 SHIFTS X 5			$100,170			$0	$1,452		$0	$101,622	
					$0	$0	$0	0	$0	$0	$0	$0	$0	$0
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
	Overtime								$0	$0		$0	$0	
					$0	$0	$0	0	$0	$0	$0	$0	$0	$0
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
	Overtime								$0	$0		$0	$0	
					$0	$0	$0	0	$0	$0	$0	$0	$0	$0
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
					$0	$0			$0	$0		$0	$0	
	Overtime								$0	$0		$0	$0	

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Fiscal Year: 2025	**Uniform Benefits**	**$309**		**Contract Name:**	CITY OF HIGHLAND
Index: 3500	**Sub Total**	**$23,059**			
PCA: 37260	**Admin**	**$2,483**		**Contract No.:**	3CA07223
PRC: 4142	**Total**	**$25,542**		**Page No.:**	20

Comments Medic Municipal Staffing

This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2025 between City of Highland and The California Department of Forestry and Fire Protection (CAL FIRE)

						1.45%	
Category (Pick from List)	**Details**	**Number**	**Months**	**Rate**	**Sub-Total**	**Uniform Benefits**	**Total**
UNIFORM ALLOWANCE FOR BU8		10.00	12.00	$178	$ 21,300	$ 309	$ 21,609
OTHER ITEMS OF EXPENSE	InTime	10.00	1.00	$70	$ 700		$ 700
TRAINING	Vector Soluction	10.00	1.00	$75	$ 750		$ 750

DRAFT

Highland 2025-2030 LG-1 Contract

Municipal Staffing

	25/26	26/27	27/28	28/29	29/30
Fire PS	$ 5,851,055	$ 6,143,608	$ 6,450,788	$ 6,773,327	$ 7,111,993
Fire OE	$ 67,649	$ 67,649	$ 67,649	$ 67,649	$ 67,649
Medic PS	$ 2,971,094	$ 3,119,649	$ 3,275,631	$ 3,439,413	$ 3,611,383
Medic OE	$ 25,542	$ 25,542	$ 25,542	$ 25,542	$ 25,542
Total	$ 8,915,340	$ 9,356,447	$ 9,819,610	$ 10,305,931	$ 10,816,568

Agreement Total **$ 49,213,896**

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EXHIBIT D, SCHEDULE B

STATIONS/CAMPS	ADDRESS	PHONE #	FAX #	ENGINE CELL #'S
HEADQUARTERS	3800 N. SIERRA WAY SAN BERNARDINO, CA 92405	909-881-6900	909-881-6969	
BDU ECC		909-881-6916	909-881-6970	
BATTALION 1				
HIGHLAND #541	26974 BASELINE HIGHLAND, CA 92346	909-862-3031	909-864-5698	ME541 (909) 838-0181
EAST HIGHLAND # 542	29507 BASELINE HIGHLAND, CA 92346	909-862-1760	909-862-1760	ME542 (909) 838-0183
STERLING # 543	7649 STERLING AVE. HIGHLAND, CA 92410	909-884-4100	909-884-4105	ME543 (909) 838-0140
BATTALION 2				
APPLE VALLEY	21860 TUSSING RANCH RD. APPLE VALLEY, CA 92308	760-247-3039		E3557 (760) 694-7844
LUCERNE VALLEY	33271 OLD WOMAN SPRINGS RD LUCERNE VALLEY, CA 92356	760-248-7525	760-248-9243	E3568 (760) 694-7841
PHELAN	9600 CENTOLA RD PHELAN, CA 92371	760-868-3555	760-868-2431	E3563 (760) 694-7843 E3553 (909) 486-2205 E3578R (909) 253-4982
BATTALION 3				
YUCAIPA # 551	11416 BRYANT ST YUCAIPA,CA 92399	909-797-1000 or 909-797-2224	909-797-1764	E3569 (909) 486-2209 E3551 (909) 531-0205 E3579R (909) 963-8995 ME551 (909) 583-3028
CRAFTON HILLS #552	32664 YUCAIPA BL. YUCAIPA, CA 92399	909-797-2313	909-790-1896	ME552 (909) 580-0841
5th STREET #553	34259 WILDWOOD CANYON RD YUCAIPA, CA 92399	909-795-3048	909-795-3259	ME553 (909) 583-3080
YUCCA VALLEY	7105 AIRWAY AVE. YUCCA VALLEY, CA 92284	760-365-4411	760-365-4411	E3567 (760) 694-7846 E3554 (760) 694-7857
OAK GLEN (Volunteer)	11877 OAK GLEN RD. YUCAIPA CA. 92399	909-797-8744		
BATTALION 4				
BISHOP	2784 S. ROUND VALLEY RD. BISHOP, CA 93514	760-387-2179	760-387-2031	E3561 (760) 694-7849
INDEPENDENCE	P.O. BOX 369 250 E. PARK ST INDEPENDENCE, CA 93526	760-878-2258	760-878-2109	E3564 (760) 694-7850 E3575R (760) 920-9635 E3565 (951) 314-0406
BATTALION 5				
CHINO HILLS	14467 CENTRAL AVE CHINO, CA 91710	909-597-6665	909-597-8831	E3566 (909) 573-7850
DEVORE	18365 CAJON CT. SAN BERNARDINO, CA 92407	909-887-3630	909-887-3630	E3559 (909) 486-2208 E3577R (909) 963-8214
PRADO HELITACK	14467 CENTRAL AVE CHINO, CA 91710	909-606-1902	909-606-7594	H135 (909) 677-8395
BATTALION 6				
BIG BEAR VALLEY	45360 LUCKY BALDWIN RANCH RD. BIG BEAR CITY, CA 92314 MAIL: P.O. Box 2045 Big Bear City CA. 92314	909-547-0160		E3558 (909) 747-7047
CRESTLINE NO-MAIL	22311 WATERS DR. CRESTLINE, CA 92325	909-338-6188		E3562 (909) 963-8233
RUNNING SPRINGS NO-MAIL	31250 HILLTOP BLVD. RUNNING SPRINGS, CA 92382	909-867-2680		E3556 (909) 531-1223
SKY FOREST NO-MAIL	28104 HWY 18 (BLDG110G1485) SKY FOREST, CA 92385	909-337-8194		E3552 (909) 893-2651
CAMPS				
CIW	P.O. BOX 2018 CHINO, CA 91708	909-597-1771 x7444	909-606-4946	
FENNER	P.O. BOX 7 VALYERMO, CA 93563	661-944-5086	661-944-6371	E3570 (909) 342-3136
OWENS VALLEY	2781 S. ROUND VALLEY RD. BISHOP, CA 93514	760-387-2565	760-387-2295	E3573 (760) 920-9622
PILOT ROCK	P.O. BOX 3670 CRESTLINE, CA 92325 23496 Miller Canyon Road, Hesperia CA 92345	909-338-2812	909-338-4603	E3572 (909) 730-5685
PRADO	14467 CENTRAL AVE CHINO, CA 91710	909-597-2911	909-597-8831	E3571 (909) 486-2225

Updated 05/01/2024

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EXHIBIT D, SCHEDULE C

CITY OF HIGHLAND LOCAL AGENCY PROVIDED LOCAL AGENCY RESOURCES

YEAR/TYPE	LICENSE #	VIN	MAKE/MODEL	NUMBER	TYPE
2022 Pickup Truck	166717	1FTX2B62NEF42542	FORD/F-250	BC-510	4X4 Truck
2011 Fire Engine	1234375	1K9AF42885BN058129	KME/KOVATCH	ME-541	TYPE 1
2000 Fire Engine	1054573	4P1CT02M3YA000088	PIERCE/ENFORCER	E-541A	TYPE 1
2017 Fire Engine	1445296	1K9AF4S83HN058459	KME	ME-542	TYPE 1
2005 Fire Engine	1216379	4P1CEO1T85A005253	PIERCE/ENFORCER	E-542A	TYPE 1
2014 Fire Engine	1505091	1K9AF4281FN058862	KME	ME-543	TYPE 1
2005 Fire Engine	1216380	4P1CS01A75A004974	PIERCE/SABER	E-543A	TYPE 1
2023 Brush Patrol			RAM/5500	BP-542	TYPE 6
2004 Heavy Rescue	1185200	44KFT42874WZ20376	HME	IS-543	Incident Support
2007 Pickup Truck	1256831	1FTRF12247KB11059	F-150	U-541	Utility Vehicle

CITY OF YUCAIPA LOCAL AGENCY PROVIDED LOCAL AGENCY RESOURCES

YEAR/TYPE	LICENSE #	VIN	MAKE/MODEL	NUMBER	TYPE
2022 Pickup Truck	1639568	1FT7X2B65NEC36046	Ford F-250	BC-515	4X4 Truck
2016 Fire Engine	1495578	1K9AF4589HN058448	KME/KOVATCH	ME-551	TYPE 1
2013 Fire Engine	1381420	1K9AF4289DN058475	KME/KOVATCH	ME-552	TYPE 1
2019 Fire Engine	1450163	3HAWETAR9KL384596	KME/KOVATCH	BE-552	TYPE 3
2002 Fire Engine	1027001	4P1CT02M52A002173	PIERCE/SABER	E-552A	TYPE 1
2007 Fire Engine	1245408	4P1C0ITSTA007313	PIERCE/SABER	E-553A	TYPE 1
2003 Fire Engine	1027149	4P1CT02M63A003530	PIERCE/SABER	E-553A	TYPE 1
2006 Pick Up Truck	1245191	1FTYR14UX7PA17269	FORD/RANGER	U-553	P/U
2021 Fire Engine	1629734	1K9AF4S89NN058140	KME/Kovatch	ME-553	Type 1
2000 Water Tender	1054519	1HTSEADR1YH67088	KME/International	WT-555	Water Tender
2006 Fire Engine	1225789	1FDAW57PX6ED02194	Ford/F-550	BP-555	Type 6
2011 UTV	141715	4XATH90DB2171031	Polaris/Ranger	U-551	UTV

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SAN MANUEL FIRE LOCAL AGENCY PROVIDED LOCAL AGENCY RESOURCES

YEAR/TYPE	LICENSE #	VIN	MAKE/MODEL	NUMBER	TYPE
2020 Fire Engine	1599773	4P1BAAGF7LA022007	PIERCE	ME241	Type 1
2011 Fire Engine	1370949	4P1CY01D6BAO12256	PIERCE	ME242	TYPE 1
2017 Aerial Ladder	1520384	4P1BCAGF5HA018037	PIERCE	MT241	Ladder Truck
2008 Aerial Ladder	1185229	4P1CTO2H74A004139	PIERCE	T241R	Ladder Truck
2014 Brush Engine	1392553	1HTWEAZR2FH071877	PIERCE	BE243	TYPE 3
2021 Water Tender	1607569	3HAEETAR3ML179841	BME	WT242	TYPE 2
2014 Hazmat Unit	1409855	4P1CU09AXEA014148	PIERCE	HM241	TYPE 1
2019 Incident Support	1445253	3HAWCTARKL389467	PIERCE	IS242	Incident Support
2022 Medic Ambulance	1531375	1FDWE3FN7NDC21977	MEDIX	MA241	TYPE 3
2017 Medic Ambulance	1450150	1FDUF4GT5HEC99812	DANKO	MA242	TYPE 1
2022 Medic Squad	1599164	1FD9W4HT0NEF34312	DANKO	MS241	4X4
2022 ARV-OFF ROAD	N/A	4XARSH990N8071376	POLARIS	ARV242	4X4
2014 BRUSH PATROL	1419974	3C6UR5DL5EG228420	DODGE RAM	BP241	TYPE 6
2018 BATTALION CHIEF	152430	1GNSKBKC7HR311784	CHEVY TAHOE	BC912	4X4
2016 ASSISTANT CHIEF	1479649	1GNSKBKCXGR100156	CHEVY TAHOE	AC902	4X4
2021 DEPUTY CHIEF	1293103	1FTFW1E13MFC09610	FORD F150	DP901	4X4
2017 FIRE CHIEF	153775	1GNSKBKC6JR310258	CHEVY TAHOE	CH900	4X4
2010 EMS UTILITY	1344695	1D7RV1CT3AS161183	DODGE RAM	EM990	4X4
2022 UTILITY	1640839	1FTFW152NKD41415	FORD F150	UT241	4X4
2022 PREVENTION	1592420	1FTEW1CP8NFA16325	FORD F150	P950	4X4
2024 ADMIN	1683858	1FMJU1J87REA25878	FORD EXPEDITION	P950	4X4
2024 ARV TRAILER	4WE8580	16V1U1925R2342309	BIG TEX 60PI		DUAL AXLE

DRAFT

EXHIBIT D, SCHEDULE C

LOCAL AGENCY PROVIDED LOCAL FUNDED FACILITIES

BATTALION 1				
HIGHLAND #541	26974 BASELINE HIGHLAND, CA 92346	909-862-3031	909-864-5698	ME541 (909) 838-0181
EAST HIGHLAND # 542	29507 BASELINE HIGHLAND, CA 92346	909-862-1760	909-862-1760	ME542 (909) 838-0183
STERLING # 543	7649 STERLING AVE. HIGHLAND, CA 92410	909-884-4100	909-884-4105	ME543 (909) 838-0140

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EXHIBIT E
DESCRIPTION OF OTHER SERVICES

CAL FIRE will provide to the City of Highland, at Local Agency's requirement, Emergency Medical Technicians (EMTs) as the minimum Emergency Medical Service (EMS) training for Basic Life Support (BLS) employees assigned to the City of Highland for the ranks of Fire Captain, Fire Apparatus Engineer, and Firefighter II. This will apply to all new hires and transfers beginning July 1, 2025.

CAL FIRE prevention and investigation services will be provided to the City of Highland by CAL FIRE law enforcement contingent on their availability.

CAL FIRE fleet services will be provided to the City of Highland by CAL FIRE fleet managers and mechanics contingent on their availability.

Deleted: availablility

CAL FIRE public information office will provide emergency and non-emergency services to the City of Highland contingent upon CAL FIRE BDU Communications Bureau staff availability.

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Attachment 2
Proposed Resolution

RESOLUTION NO. 2025 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) AGREEMENT FOR SERVICES FROM JULY 1, 2025 TO JUNE 30, 2030

BE IT RESOLVED, by the City Council of the City of Highland, that said City Council does hereby approve the attached agreement (Exhibit A) with the California Department of Forestry and Fire Protection (CAL FIRE) dated June 10, 2025. This agreement provides Fire Protection and Paramedic Services from July 1, 2025 to June 30, 2030.

NOW THEREFORE, BE IT RESOLVED that the Mayor of the City Council of the City of Highland, is authorized to sign and execute said agreement on behalf of the City of Highland.

APPROVED AND ADOPTED this 10th day of June, 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Muñoz, City Clerk

Business Item No.
9

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 20, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer

SUBJECT: Ordinance No. ___ establishing a fee and service charge revenue/cost comparison system and Resolution 2025 -___ establishing a schedule of fees and charges for City services.

RECOMMENDATION: 1. That the Finance/Personnel Subcommittee review and recommend 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 agenda for this item was posted at the three required locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Fees for Service are reviewed by staff and the independent firm of Revenue & Cost Specialists (RCS). Fees for Service were last reviewed in 2021. It is staff's intention to review these fees every other year. Staff have reviewed the documents along with the proposed ordinance. 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 3 and 4, 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 will be placed in the San Bernardino County Sun on May 30, 2025 and May June 6, 2025 (Attachment 5). A copy of the letter to the development community informing them of all meetings associated with this update is also attached (Attachment 6). A summary version of the Cost Service Update is attached as attachment 2. This document compares the current fees to the proposed fees.

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 2

Comparison of Current and Proposed Fees

CITY OF HIGHLAND, CALIFORNIA
FEE COMPARISON REPORT
FISCAL YEAR 2025-2026 BUDGET

REF #: S-0005 **TITLE: GEN.PMT.APPLICATION-NO PLAN REV.**

CURRENT FEE
$60

RECOMMENDED FEE
$95

REF #: S-0009 **TITLE: GEN.PMT.APPLICATION-WITH PLAN REV.**

CURRENT FEE
$125

RECOMMENDED FEE
$190

REF #: S-0013 **TITLE: REPLACEMENT PERMIT/PMT REVISION**

CURRENT FEE
$40

RECOMMENDED FEE
$70

REF #: S-0017 **TITLE: PMT.APPLICATION-TRACT SEQUENCING**

CURRENT FEE
$65

RECOMMENDED FEE
Staff recommends deleting this service as it is covered by S-0029.

REF #: S-0021 **TITLE: PMT.APPLICATION-NON TRACT RES'L**

CURRENT FEE
$165

RECOMMENDED FEE
$300

REF #: S-0025 **TITLE: PMT.APPLICATION-NEW COMMERCIAL**

CURRENT FEE
$720

RECOMMENDED FEE
$465

CITY OF HIGHLAND, CALIFORNIA
FEE COMPARISON REPORT
FISCAL YEAR 2025-2026 BUDGET

REF #: S-0029 **TITLE: TRACT PHASING**

CURRENT FEE

$145

RECOMMENDED FEE

$45

REF #: S-0033 **TITLE: BLD.CONST.P/C-TRACTS-UNIQUE MODEL**

CURRENT FEE

$1,735

RECOMMENDED FEE

$2,155

REF #: S-0037 **TITLE: BLD.CONST.P/C-CUSTOM RESIDENTIAL**

CURRENT FEE

<=2,300 SF = $1,895 (#12; $22,740)
>2,300 SF = $2,900 (#7; $20,300)

RECOMMENDED FEE

$1,805 - Base Fee for the 1st 2,000 SF
$45 - Each additional 100 SF or portion thereof over 2,000 SF

REF #: S-0045 **TITLE: BLDG.CONST.P.CK-COMMERCIAL**

CURRENT FEE

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.

RECOMMENDED FEE

Fee based on 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 as determined by staff. Plus Finance deposit surcharge - S-4180.

REF #: S-0049 **TITLE: BLDG.CONST.INSP-RESIDENTIAL**

CURRENT FEE

$1,410 - 500 to 1,799 SF
$2,050 - 1,800 to 2,299 SF
$2,480 - 2,300 to 2,799 SF
5,300 SF + above
$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

RECOMMENDED FEE

$885 - Base fee for the 1st 500 SF or portion thereof
$170 - Each add't 100 SF or portion thereof

CITY OF HIGHLAND, CALIFORNIA
FEE COMPARISON REPORT
FISCAL YEAR 2025-2026 BUDGET

REF #: S-0053 **TITLE: BLDG.CONST.INSP-COMMERCIAL**

CURRENT FEE

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.

RECOMMENDED FEE

Fee based on 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 as determined by staff. Plus Finance deposit surcharge - S-4180.

REF #: S-0057 **TITLE: ELECTRICAL CONSTRUCTION PLAN CHECK**

CURRENT FEE

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

RECOMMENDED FEE

$425 for the 1st 2 hours plus $55 for each additional 15 minutes or portion thereof of plan check time

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REF #: S-0061 **TITLE: PLUMBING CONSTRUCTION PLAN CHECK**

CURRENT FEE

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

RECOMMENDED FEE

$425 for the 1st 2 hours plus $55 for each additional 15 minutes or portion thereof of plan check time

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REF #: S-0065 **TITLE: PLMB'G CONST.INSP-DRAIN/TRAP-COM'L**

CURRENT FEE

$60

RECOMMENDED FEE

$105

REF #: S-0069 **TITLE: PLMB'G CONST.INSP-COM'L PRE-TRT.**

CURRENT FEE

$85

RECOMMENDED FEE

$220

REF #: S-0073 **TITLE: PLMB'G CONST.INSP-GAS PIPING SYS.**

CURRENT FEE

$75

RECOMMENDED FEE

$105

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REF #: S-0077 **TITLE: PLMB'G CONST.INSP-GAS PRES.REG.**

CURRENT FEE	RECOMMENDED FEE
$60	$105

REF #: S-0081 **TITLE: PLMB'G CONST.INSP-REPAIR/ALTERATION**

CURRENT FEE	RECOMMENDED FEE
$50	$105

REF #: S-0085 **TITLE: PLMB'G CONST.INSP-REFRIG.LINES**

CURRENT FEE	RECOMMENDED FEE
$85	$105

REF #: S-0089 **TITLE: PLMB'G CONST.INSP-VENT/BKFLW DEVICE**

CURRENT FEE	RECOMMENDED FEE
$75	$105

REF #: S-0093 **TITLE: PLMB'G CONST.INSP-GAS TEST**

CURRENT FEE	RECOMMENDED FEE
$60	$75

REF #: S-0097 **TITLE: PLMB'G CONST.INSP-WATER HTR-RES'L**

CURRENT FEE	RECOMMENDED FEE
$75	$105

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REF #: S-0101 **TITLE: PLMB'G CONST.INSP-MANHOLE-ON SITE**

CURRENT FEE

$75

RECOMMENDED FEE

$105

REF #: S-0105 **TITLE: CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.**

CURRENT FEE

$125

RECOMMENDED FEE

$150

REF #: S-0109 **TITLE: CONN.TO NEW PRIV.SEWER SYSTEMS**

CURRENT FEE

$160

RECOMMENDED FEE

$265

REF #: S-0113 **TITLE: MECHANICAL CONSTRUCTION PLAN CHECK**

CURRENT FEE

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

RECOMMENDED FEE

$425 for the 1st 2 hours plus $55 for each additional 15 minutes or portion thereof of plan check time

REF #: S-0121 **TITLE: MECH.INSP-COM'L FURNACE BURNER**

CURRENT FEE

<= 100K BTU's = $85 (#5; $425)
> 100K BTU's = $110 (#5; $550)

RECOMMENDED FEE

<= 100K BTU's = $105
> 100K BTU's = $165

REF #: S-0129 **TITLE: MECH.INSP-REPAIR/ALTERATIONS-RES'L**

CURRENT FEE

$50

RECOMMENDED FEE

$105

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REF #: S-0133 **TITLE: MECHANICAL INSP-BOILERS-COM'L**

CURRENT FEE

$125

RECOMMENDED FEE

$165

REF #: S-0137 **TITLE: MECH.INSP-AIR HANDLING UNITS-RES'L**

CURRENT FEE

$75

RECOMMENDED FEE

$105

REF #: S-0141 **TITLE: MECH.INSP-EVAPORATIVE UNITS-RES/COM**

CURRENT FEE

$50

RECOMMENDED FEE

$105

REF #: S-0145 **TITLE: MECHANICAL INSP-COMMERCIAL HOOD**

CURRENT FEE

$110

RECOMMENDED FEE

$165

REF #: S-0147 **TITLE: MECH.INSP.NOT OTHERWISE CLASSIFIED**

CURRENT FEE

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.

(Staff currently charges $50 for this service.)

RECOMMENDED FEE

$90

REF #: S-0149 **TITLE: SIGN PERMIT & INSPECTION-UNLIGHTED**

CURRENT FEE

$150

RECOMMENDED FEE

$210

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REF #: S-0153 **TITLE: SIGN PERMIT & INSPECTION-LIGHTED**

CURRENT FEE

$225

RECOMMENDED FEE

$265

REF #: S-0157 **TITLE: PATIOS WITHOUT ENCLOSURE INSPECTION**

CURRENT FEE

$285

RECOMMENDED FEE

$335

REF #: S-0161 **TITLE: PATIOS WITH FOUNDATION ONLY INSP.**

CURRENT FEE

$90

RECOMMENDED FEE

$140

REF #: S-0165 **TITLE: PATIOS WITH ENCLOSURE INSPECTION**

CURRENT FEE

$310

RECOMMENDED FEE

$420

REF #: S-0169 **TITLE: PATIOS - ALUMINUM**

CURRENT FEE

$185

RECOMMENDED FEE

$230

REF #: S-0173 **TITLE: GARDEN WALLS AND PILASTERS**

CURRENT FEE

$225 per 300' of wall or fraction thereof

RECOMMENDED FEE

$275 for the first 300' of wall or fraction thereof plus $14 for each additional 15' or fraction thereof

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REF #: S-0177 **TITLE: RETAINING WALLS**

CURRENT FEE

$270

RECOMMENDED FEE

$330 for the first 50' of retaining wall or fraction thereof plus $14 for each additional 10' or fraction thereof

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REF #: S-0181 **TITLE: TEAR-OFF REROOFING W/O STRUCT.CHGS**

CURRENT FEE

$110

RECOMMENDED FEE

$195

REF #: S-0185 **TITLE: TEAR-OFF REROOFING WITH STRUCT.CHGS**

CURRENT FEE

$335

RECOMMENDED FEE

$310

REF #: S-0189 **TITLE: RESIDENTIAL SOLAR ENERGY SYSTEM**

CURRENT FEE

Fixed Fee of $365 plus the application fee $125 (S-0009) is less than the State-mandated $500 maximum free for a residential system up to 15 kW,
PLUS $15 per kilowatt above 15 kW

(Total fee limited to $450 per State AB-1132.)

RECOMMENDED FEE

Fixed Fee of $330, plus $19 per kilowatt above 15 kW

This fee plus the application fee $95 (S-0005) is less than the State-mandated $450 maximum fee for a residential system up to 15 kW per AB-1132.

REF #: S-0193 **TITLE: COMMERCIAL SOLAR ENERGY SYSTEM**

CURRENT FEE

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 S-0005 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.

RECOMMENDED FEE

Fixed Fee of $905 for a commercial solar PV system under 51 kW, (Note)
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 AB-1132, the total charge shall not exceed $1,000 ($905 fixed fee plus $95 permit fee from S-0005)

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REF #: S-0197 TITLE: TENANT IMPROVEMENTS

CURRENT FEE

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.

RECOMMENDED FEE

At the option of the Building Official, the fee is based on either the most current adopted Building Valuation Table applied to the applicant's stated valuation of work; 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 determined by staff. Plus Finance deposit surcharge - S-4180.

REF #: S-0201 TITLE: RES'L ADD'NS/ALTERATIONS/REHAB-P.CK

CURRENT FEE

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.

RECOMMENDED FEE

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; plus Finance deposit surcharge - S-4180; whichever captures the full cost of the City.

REF #: S-0205 TITLE: RES'L ADD'NS/ALTERATIONS/REHAB-INSP

CURRENT FEE

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.

RECOMMENDED FEE

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; plus Finance deposit surcharge - S-4180; whichever captures the full cost of the City.

REF #: S-0209 TITLE: MISC.SPECIAL INSPECTION HOURLY

CURRENT FEE

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.

RECOMMENDED FEE

$355 for the first 2 hours or portion thereof plus $44 for each additional 15 Minutes or portion thereof

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REF #: S-0213 **TITLE: UTILITY METER RESET - RESIDENTIAL**

CURRENT FEE

$75

RECOMMENDED FEE

$75

REF #: S-0217 **TITLE: SWIMMING POOL/SPA PMT INSP W/O HTR**

CURRENT FEE

$560

RECOMMENDED FEE

$730

REF #: S-0221 **TITLE: SWIMMING POOL/SPA PMT INSP WITH HTR**

CURRENT FEE

$705

RECOMMENDED FEE

$905

REF #: S-0225 **TITLE: SWIM'G POOL/SPA FBRGL/VNL PMT+INSP**

CURRENT FEE

$335

RECOMMENDED FEE

$445

REF #: S-0229 **TITLE: CERT.OF OCC./BUS.LIC.INSP-RES+COM**

CURRENT FEE

$175

RECOMMENDED FEE

$195

REF #: S-0233 **TITLE: ELECTRICAL INSPECTION**

CURRENT FEE

Units of Recepticals/Switches/Lights/Outlets:
1 to 5 Units - $60 (#15; $900)
6 to 10 Units - $75 (#10; $750)
11 to 29 Units - $85 (#10; $850)

RECOMMENDED FEE

Units of Recepticals/Switches/Lights/Outlets:
1 to 5 Units - $75
6 to 10 Units - $90
11 to 20 Units - $105
Over 20 Units - $105 plus $4.45 for each additional unit over 20

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REF #: S-0245 **TITLE: ELEC.INSP.POLE PLTF-M-FIXTURE**

CURRENT FEE

$125 per 10 fixtures or fraction thereof

RECOMMENDED FEE

$150 for the first 10 fixtures plus $15 for each additional fixture

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REF #: S-0249 **TITLE: ELECTRICAL INSP-THEATRICAL LIGHTING**

CURRENT FEE

Units of Theatrical Lighting:
1 to 5 Units - $60
6 to 10 Units - $75
11 to 20 Units - $85

RECOMMENDED FEE

Staff recommends deleting this fee as it is covered by S-0233

REF #: S-0261 **TITLE: ELEC.INSP-TEMP.POWER SVCS**

CURRENT FEE

$85

RECOMMENDED FEE

$135

REF #: S-0265 **TITLE: ELECTRICAL INSP.- APPLIANCES**

CURRENT FEE

$110

RECOMMENDED FEE

$135

REF #: S-0269 **TITLE: ELEC.INSP.POWER APPARATUS**

CURRENT FEE

$160

RECOMMENDED FEE

$195

REF #: S-0273 **TITLE: ELECTRICAL SERVICE INSPECTION**

CURRENT FEE

Service:
=<600 Volts up to 200 Amps - $75 (#250; $18,750)
=<600 Volts up to 1K Amps - $110 (#5; $550)
>600 Volts or over 1K Amps - $110 (#3; $330)

RECOMMENDED FEE

Service:
=<600 Volts up to 200 Amps - $90
=<600 Volts up to 1K Amps - $135
>600 Volts or over 1K Amps - $370

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REF #: S-0285 **TITLE: ELECTRICAL INSP.-RES'L REWIRE**

CURRENT FEE

$235

RECOMMENDED FEE

$280

REF #: S-0289 **TITLE: ELECTRICAL INSPECTION-NEW COM'L**

CURRENT FEE

Fee based on Square Footage (SF):
<2K SF - $335 (#15; $5,025)
2K to <4K SF - $700 (#5; $3,500)
4K to <6K SF - $1,070 (#5; $5,350)
6K to <8K SF - $1,440 (#5; $7,200)
8K to <10K SF - $1,775)#5; $8,875)
=> 10K SF - Deposit

RECOMMENDED FEE

Fee based on Square Footage (SF):
<2K SF - $400 Minimum
=>2K SF - #400 plus $21 for every 100 SF or portion thereof greater than 2,000 SF

REF #: S-0313 **TITLE: SNGLE LOT RES.PRECSE GRAD'G PLN REV**

CURRENT FEE

$575

RECOMMENDED FEE

$740

REF #: S-0317 **TITLE: SNGLE LOT RES.PRECSE GRAD'G INSP.**

CURRENT FEE

$315

RECOMMENDED FEE

$380

REF #: S-0321 **TITLE: ARCHIVE COSTS FOR BUILDING RECORDS**

CURRENT FEE

46¢ per 8-1/2" x 11" sheets
$46.30 per 100 8-1/2" x 11" sheets

RECOMMENDED FEE

52¢ per sheet
$52 per 100 sheets

REF #: S-0325 **TITLE: ARCHIVE COSTS FOR BLDG.RECRDS-OTHER**

CURRENT FEE

$7.72 per sheet larger than 8-1/2" x 11"

RECOMMENDED FEE

$8.65 per sheet larger than 11" x 17"

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REF #: S-0329 **TITLE: BUILDING CODE APPEAL PROCESSING**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $640 per appeal	$880 per appeal

REF #: S-0331 **TITLE: MISCELLANEOUS INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$90 (cost for 1/2 hour of an inspector)	$90 for each half hour or portion thereof

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REF #: S-0335 **TITLE: SECOND REINSPECTION**

CURRENT FEE	RECOMMENDED FEE
None	$90 for each half hour or portion thereof

REF #: S-0343 **TITLE: HAZARDOUS BLDG.& NUISANCE ABATEMENT**

CURRENT FEE	RECOMMENDED FEE
No charge if voluntary compliance	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.	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.

REF #: S-0500 **TITLE: FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $445	Plan Check - $305 for the 1st two hours plus $38 for each add'l 15 minutes Inspection - $145

REF #: S-0504 **TITLE: FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2**

CURRENT FEE	RECOMMENDED FEE
Plan Check - Actual time at $155 per hour with a two hour minimum of $310 Inspection - $345	Plan Check - $305 for the 1st two hours plus $38 for each add'l 15 minutes Inspection - $290

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REF #: S-0508 **TITLE: FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2**

CURRENT FEE

$140 per unit

RECOMMENDED FEE

$145 per unit

REF #: S-0512 **TITLE: FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2**

CURRENT FEE

Fixed Fee of $70 per unit

RECOMMENDED FEE

$70 per unit

REF #: S-0516 **TITLE: FIRE PLAN CHECK+INSPECTION-MFD**

CURRENT FEE

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.

RECOMMENDED FEE

Plan Check - $455 for the 1st 3 hours plus $38 per each additional 15 minutes of plan check
Inspection - $290 for the 1st 10 structures or buildings plus $29 for each additional structure/building

REF #: S-0520 **TITLE: FIRE P.CK+INSP-TENANT IMPROVEMENT**

CURRENT FEE

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.

RECOMMENDED FEE

Plan Check - $455 for the 1st 3 hours plus $38 per each additional 15 minutes of plan check
Inspection - $145 for the 1st hour plus $36 per each additional 15 minutes

REF #: S-0524 **TITLE: FIRE P.CK/INSP-NEW COM'L/IND'L SITE**

CURRENT FEE

Plan Check - Actual time at $155 per hour with a two-hour minimum of $310
Inspection - Fixed Fee of $275

RECOMMENDED FEE

Plan Check - $305 for the first two-hours plus $38 for each additional 15 minutes or portion thereof.
Inspection - $290

REF #: S-0528 **TITLE: FIRE P.CK+INSP-NEW C/I CONSTRUCTION**

CURRENT FEE

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.

RECOMMENDED FEE

Plan Check - $610 for the first four hours plus $38 for each additional 15 minutes or portion thereof.
Inspection - $290

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REF #: S-0532 **TITLE: SPRINKLER P.CK/INSP:SFD OR ADDITION**

CURRENT FEE

Fixed Fee of $520

RECOMMENDED FEE

Plan Check - $380
Inspection - $145

REF #: S-0536 **TITLE: SPRINKLER P.CK/INSP.-RES'L ALTER'NS**

CURRENT FEE

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

RECOMMENDED FEE

Plan Check - $305 for the 1st two hours of plan check plus $38 for each additional 15 minutes
Inspection - $145 for the 1st 15 heads plus $4.80 for each additional head

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REF #: S-0540 **TITLE: SPRINKLER P.CK/INSP FOR MFD**

CURRENT FEE

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.

RECOMMENDED FEE

Plan Check - $455 for the 1st three hours plus $38 for each additional 15 minutes
Inspection - $430 for the 1st 100 heads plus $4.80 for each additional head

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REF #: S-0544 **TITLE: SPRINKLER P.CK/INSP-NFPA 13-COM/IND**

CURRENT FEE

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.

RECOMMENDED FEE

Plan Check - $685 for the 1st 4-1/2 hours plus $38 for each additional 15 minutes
Inspection - $430 for the 1st 100 heads plus $4.80 for each additional head

---

REF #: S-0548 **TITLE: SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.**

CURRENT FEE

Fixed Fee of $590

RECOMMENDED FEE

Plan Check - $380
Inspection - $215

REF #: S-0552 **TITLE: SPRINKLER PC/I-IND'L MULT.SUPP.SYS.**

CURRENT FEE

Fixed Fee of $590

RECOMMENDED FEE

Plan Check - $380
Inspection - $215

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REF #: S-0556 **TITLE: FIRE PLAN CK/INSP-MISC.REPAIR TEST**

CURRENT FEE

Plan Check - Actual time at $155 per hour, one-hour minimum
Inspection - Actual time at $140 per hour, one-hour minimum

RECOMMENDED FEE

Plan Check - Actual time at $150 for the 1st hour and $38 for each additional 15 minutes
Inspection - Actual time at $145 for the 1st hour plus $36 for each additional 15 minutes

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REF #: S-0560 **TITLE: ANNUAL INSP.IND'L MULTI.SUPPRES.SYS**

CURRENT FEE

Fixed Fee of $275

RECOMMENDED FEE

$290

REF #: S-0564 **TITLE: PLAN CHK+INSP.OF FIRE ALARM SYSTEM**

CURRENT FEE

Fixed Fee of $735 for the 1st 20 fire devices
For more than 20 devices, $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.

RECOMMENDED FEE

Plan Check - $455 for the 1st 3 hours plus $38 for each additional 15 minutes
Inspection - $290 for the 1st 20 devices plus $15 for each additional fire device

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REF #: S-0568 **TITLE: FIRE P.CK/INSP-UNDERGROUND FIRE SYS**

CURRENT FEE

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

RECOMMENDED FEE

Plan Check - $305 for the 1st 2 hours plus $38 for each additional 15 minutes
Inspection - $290 for the initial inspection plus $70 for each additional inspection

---

REF #: S-0572 **TITLE: LPG STORAGE/USE-INITIAL PERMIT**

CURRENT FEE

Fixed Fee of $415

RECOMMENDED FEE

Plan Check - $305
Inspection - $145

REF #: S-0576 **TITLE: LPG STORAGE/USE-ANNUAL RENEWAL**

CURRENT FEE

Fixed Fee of $205

RECOMMENDED FEE

$215

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REF #: S-0580 **TITLE: FLAMMABLE LIQUID STORAGE-INITIAL**

CURRENT FEE

Fixed Fee of $415

RECOMMENDED FEE

Plan Check - $305
Inspection - $145

REF #: S-0584 **TITLE: FLAMMABLE LIQUID STORAGE-RENEWAL**

CURRENT FEE

Fixed Fee of $205

RECOMMENDED FEE

$215

REF #: S-0588 **TITLE: CCR TITLE 19-PLACES: ASSMBLY/CHURCH**

CURRENT FEE

Fixed Fee of $275

RECOMMENDED FEE

$290

REF #: S-0592 **TITLE: CCR TITLE 19-RES'L CARE FACILITY**

CURRENT FEE

$140 per hour, one-hour minimum

RECOMMENDED FEE

$145 for the 1st hour plus $36 for each additional 15 minutes

---

REF #: S-0596 **TITLE: CCR TITLE 19-COM'L CARE FACILITY**

CURRENT FEE

$140 per hour, one-hour minimum

RECOMMENDED FEE

$145 for the 1st hour plus $36 for each additional 15 minutes

---

REF #: S-0600 **TITLE: FIRE INSP/PMT RES CARE FACILITY(6+)**

CURRENT FEE

Fixed Fee of $415

RECOMMENDED FEE

$145 for the 1st hour plus $36 for each additional 15 minutes

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REF #: S-0604 TITLE: HAZARDOUS MATERIALS PERMIT

CURRENT FEE

$430 - Initial Plan Check and Inspection
$290 - Annual Renewal of Permit to Operate

RECOMMENDED FEE

INITIAL:
Plan Check - $230
Inspection - $330

RENEWAL:
Inspection - $330

REF #: S-0608 TITLE: GREEN WASTE OPERATIONS

CURRENT FEE

$690 - Initial Permit Issuance
$345 - Annual Permit Renewal

RECOMMENDED FEE

INITIAL:
Plan Check - $305
Inspection - $290

RENEWAL:
Inspection - $290

REF #: S-0612 TITLE: FIRE P.CK/ INSP-HIGH PILED STORAGE

CURRENT FEE

$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.

RECOMMENDED FEE

Plan Check - $305
Inspection - $145 for the 1st inspection plus $70 for each additional inspection

REF #: S-0616 TITLE: FIRE P.CK/INSP-HIGH HAZARD STORAGE

CURRENT FEE

$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.

RECOMMENDED FEE

Plan Check - $305
Inspection - $145 for the 1st inspection plus $70 for each additional inspection

REF #: S-0620 TITLE: FIRE INSPECTION-SPECIAL EVENT

CURRENT FEE

Fixed Fee of $140

RECOMMENDED FEE

$145

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REF #: S-0624 **TITLE: FIRE TECHNICAL RSCH.OR CONSULT.SVC.**

CURRENT FEE

$140 per hour

RECOMMENDED FEE

$145 for the 1st hour plus $36 for each additional 15 minutes

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REF #: S-0628 **TITLE: REVIEW FIRE PLAN REV./MISC.PLN.CK.**

CURRENT FEE

$155 per hour for plan checking charged against an initial deposit determined by staff.

RECOMMENDED FEE

$150 for the 1st hour plus $38 for each additional 15 minutes charged against an initial deposit determined by staff. Plus Finance deposit surcharge - S-4180.

REF #: S-0632 **TITLE: FIRE INSP-BUS.LIC./ CERT. OF OCCUP.**

CURRENT FEE

Fixed Fee of $140

RECOMMENDED FEE

$145

REF #: S-0636 **TITLE: PRELIMINARY FIRE PREVENTION REVIEW**

CURRENT FEE

Fixed Fee of $140

RECOMMENDED FEE

$145

REF #: S-0640 **TITLE: FIRE FLOW TEST OVERSIGHT**

CURRENT FEE

Fixed Fee of $140

RECOMMENDED FEE

$145

REF #: S-0644 **TITLE: FIRE 2ND RE-INSPECTION SERVICE**

CURRENT FEE

Fixed Fee of $105 per reinspection

RECOMMENDED FEE

$110 per reinspection

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REF #: S-1005 **TITLE: TEMPORARY BANNER/FLAG PERMIT**

CURRENT FEE

Fixed Fee of $55 per application

RECOMMENDED FEE

$75 per application

REF #: S-1008 **TITLE: CONSTRUCTION TRAILER OCCUPANCY PMT**

CURRENT FEE

Fixed Fee of $625 per application

RECOMMENDED FEE

$615 per application

REF #: S-1011 **TITLE: TREE REMOVAL REVIEW & PERMIT**

CURRENT FEE

Fixed Fee of $575 per application

RECOMMENDED FEE

$610 per application

REF #: S-1014 **TITLE: TEMPORARY RV PARKING PERMIT**

CURRENT FEE

Fixed Fee of $27

RECOMMENDED FEE

$34 based on 12% cost recovery

REF #: S-1020 **TITLE: GENERAL PLAN AMENDMENT REVIEW**

CURRENT FEE

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.

RECOMMENDED FEE

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 $14,500. Plus Finance deposit surcharge - S-4180.

REF #: S-1023 **TITLE: ZONE CHANGE REVIEW**

CURRENT FEE

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.

RECOMMENDED FEE

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 $11,800. Plus Finance deposit surcharge - S-4180.

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REF #: S-1026 TITLE: DEVELOPMENT CODE AMENDMENT REVIEW

CURRENT FEE

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.

RECOMMENDED FEE

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 $8,800. Plus Finance deposit surcharge - S-4180.

REF #: S-1029 TITLE: MINOR CONDIT'L USE PMT-ABC LICENSE

CURRENT FEE

Fixed Fee of $3,735

RECOMMENDED FEE

$3,905

REF #: S-1032 TITLE: ALCOHOLIC BEVERAGE CONTROL LETTER

CURRENT FEE

Fixed Fee of $1,650

RECOMMENDED FEE

Staff recommends deleting this fee as the work is covered by S-1029.

REF #: S-1035 TITLE: CONDITIONAL USE PERMIT REVIEW-MAJOR

CURRENT FEE

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.

RECOMMENDED FEE

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 $13,900. (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-4180

REF #: S-1038 TITLE: MINOR VARIANCE REVIEW

CURRENT FEE

Fixed Fee of $2,715

RECOMMENDED FEE

$2,370

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REF #: S-1041 **TITLE: MAJOR VARIANCE REVIEW**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $5,525	$4,995

REF #: S-1044 **TITLE: HOME OCCUPATION PERMIT REVIEW**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $134 per permit based on 50% recovery of costs.	$119 per permit based on 50% recovery of costs.

REF #: S-1047 **TITLE: SPECIFIC PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
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.	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 $39,800. 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. Plus Finance deposit surcharge - S-4180.

REF #: S-1050 **TITLE: SPECIFIC PLAN REVISION REVIEW**

CURRENT FEE	RECOMMENDED FEE
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.)	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 $21,000. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.

REF #: S-1053 **TITLE: DESIGN REVIEW PERMIT-MINOR**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $3,965	$5,310

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REF #: S-1056 TITLE: DESIGN REVIEW PERMIT-MAJOR

CURRENT FEE

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.

RECOMMENDED FEE

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 $9,000. (Applicable when project does not require separate CUP approval.) For less complex projects per the Project Review Committee (PRC), the initial deposit may be reduced by the Community Development Director. Plus Finance deposit surcharge - S-4180.

REF #: S-1059 TITLE: ANNEXATION REQUEST REVIEW (TO CITY)

CURRENT FEE

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.

RECOMMENDED FEE

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 $15,500. 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. Plus Finance deposit surcharge - S-4180.

REF #: S-1062 TITLE: ENVIRONMENTAL IMPACT REPORT REVIEW

CURRENT FEE

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.

RECOMMENDED FEE

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. Plus Finance deposit surcharge - S-4180.

REF #: S-1065 TITLE: INITIAL STUDY

CURRENT FEE

Fixed Fee of $4,750

RECOMMENDED FEE

$5,130

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REF #: S-1068 TITLE: TENTATIVE TRACT MAP REVIEW

CURRENT FEE

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.

RECOMMENDED FEE

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. Plus Finance deposit surcharge - S-4180.

REF #: S-1071 TITLE: ENTITLEMENT EXTENSION

CURRENT FEE

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.

RECOMMENDED FEE

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 $5,200. Plus Finance deposit surcharge - S-4180.

REF #: S-1074 TITLE: TENTATIVE PARCEL MAP REVIEW

CURRENT FEE

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.

RECOMMENDED FEE

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 $9,000. Plus Finance deposit surcharge - S-4180.

REF #: S-1077 TITLE: DEVELOPMENT AGREEMENT REVIEW

CURRENT FEE

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.

RECOMMENDED FEE

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 $11,900 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. Plus S-4180.

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REF #: S-1080 **TITLE: DIF DEFERRAL PROCESSING**

CURRENT FEE

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.

RECOMMENDED FEE

Staff recommends deleting this service as it is not performed.

REF #: S-1086 **TITLE: LOT LINE ADJUSTMENT REVIEW**

CURRENT FEE

Fixed Fee of $2,455

RECOMMENDED FEE

$2,720

REF #: S-1089 **TITLE: SIGN PLAN PROGRAM REVIEW**

CURRENT FEE

Fixed Fee of $2,470

RECOMMENDED FEE

$3,140

REF #: S-1092 **TITLE: SPECIAL EVENT PERMIT REVIEW-MINOR**

CURRENT FEE

Special Event Permit - $0
City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.

RECOMMENDED FEE

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 #: S-1095 **TITLE: SPECIAL EVENT PERMIT REVIEW-MAJOR**

CURRENT FEE

Special Event Permit - $0
City required services for the event will be billed at the RCS "fully burdened" Hourly Rate for all personnel involved.

RECOMMENDED FEE

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 #: S-1101 **TITLE: PARCEL MERGER REVIEW**

CURRENT FEE

Fixed Fee of $1,830

RECOMMENDED FEE

$1,420

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REF #: S-1107 TITLE: STAFF REVIEW PERMIT

CURRENT FEE

Fixed Fee of $53

RECOMMENDED FEE

$100 based on 11% cost recovery

REF #: S-1110 TITLE: REV.TO CONDITIONS OF APPROVAL-PLNG.

CURRENT FEE

Fixed Fee of $1,770

RECOMMENDED FEE

$1,935

REF #: S-1116 TITLE: SIGN PERMIT (CODE REVIEW)

CURRENT FEE

Fixed Fee of $160 per permit. If change in the sign copy, the cost is 25% of the permit.

RECOMMENDED FEE

Fixed Fee of $225 per permit. If change is just sign copy, the cost is $57 (25%)

REF #: S-1119 TITLE: PROPERTY INFORMATION PREPARATION

CURRENT FEE

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.

RECOMMENDED FEE

Staff recommends deleting this service as it is not being used.

REF #: S-1122 TITLE: APPEAL OF P.C. DECISION TO COUNCIL

CURRENT FEE

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.

RECOMMENDED FEE

Fixed Fee of $330 - for Highland residents or persons with no personal financial involvement in project. (10% recovery)

All Others:
Fixed Fee of $3,295 for a Planning issue
Fixed Fee of $885 for an Engineering issue.

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REF #: S-1130 **TITLE: SMARA ANNUAL REVIEW**

CURRENT FEE	RECOMMENDED FEE
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.	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 $2,200 or as determined by the Director of Community Development. Plus Finance deposit surcharge - S-4180.

REF #: S-1135 **TITLE: HISTORIC/CULTURAL SITE DESIGNATION**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $1,900 per review.	$2,220 per review.

REF #: S-1140 **TITLE: OUTDOOR DISPLAY PERMIT**

CURRENT FEE	RECOMMENDED FEE
$55 per Permit	$75 per Permit

REF #: S-1145 **TITLE: RESIDENTIAL PARKING PERMIT**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $35 per permit	$50 per permit based on 44% cost recovery

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REF #: S-1191 **TITLE: STAFF DECISION APPEAL REVIEW**

CURRENT FEE	RECOMMENDED FEE
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)	Fixed Fee of $110 - for Highland residents or persons with no personal financial involvement in project. (10% recovery) Fixed Fee of $1,100 - all other Planning appeals (100% recovery) Fixed Fee of $400 - all other Engineering appeals (100% recovery)

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REF #: S-1200 TITLE: GRADING PLAN CHECK-ROUGH

CURRENT FEE

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.

RECOMMENDED FEE

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 $5,100 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1204 TITLE: GRADING PLAN CHECK-PRECISE

CURRENT FEE

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.

RECOMMENDED FEE

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 $3,600 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1208 TITLE: GRADING PLAN REVISION-PRECISE

CURRENT FEE

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.

RECOMMENDED FEE

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. Plus Finance deposit surcharge - S-4180.

REF #: S-1212 TITLE: GRADING INSPECTION-ROUGH

CURRENT FEE

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.

RECOMMENDED FEE

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. Plus Finance deposit surcharge - S-4180.

REF #: S-1216 TITLE: GRADING INSPECTION-PRECISE

CURRENT FEE

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.

RECOMMENDED FEE

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 $3,800 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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REF #: S-1220 TITLE: WALL INSPECTION

CURRENT FEE

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.

RECOMMENDED FEE

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. Plus Finance deposit surcharge - S-4180.

REF #: S-1224 TITLE: GROVE REMOVAL REVIEW & PERMIT

CURRENT FEE

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.

RECOMMENDED FEE

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 $2,600 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1228 TITLE: IMPORT PLAN REVIEW AND INSPECTION

CURRENT FEE

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.

RECOMMENDED FEE

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 $2,100 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1230 TITLE: CERTIFICATE OF COMPLIANCE REVIEW

CURRENT FEE

Fixed Fee of $640

RECOMMENDED FEE

$910

REF #: S-1231 TITLE: REV.TO CONDITIONS OF APPROVAL-ENG.

CURRENT FEE

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.

RECOMMENDED FEE

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. Plus Finance deposit surcharge - S-4180.

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REF #: S-1232 **TITLE: FINAL TRACT MAP REVIEW**

CURRENT FEE	RECOMMENDED FEE
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.	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 $7,000 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1236 **TITLE: FINAL PARCEL MAP REVIEW**

CURRENT FEE	RECOMMENDED FEE
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.	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 $3,800 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1240 **TITLE: FINAL/PARCEL MAP REVISION**

CURRENT FEE	RECOMMENDED FEE
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.	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. Plus Finance deposit surcharge - S-4180.

REF #: S-1244 **TITLE: ENGINEERING PLAN REVISION**

CURRENT FEE	RECOMMENDED FEE
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.	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 $1,600 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1248 **TITLE: PUBLIC/STREET IMPROVEMENT PLAN CHK.**

CURRENT FEE	RECOMMENDED FEE
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.	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 $6,900 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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REF #: S-1252 TITLE: DRAINAGE IMPROVEMENT PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
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.	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 $5,300 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1256 TITLE: LEGAL DESCRIPTION REVIEW

CURRENT FEE	RECOMMENDED FEE
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.)	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 $3,000. Fee covers review of legal description by City for single lot residence. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.

REF #: S-1260 TITLE: LEGAL DESCRIPTION PREPARATION

CURRENT FEE	RECOMMENDED FEE
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.)	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 $2,600. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.

REF #: S-1264 TITLE: RETAINING WALL CALCULATION REVIEW

CURRENT FEE	RECOMMENDED FEE
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.	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. Plus Finance deposit surcharge - S-4180.

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REF #: S-1268 TITLE: RIGHT-OF-WAY ENCROACHMENT REQUEST

CURRENT FEE	RECOMMENDED FEE
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.	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 plus the Finance deposit surcharge - S-4180. Amounts determined to be $1,100 and less will be a fixed fee of $1,100.

REF #: S-1272 TITLE: EXCAV.INSP.-IN EXISTING STREETS

CURRENT FEE	RECOMMENDED FEE
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.	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 plus the Finance deposit surcharge - S-4180. Amounts determined to be $800 and less will be a fixed fee of $800.

REF #: S-1276 TITLE: EXCAV.INSP.-WITHIN NEW DEVELOPMENT

CURRENT FEE	RECOMMENDED FEE
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.	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. Plus Finance deposit surcharge - S-4180.

REF #: S-1280 TITLE: PUBLIC WKS.CONSTRUCTION INSPECTION

CURRENT FEE	RECOMMENDED FEE
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.	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 $22,000 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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REF #: S-1284 TITLE: TRAFF.CONTROL PLAN REV.& INSPECTION

CURRENT FEE

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.

RECOMMENDED FEE

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. Plus Finance deposit surcharge - S-4180.

REF #: S-1288 TITLE: STREET LIGHTING SYSTEM PLAN CHECK

CURRENT FEE

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.

RECOMMENDED FEE

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. Plus Finance deposit surcharge - S-4180.

REF #: S-1292 TITLE: ST.LIGHTING SYS.CONSTRUCTION INSP.

CURRENT FEE

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.

RECOMMENDED FEE

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 $22,300 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1296 TITLE: OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW

CURRENT FEE

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.

RECOMMENDED FEE

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 investigaton, escort, tree trimming, etc.

REF #: S-1300 TITLE: STREET VACATION-SUMMARY

CURRENT FEE

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.

RECOMMENDED FEE

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 $2,800 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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REF #: S-1304 TITLE: STREET VACATION-FULL

CURRENT FEE	RECOMMENDED FEE
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.	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 $3,700 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1308 TITLE: SMALL WIRELESS FAC. IN PUBLIC ROW

CURRENT FEE	RECOMMENDED FEE
Flat Fee of $660	$670

REF #: S-1312 TITLE: ANNEXATION PROCESS'G (TO DISTRICTS)

CURRENT FEE	RECOMMENDED FEE
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.	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 $1,600 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1316 TITLE: BOND PROCESSING-SWR/WTR/STR/GRDG

CURRENT FEE	RECOMMENDED FEE
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.	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 $1,200 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1320 TITLE: BOND PROCESSING-LANDSCAPE

CURRENT FEE	RECOMMENDED FEE
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.	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 $1,000 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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REF #: S-1324 TITLE: PROFESSIONAL REPORT REVIEW

CURRENT FEE	RECOMMENDED FEE
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.	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 $4,500 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1328 TITLE: WQMP REVIEW & INSPECTION

CURRENT FEE	RECOMMENDED FEE
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.	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 $6,100 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

REF #: S-1332 TITLE: GIS MAP UPDATE

CURRENT FEE	RECOMMENDED FEE
See comment under Suggested Fee.	Staff recommends deleting this service as it is no longer provided.

REF #: S-1336 TITLE: MICROFILMING OF MAPS AND PLANS

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $105 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)	Fixed Fee of $125 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)

REF #: S-1348 TITLE: NPDES INSPECTION

CURRENT FEE	RECOMMENDED FEE
$180 - Commercial $355 - Industrial $355 - WQMP (Water Quality Management Plan) Note: The fee includes one initial inspection and two follow-up inspections. Any additional inspections required thereafter will be subject to a new fee.	$195 - Commercial $390 - Industrial $390 - WQMP (Water Quality Management Plan) Note: The fee includes one initial inspection and two follow-up inspections. Any additional inspections required thereafter will be subject to a new fee.

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REF #: S-1352 **TITLE: DIF CREDIT APPLICATION PROCESSING**

CURRENT FEE	RECOMMENDED FEE
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.	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. Plus Finance deposit surcharge - S-4180.

REF #: S-2006 **TITLE: COM'L REGULATORY APPLICATION REV.**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $310	$360

REF #: S-2010 **TITLE: REGULATORY LICENSE RENEWAL PROC'G**

CURRENT FEE	RECOMMENDED FEE
Annual - Fixed Fee of $50	$40 annually

REF #: S-2014 **TITLE: REGULATORY LICENSE-INFO.CHANGE**

CURRENT FEE	RECOMMENDED FEE
$35 - Change of owner and/or business name change $90 - Change of location	$70 - Change of owner and/or business name change $210 - Change of location

REF #: S-2018 **TITLE: REGULATORY LICENSE-BOOTH RENTAL**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $65	$110

REF #: S-2022 **TITLE: REGULATORY LICENSE-MOBILE VENDOR**

CURRENT FEE	RECOMMENDED FEE
Annual - Fixed Fee of $175 plus an additional $120 if a mobile water user plus the cost of fingerprinting (currently $34)	Annual - Fixed Fee of $345, plus an additional $130 if a mobile water user, plus the cost of fingerprinting

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REF #: S-2026 **TITLE: REGULATORY LICENSE-DELINQUENT**

CURRENT FEE	RECOMMENDED FEE
$25 per notice $50 per visit	$35 per notice $60 per visit

REF #: S-2030 **TITLE: SOLICITING/PEDDLING PERMIT**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $175 plus the cost of fingerprinting (currently $34)	$255 plus the cost of fingerprinting

REF #: S-2038 **TITLE: RES'L RENTAL ENHANCEMENT PROG.LIC.**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $120	$150

REF #: S-2042 **TITLE: REGULATORY LICENSE-OUT OF CITY**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $180	Fixed Fee of $60

REF #: S-2046 **TITLE: BUSINESS REGULATION (MAJOR)**

CURRENT FEE	RECOMMENDED FEE
Initial Fixed Fee of $380 Annual Renewal Fixed Fee of $310	Initial Fee - $465 Annual Renewal - $390

REF #: S-2050 **TITLE: BUSINESS REGULATION (MINOR)**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $175 plus the cost of fingerprinting (currently $34)	$290 plus the cost of fingerprinting

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REF #: S-2054 **TITLE: FILM PERMIT**

CURRENT FEE	RECOMMENDED FEE
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.	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 $1,700. Plus Finance deposit surcharge - S-4180.

REF #: S-2058 **TITLE: BINGO PERMIT REVIEW**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $60 per permit. (Does not include business license fee.)	$85 per permit. (Does not include business license fee.)

REF #: S-2062 **TITLE: BINGO PERMIT RENEWAL**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $18	$20

REF #: S-2066 **TITLE: ADMINISTRATIVE CITATION HEARING**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $35	$41 based on a 6% cost recovery

REF #: S-2070 **TITLE: FORECLOSED/VACANT PROPERTY REG.**

CURRENT FEE	RECOMMENDED FEE
Fixed Fee of $140 per property per year or fraction thereof	Fixed Fee of $165 per property per year or fraction thereof

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REF #: S-2074 **TITLE: YARD AND GARAGE SALE REVIEW**

CURRENT FEE	RECOMMENDED FEE
$10 (paid only at City Hall) Limited to 3 permits annually	$13 (payable only at City Hall) Limited to 3 permits annually

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REF #: S-2078 **TITLE: CITATION SIGN-OFF**

CURRENT FEE

$0 - Resident (0% Recovery)
$24 - Non resident (50% Recovery)

RECOMMENDED FEE

$0 - Resident (0% Recovery)
$32 - Non resident (50% Recovery)

REF #: S-2082 **TITLE: NOTICE OF VEHICLE TO BE DISMANTLED**

CURRENT FEE

$45 - Passenger vehicle, leisure craft, single/double axle trailer
$60 - Commercial vehicle
$65 - Motor Home

RECOMMENDED FEE

$65 - Passenger vehicle, leisure craft, single/double axle trailer
$85 - Commercial vehicle
$95 - Motor Home

REF #: S-2086 **TITLE: LOUD PARTY RESPONSE**

CURRENT FEE

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.

RECOMMENDED FEE

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.

REF #: S-2090 **TITLE: PARKING ADMINISTRATIVE HEARING REV.**

CURRENT FEE

Fixed Fee of $25 per appeal

RECOMMENDED FEE

Fixed Fee of $30 per appeal

REF #: S-2094 **TITLE: FALSE ALARM RESPONSE-SHERIFF**

CURRENT FEE

First Three False Alarms in a 12 month period - no charge
Fourth " " " " - $ 90
Fifth " " " " - $185
Sixth or more " " " " - $370

RECOMMENDED FEE

First Three False Alarms in a 12 month period - no charge
Fourth " " " " - $100
Fifth " " " " - $200
Sixth or more " " " " - $450

REF #: S-2098 **TITLE: FALSE ALARM RESPONSE-FIRE**

CURRENT FEE

First Two False Alarms in a 12 month period - no charge
Third " " " " - $ 60
Fourth " " " " - $120
Fifth or more " " " " - $180

RECOMMENDED FEE

First Two False Alarms in a 12 month period - no charge
Third " " " " - $100
Fourth " " " " - $200
Fifth or more " " " " - $300

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REF #: S-3007 TITLE: ANIMAL REGULATION

CURRENT FEE

Unaltered Dog: $96 for a 1-year license.
Altered Dog: $24 for a 1-year license, $54 for a 3-year license.
Senior/Disabled/Veteran Altered Dog: $12 for a 1-year license, $36 for a 3-year license.

RECOMMENDED FEE

Unaltered Dog: $96 for a 1-year license.
Altered Dog: $24 for a 1-year license, $54 for a 3-year license.
Senior/Disabled/Veteran Altered Dog: $12 for a 1-year license, $36 for a 3-year license.

REF #: S-3014 TITLE: PRIVATE PROPERTY AUTO ABATEMENT

CURRENT FEE

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.

RECOMMENDED FEE

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.

REF #: S-3021 TITLE: VEHICLE ABATEMENT APPEALS PROCESS'G

CURRENT FEE

Fixed Fee of $400 per Appeal

RECOMMENDED FEE

Fixed Fee of $465 per Appeal

REF #: S-3028 TITLE: STORAGE IMPOUND RELEASE PROCESSING

CURRENT FEE

Fixed Fee of $280 per Vehicle

RECOMMENDED FEE

Fixed Fee of $400 per Vehicle

REF #: S-3035 TITLE: NUISANCE ABATEMENT HEARING

CURRENT FEE

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.

RECOMMENDED FEE

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.

REF #: S-3056 TITLE: REFUSE EXEMPTION PERMIT

CURRENT FEE

Fixed Fee of $30 per exemption

RECOMMENDED FEE

Fixed Fee of $30 per exemption

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REF #: S-3063 **TITLE: EMERGENCY SERVICES TO DEVELOPERS**

CURRENT FEE	RECOMMENDED FEE
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.

REF #: S-4008 **TITLE: RETURNED CHECK PROCESSING**

CURRENT FEE	RECOMMENDED FEE
$22 plus bank charges	$23 plus bank charges

REF #: S-4019 **TITLE: RECORDS RESEARCH SERVICE**

CURRENT FEE	RECOMMENDED FEE
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.

REF #: S-4030 **TITLE: DOCUMENT PRINTING & COPYING**

CURRENT FEE	RECOMMENDED FEE
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.

REF #: S-4041 **TITLE: COPYING SERVICE**

CURRENT FEE	RECOMMENDED FEE
$.25 for each page. $2.00 per page for Engineering copies.	$.35 for each page.

REF #: S-4063 **TITLE: DOCUMENT CERTIFICATION**

CURRENT FEE	RECOMMENDED FEE
$38 per certification per document plus copying services	$42 per certification per document plus copying services

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REF #: S-4074 TITLE: CD/AUDIO TAPE COPYING SERVICE

CURRENT FEE

Only the cost of tape/CD

RECOMMENDED FEE

Only the cost of tape/CD

REF #: S-4085 TITLE: CANDIDATE FILING ASSISTANCE

CURRENT FEE

Deposit of $25 refundable upon submission of final papers. (Election Code 10228 mandates a $25 maximum)

RECOMMENDED FEE

Deposit of $25 refundable upon submission of final papers. (Election Code 10228 mandates a $25 maximum)

REF #: S-4096 TITLE: DELINQUENT REFUSE LIEN ADMIN.

CURRENT FEE

Fixed Fee of $190

RECOMMENDED FEE

Staff recommends deleting this service as it is no longer provided.

REF #: S-4107 TITLE: LIEN RELEASE

CURRENT FEE

Fixed Fee of $45 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)

RECOMMENDED FEE

Fixed Fee of $200 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)

REF #: S-4118 TITLE: REQUESTED STUDY SESSION PREPARATION

CURRENT FEE

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.

RECOMMENDED FEE

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 $660. Plus Finance deposit surcharge - S-4180.

REF #: S-4129 TITLE: PASSPORT SERVICE

CURRENT FEE

Maximum authorized by the State Department (currently $35) plus any State fees, if applicable

RECOMMENDED FEE

Maximum authorized by the State Department (currently $35) plus any State fees, if applicable

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REF #: S-4140 TITLE: NOTARY PUBLIC SERVICE

CURRENT FEE

Fixed Fee of $15 per Notarized form - Maximum Allowed by State

RECOMMENDED FEE

Fixed Fee of $15 per Notarized form - Maximum Allowed by State

REF #: S-4162 TITLE: INITIATIVE-NOTICE OF INTENT

CURRENT FEE

$200 (maximum per Election Code Sec.9202)

RECOMMENDED FEE

$200 (maximum per Election Code Sec.9202)

REF #: S-4173 TITLE: DELINQUENT PENALTY RECEIVABLES

CURRENT FEE

Fixed Fee of $55 per receivable

RECOMMENDED FEE

Fixed Fee of $55 per receivable (Amount over the cost is a fine charged against the customer.)

REF #: S-4180 TITLE: DEPOSIT SURCHARGE

CURRENT FEE

None

RECOMMENDED FEE

1.5% of the deposit or $85 whichever is greater

REF #: S-4184 TITLE: CREDIT CARD CHARGE RECOVERY

CURRENT FEE

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

RECOMMENDED FEE

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 the 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	% to be Recovered	Review Schedule
S-0005	GEN.PMT.APPLICATION-NO PLAN REV.	100.0%	Biennial
S-0009	GEN.PMT.APPLICATION-WITH PLAN REV.	100.0%	Biennial
S-0013	REPLACEMENT PERMIT/PMT REVISION	100.0%	Biennial
S-0017	PMT.APPLICATION-TRACT SEQUENCING	0.0%	Biennial
S-0021	PMT.APPLICATION-NON TRACT RES'L	100.0%	Biennial
S-0025	PMT.APPLICATION-NEW COMMERCIAL	100.0%	Biennial
S-0029	TRACT PHASING	100.0%	Biennial
S-0033	BLD.CONST.P/C-TRACTS-UNIQUE MODEL	100.0%	Biennial
S-0037	BLD.CONST.P/C-CUSTOM RESIDENTIAL	100.0%	Biennial
S-0045	BLDG.CONST.P.CK-COMMERCIAL	100.0%	Biennial
S-0049	BLDG.CONST.INSP-RESIDENTIAL	100.0%	Biennial
S-0053	BLDG.CONST.INSP-COMMERCIAL	100.0%	Biennial
S-0057	ELECTRICAL CONSTRUCTION PLAN CHECK	100.0%	Biennial
S-0061	PLUMBING CONSTRUCTION PLAN CHECK	100.0%	Biennial
S-0065	PLMB'G CONST.INSP-DRAIN/TRAP-COM'L	100.0%	Biennial
S-0069	PLMB'G CONST.INSP-COM'L PRE-TRT.	100.0%	Biennial
S-0073	PLMB'G CONST.INSP-GAS PIPING SYS.	100.0%	Biennial
S-0077	PLMB'G CONST.INSP-GAS PRES.REG.	100.0%	Biennial
S-0081	PLMB'G CONST.INSP-REPAIR/ALTERATION	100.0%	Biennial
S-0085	PLMB'G CONST.INSP-REFRIG.LINES	100.0%	Biennial

S-0089	PLMB'G CONST.INSP-VENT/BKFLW DEVICE	100.0%	Biennial
S-0093	PLMB'G CONST.INSP-GAS TEST	100.0%	Biennial
S-0097	PLMB'G CONST.INSP-WATER HTR-RES'L	100.0%	Biennial
S-0101	PLMB'G CONST.INSP-MANHOLE-ON SITE	100.0%	Biennial
S-0105	CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	100.0%	Biennial
S-0109	CONN.TO NEW PRIV.SEWER SYSTEMS	100.0%	Biennial
S-0113	MECHANICAL CONSTRUCTION PLAN CHECK	100.0%	Biennial
S-0121	MECH.INSP-COM'L FURNACE BURNER	100.0%	Biennial
S-0129	MECH.INSP-REPAIR/ALTERATIONS-RES'L	100.0%	Biennial
S-0133	MECHANICAL INSP-BOILERS-COM'L	100.0%	Biennial
S-0137	MECH.INSP-AIR HANDLING UNITS-RES'L	100.0%	Biennial
S-0141	MECH.INSP-EVAPORA TIVE UNITS-RES/COM	100.0%	Biennial
S-0145	MECHANICAL INSP-COMMERCIAL HOOD	100.0%	Biennial
S-0147	MECH.INSP.NOT OTHERWISE CLASSIFIED	100.0%	Biennial
S-0149	SIGN PERMIT & INSPECTION-UNLIGHTED	100.0%	Biennial
S-0153	SIGN PERMIT & INSPECTION-LIGHTED	100.0%	Biennial
S-0157	PATIOS WITHOUT ENCLOSURE INSPECTION	100.0%	Biennial
S-0161	PATIOS WITH FOUNDATION ONLY INSP.	100.0%	Biennial
S-0165	PATIOS WITH ENCLOSURE INSPECTION	100.0%	Biennial
S-0169	PATIOS-ALUMINUM	100.0%	Biennial
S-0173	GARDEN WALLS AND PILASTERS	100.0%	Biennial
S-0177	RETAINING WALLS	100.0%	Biennial
S-0181	TEAR-OFF REROOFING W/O STRUCT.CHGS	100.0%	Biennial
S-0185	TEAR-OFF REROOFING WITH STRUCT.CHGS	100.0%	Biennial
S-0189	RESIDENTIAL SOLAR ENERGY SYSTEM	100.0%	Biennial
S-0193	COMMERCIAL SOLAR ENERGY SYSTEM	100.0%	Biennial
S-0197	TENANT IMPROVEMENTS	100.0%	Biennial
S-0201	RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	100.0%	Biennial
S-0205	RES'L ADD'NS/ALTERATIONS/REHAB-INSP	100.0%	Biennial
S-0209	MISC.SPECIAL INSPECTION HOURLY	100.0%	Biennial
S-0213	UTILITY METER RESET - RESIDENTIAL	100.0%	Biennial
S-0217	SWIMMING POOL/SPA PMT INSP W/O HTR	100.0%	Biennial
S-0221	SWIMMING POOL/SPA PMT INSP WITH HTR	100.0%	Biennial
S-0225	SWIM'G POOL/SPA FBRGLNNL PMT+INSP	100.0%	Biennial
S-0229	CERT.OF OCC./BUS.LIC.INSP-RES+COM	100.0%	Biennial
S-0233	ELECTRICAL INSPECTION	100.0%	Biennial
S-0245	ELEC.INSP.POLE PLTF-M-FIXTURE	100.0%	Biennial
S-0249	ELECTRICAL INSP-THEATRICAL LIGHTING	0.0%	Biennial
S-0261	ELEC.INSP-TEMP.POWER SVCS	100.0%	Biennial
S-0265	ELECTRICAL INSP.- APPLIANCES	100.0%	Biennial
S-0269	ELEC.INSP.POWER APPARATUS	100.0%	Biennial
S-0273	ELECTRICAL SERVICE INSPECTION	100.0%	Biennial
S-0285	ELECTRICAL INSP.-RES'L REWIRE	100.0%	Biennial
S-0289	ELECTRICAL INSPECTION-NEW COM'L	100.0%	Biennial

S-0313	SNGLE LOT RES.PRECSE GRAD'G PLN REV	100.0%	Biennial
S-0317	SNGLE LOT RES.PRECSE GRAD'G INSP.	100.0%	Biennial
S-0321	ARCHIVE COSTS FOR BUILDING RECORDS	100.0%	Biennial
S-0325	ARCHIVE COSTS FOR BLDG.RECRDS-OTHER	100.0%	Biennial
S-0329	BUILDING CODE APPEAL PROCESSING	100.0%	Biennial
S-0331	MISCELLANEOUS INSPECTION	100.0%	Biennial
S-0335	SECOND REINSPECTION	100.0%	Biennial
S-0343	HAZARDOUS BLDG.& NUISANCE ABATEMENT	100.0%	Biennial
S-0500	FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	100.0%	Biennial
S-0504	FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	100.0%	Biennial
S-0508	FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	100.0%	Biennial
S-0512	FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	100.0%	Biennial
S-0516	FIRE PLAN CHECK+INSPECTION-MFD	100.0%	Biennial
S-0520	FIRE P.CK+INSP-TENANT IMPROVEMENT	100.0%	Biennial
S-0524	FIRE P.CK/INSP-NEW COM'L/IND'L SITE	100.0%	Biennial
S-0528	FIRE P.CK+INSP-NEW C/I CONSTRUCTION	100.0%	Biennial
S-0532	SPRINKLER P.CK/INSP:SFD OR ADDITION	100.0%	Biennial
S-0536	SPRINKLER P.CK/INSP.-RES'L ALTER'NS	100.0%	Biennial
S-0540	SPRINKLER P.CK/INSP FOR MFD	100.0%	Biennial
S-0544	SPRINKLER P.CK/INSP-NFPA 13-COM/IND	100.0%	Biennial
S-0548	SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	100.0%	Biennial
S-0552	SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	100.0%	Biennial
S-0556	FIRE PLAN CK/INSP-MISC.REPAIR TEST	100.0%	Biennial
S-0560	ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	100.0%	Biennial
S-0564	PLAN CHK+INSP OF FIRE ALARM SYSTEM	100.0%	Biennial
S-0568	FIRE P.CK/INSP-UNDERGROUND FIRE SYS	100.0%	Biennial
S-0572	LPG STORAGE/USE-INITIAL PERMIT	100.0%	Biennial
S-0576	LPG STORAGE/USE-ANNUAL RENEWAL	100.0%	Biennial
S-0580	FLAMMABLE LIQUID STORAGE-INITIAL	100.0%	Biennial
S-0584	FLAMMABLE LIQUID STORAGE-RENEWAL	100.0%	Biennial
S-0588	CCR TITLE 19-PLACES: ASSMBLY/CHURCH	100.0%	Biennial
S-0592	CCR TITLE 19-RES'L CARE FACILITY	100.0%	Biennial
S-0596	CCR TITLE 19-COM'L CARE FACILITY	100.0%	Biennial
S-0600	FIRE INSP/PMT RES CARE FACILITY(6+)	100.0%	Biennial
S-0604	HAZARDOUS MATERIALS PERMIT	100.0%	Biennial
S-0608	GREEN WASTE OPERATIONS	100.0%	Biennial
S-0612	FIRE P.CK/ INSP-HIGH PILED STORAGE	100.0%	Biennial
S-0616	FIRE P.CK/INSP-HIGH HAZARD STORAGE	100.0%	Biennial
S-0620	FIRE INSPECTION-SPECIAL EVENT	100.0%	Biennial
S-0624	FIRE TECHNICAL RSCH.OR CONSULT.SVC.	100.0%	Biennial
S-0628	REVIEW FIRE PLAN REV./MISC.PLN.CK.	100.0%	Biennial
S-0632	FIRE INSP-BUS.LIC./ CERT. OF OCCUP.	100.0%	Biennial
S-0636	PRELIMINARY FIRE PREVENTION REVIEW	100.0%	Biennial
S-0640	FIRE FLOW TEST OVERSIGHT	100.0%	Biennial

S-0644	FIRE 2ND RE-INSPECTION SERVICE	100.0%	Biennial
S-1005	TEMPORARY BANNER/FLAG PERMIT	100.0%	Biennial
S-1008	CONSTRUCTION TRAILER OCCUPANCY PMT	100.0%	Biennial
S-1011	TREE REMOVAL REVIEW & PERMIT	100.0%	Biennial
S-1014	TEMPORARY RV PARKING PERMIT	12.0%	Biennial
S-1020	GENERAL PLAN AMENDMENT REVIEW	100.0%	Biennial
S-1023	ZONE CHANGE REVIEW	100.0%	Biennial
S-1026	DEVELOPMENT CODE AMENDMENT REVIEW	100.0%	Biennial
S-1029	MINOR CONDIT'L USE PMT-ABC LICENSE	100.0%	Biennial
S-1032	ALCOHOLIC BEVERAGE CONTROL LETTER	0.0%	Biennial
S-1035	CONDITIONAL USE PERMIT REVIEW-MAJOR	100.0%	Biennial
S-1038	MINOR VARIANCE REVIEW	100.0%	Biennial
S-1041	MAJOR VARIANCE REVIEW	100.0%	Biennial
S-1044	HOME OCCUPATION PERMIT REVIEW	50.0%	Biennial
S-1047	SPECIFIC PLAN REVIEW	100.0%	Biennial
S-1050	SPECIFIC PLAN REVISION REVIEW	100.0%	Biennial
S-1053	DESIGN REVIEW PERMIT-MINOR	100.0%	Biennial
S-1056	DESIGN REVIEW PERMIT-MAJOR	100.0%	Biennial
S-1059	ANNEXATION REQUEST REVIEW (TO CITY)	100.0%	Biennial
S-1062	ENVIRONMENTAL IMPACT REPORT REVIEW	100.0%	Biennial
S-1065	INITIAL STUDY	100.0%	Biennial
S-1068	TENTATIVE TRACT MAP REVIEW	100.0%	Biennial
S-1071	ENTITLEMENT EXTENSION	100.0%	Biennial
S-1074	TENTATIVE PARCEL MAP REVIEW	100.0%	Biennial
S-1077	DEVELOPMENT AGREEMENT REVIEW	100.0%	Biennial
S-1080	DIF DEFERRAL PROCESSING	0.0%	Biennial
S-1086	LOT LINE ADJUSTMENT REVIEW	100.0%	Biennial
S-1089	SIGN PLAN PROGRAM REVIEW	100.0%	Biennial
S-1092	SPECIAL EVENT PERMIT REVIEW-MINOR	0.0%	Biennial
S-1095	SPECIAL EVENT PERMIT REVIEW-MAJOR	0.0%	Biennial
S-1101	PARCEL MERGER REVIEW	100.0%	Biennial
S-1107	STAFF REVIEW PERMIT	11.0%	Biennial
S-1110	REV.TO CONDITIONS OF APPROVAL-PLNG.	100.0%	Biennial
S-1116	SIGN PERMIT (CODE REVIEW)	100.0%	Biennial
S-1119	PROPERTY INFORMATION PREPARATION	0.0%	Biennial
S-1122	APPEAL OF P.C. DECISION TO COUNCIL	100.0%	Biennial
S-1130	SMARA ANNUAL REVIEW	100.0%	Biennial
S-1135	HISTORIC/CULTURAL SITE DESIGNATION	100.0%	Biennial
S-1140	OUTDOOR DISPLAY PERMIT	100.0%	Biennial
S-1145	RESIDENTIAL PARKING PERMIT	44.0%	Biennial
S-1191	STAFF DECISION APPEAL REVIEW	100.0%	Biennial
S-1200	GRADING PLAN CHECK-ROUGH	100.0%	Biennial
S-1204	GRADING PLAN CHECK-PRECISE	100.0%	Biennial
S-1208	GRADING PLAN REVISION-PRECISE	100.0%	Biennial

S-1212	GRADING INSPECTION-ROUGH	100.0%	Biennial
S-1216	GRADING INSPECTION-PRECISE	100.0%	Biennial
S-1220	WALL INSPECTION	100.0%	Biennial
S-1224	GROVE REMOVAL REVIEW & PERMIT	100.0%	Biennial
S-1228	IMPORT PLAN REVIEW AND INSPECTION	100.0%	Biennial
S-1230	CERTIFICATE OF COMPLIANCE REVIEW	100.0%	Biennial
S-1231	REV.TO CONDITIONS OF APPROVAL-ENG.	100.0%	Biennial
S-1232	FINAL TRACT MAP REVIEW	100.0%	Biennial
S-1236	FINAL PARCEL MAP REVIEW	100.0%	Biennial
S-1240	FINAL/PARCEL MAP REVISION	100.0%	Biennial
S-1244	ENGINEERING PLAN REVISION	100.0%	Biennial
S-1248	PUBLIC/STREET IMPROVEMENT PLAN CHK.	100.0%	Biennial
S-1252	DRAINAGE IMPROVEMENT PLAN CHECK	100.0%	Biennial
S-1256	LEGAL DESCRIPTION REVIEW	100.0%	Biennial
S-1260	LEGAL DESCRIPTION PREPARATION	100.0%	Biennial
S-1264	RETAINING WALL CALCULATION REVIEW	100.0%	Biennial
S-1268	RIGHT-OF-WAY ENCROACHMENT REQUEST	100.0%	Biennial
S-1272	EXCAV.INSP.-IN EXISTING STREETS	100.0%	Biennial
S-1276	EXCAV.INSP.-WITHIN NEW DEVELOPMENT	100.0%	Biennial
S-1280	PUBLIC WKS.CONSTRUCTION INSPECTION	100.0%	Biennial
S-1284	TRAFF.CONTROL PLAN REV.& INSPECTION	100.0%	Biennial
S-1288	STREET LIGHTING SYSTEM PLAN CHECK	100.0%	Biennial
S-1292	ST.LIGHTING SYS.CONSTRUCTION INSP.	100.0%	Biennial
S-1296	OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	100.0%	Biennial
S-1300	STREET VACATION-SUMMARY	100.0%	Biennial
S-1304	STREET VACATION-FULL	100.0%	Biennial
S-1308	SMALL WIRELESS FAC. IN PUBLIC ROW	100.0%	Biennial
S-1312	ANNEXATION PROCESS'G (TO DISTRICTS)	100.0%	Biennial
S-1316	BOND PROCESSING-SWR/WTR/STR/GRDG	100.0%	Biennial
S-1320	BOND PROCESSING-LANDSCAPE	100.0%	Biennial
S-1324	PROFESSIONAL REPORT REVIEW	100.0%	Biennial
S-1328	WQMP REVIEW & INSPECTION	100.0%	Biennial
S-1332	GIS MAP UPDATE	0.0%	Biennial
S-1336	MICROFILMING OF MAPS AND PLANS	100.0%	Biennial
S-1348	NPDES INSPECTION	100.0%	Biennial
S-1352	DIF CREDIT APPLICATION PROCESSING	100.0%	Biennial
S-2006	COM'L REGULATORY APPLICATION REV.	100.0%	Biennial
S-2010	REGULATORY LICENSE RENEWAL PROC'G	100.0%	Biennial
S-2014	REGULATORY LICENSE-INFO.CHANGE	100.0%	Biennial
S-2018	REGULATORY LICENSE-BOOTH RENTAL	100.0%	Biennial
S-2022	REGULATORY LICENSE-MOBILE VENDOR	100.0%	Biennial
S-2026	REGULATORY LICENSE-DELINQUENT	100.0%	Biennial
S-2030	SOLICITING/PEDDLING PERMIT	100.0%	Biennial
S-2038	RES'L RENTAL ENHANCEMENT PROG.LIC.	100.0%	Biennial

S-2042	REGULATORY LICENSE-OUT OF CITY	100.0%	Biennial
S-2046	BUSINESS REGULATION (MAJOR)	100.0%	Biennial
S-2050	BUSINESS REGULATION (MINOR)	100.0%	Biennial
S-2054	FILM PERMIT	100.0%	Biennial
S-2058	BINGO PERMIT REVIEW	100.0%	Biennial
S-2062	BINGO PERMIT RENEWAL	100.0%	Biennial
S-2066	ADMINISTRATIVE CITATION HEARING	6.0%	Biennial
S-2070	FORECLOSEDNACANT PROPERTY REG.	100.0%	Biennial
S-2074	YARD AND GARAGE SALE REVIEW	100.0%	Biennial
S-2078	CITATION SIGN-OFF	50.0%	Biennial
S-2082	NOTICE OF VEHICLE TO BE DISMANTLED	100.0%	Biennial
S-2086	LOUD PARTY RESPONSE	100.0%	Biennial
S-2090	PARKING ADMINISTRATIVE HEARING REV.	58.0%	Biennial
S-2094	FALSE ALARM RESPONSE-SHERIFF	100.0%	Biennial
S-2098	FALSE ALARM RESPONSE-FIRE	100.0%	Biennial
S-3007	ANIMAL REGULATION	10.0%	Biennial
S-3014	PRIVATE PROPERTY AUTO ABATEMENT	100.0%	Biennial
S-3021	VEHICLE ABATEMENT APPEALS PROCESS'G	100.0%	Biennial
S-3028	STORAGE IMPOUND RELEASE PROCESSING	100.0%	Biennial
S-3035	NUISANCE ABATEMENT HEARING	100.0%	Biennial
S-3056	REFUSE EXEMPTION PERMIT	100.0%	Biennial
S-3063	EMERGENCY SERVICES TO DEVELOPERS	100.0%	Biennial
S-4008	RETURNED CHECK PROCESSING	100.0%	Biennial
S-4019	RECORDS RESEARCH SERVICE	100.0%	Biennial
S-4030	DOCUMENT PRINTING & COPYING	100.0%	Biennial
S-4041	COPYING SERVICE	100.0%	Biennial
S-4063	DOCUMENT CERTIFICATION	100.0%	Biennial
S-4074	CD/AUDIO TAPE COPYING SERVICE	0.0%	Biennial
S-4085	CANDIDATE FILING ASSISTANCE	7.0%	Biennial
S-4096	DELINQUENT REFUSE LIEN ADMIN.	0.0%	Biennial
S-4107	LIEN RELEASE	100.0%	Biennial
S-4118	REQUESTED STUDY SESSION PREPARATION	100.0%	Biennial
S-4129	PASSPORT SERVICE	47.0%	Biennial
S-4140	NOTARY PUBLIC SERVICE	40.0%	Biennial
S-4162	INITIATIVE-NOTICE OF INTENT	15.0%	Biennial
S-4173	DELINQUENT PENALTY RECEIVABLES	100.0%	Biennial
S-4180	DEPOSIT SURCHARGE	100.0%	Biennial
S-4184	CREDIT CARD CHARGE RECOVERY	100.0%	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 8th day of July, 2025.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Alondra Muñoz
City Clerk

APPROVED AS TO FORM:

_____
Maricela Marroquin
City Attorney

Attachment 4

Proposed Resolution

RESOLUTION NO. 2025-

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 2025-26) (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. 2022-056.

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 May 4, 2025, 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 8th day of July, 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Muñoz, City Clerk

Exhibit A

Attachment 5

Public Hearing Ad

NOTICE OF 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 10th day of June, 2025, at 6:00 P.M. or as soon thereafter, on the application described below:

1) An Ordinance 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.

2) A Resolution establishing a revised schedule of fees and charges for City services.

Any person affected by these fees or service charges 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.

AVAILABILITY OF MATERIALS RELATED TO THE PROPOSED RESOLUTION ADOPTING FEES: Pursuant to Government Code sections 66016 and 66018, the City will: (a) make available to the public, at least ten (10) days prior to its public hearing, data indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues; (b) mail notice at least fourteen (14) days prior to this meeting to all interested parties that have requested notice of new or increased fees or service charges. This data will be posted on the City's website at www.cityofhighland.org not less than ten (10 days) prior to the public hearing.

Any petition for judicial review of a decision of the City Council shall be filed within the time required by, and controlled by, Sections 1094.5 and 1094.6 of the California Code of Civil Procedure. In any such action or proceeding seeking judicial review of which attacks or seeks to set aside, or void any decision of the City Council, shall be limited to those issues raised at the hearing or in written correspondence delivered to the City Clerk at, or prior to, the public hearing described in this notice.
data

Dated: May 30, 2025

_____
Alondra Muñoz, City Clerk

Posted: May 30, 2025
Published: June 6, 2025

I, Alondra Munoz, City Clerk of the City of Highland, California, certify that I caused to be posted this Public Hearing Notice on the 30th day of May, by 5:30 p.m. in the following designated areas:

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

Date: May 30, 2025

Attachment 6

Letter to the Development Community

City of
HIGHLAND
Inc. 1987

May 5, 2025

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 2021.

A draft fee schedule will be presented to the City's Finance/Personnel Subcommittee for review at its meeting on Tuesday May 20th, 2025 at 2:00pm. Please check the City's website for information as to how to participate in the Finance/Personnel Subcommittee meeting. Included in the agenda will be the ***"2025-2026 Fee Schedule-Draft"*** and a pdf summary ***"Current v Proposed Fee Comparison."***

The draft fee schedule is scheduled to be presented to the City Council during a public hearing on Tuesday, June 10, 2025 at 6:00pm and the second reading of the Ordinance and adoption of the Resolution is scheduled for Tuesday, July 8, 2025 at 6:00pm. Please check the June 10, 2025 & July 8, 2025, 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. 208, or by e-mail at lnavacruz@cityofhighland.org.

Schedule:
On or before May 10, 2025 ***"2025-2026 Fee Schedule-Draft"*** and a pdf summary ***"Current v Proposed Fee Comparison"*** will be available on City's website
May 20, 2025-Finance Subcommittee meeting at 2:00pm
June 10, 2025-City Council Public Hearing at 6:00pm
July 8, 2025-City Council 2nd reading of Ordinance & adoption of Resolution at 6:00pm

Sincerely,

Leticia Nava-Cruz

Leticia Nava-Cruz
Director of Administrative
Services/City Treasurer

Mayor Penny Lilburn | **Mayor Pro Tem** Larry McCallon | **City Council** Gregory Hogan | **City Council** Jimmy Saldana | **City Council** John P. Timmer | **City Manager** Carlos Zamano

Attachment 1

Service Cost Update Report (Draft)

SERVICE COST UPDATE
for the
City of Highland, California

Fiscal Year 2025-2026

Publication Date: May 4, 2025

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

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

May 4, 2025

Leticia Nava-Cruz
Director of Admin.Services
City of Highland
27215 East Baseline
Highland, CA 92345

Dear Tish,

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 detail for the Fully-Burdened Hourly Rates has been provided to you separately. This report includes the following changes:

- The Building services are fully integrated with the rest of the City services. This required renumbering of all services.
- The Building application fees are now applied to Fire Prevention services as well as the Building services.
- A significant number of Planning and Engineering services are now based on deposits charged in advance of the services.
- The Finance department now has a deposit surcharge to cover the additional workload from the increased number of deposits.

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

Sincerely,



RICK KERMER, CPA
President - Emeritus

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CITY OF HIGHLAND, CALIFORNIA
SCHEDULE OF SERVICE REVENUES, COSTS & PROFIT/SUBSIDY
FISCAL YEAR 2025-2026

REF#	SERVICE TITLE	TOTAL REVENUE	TOTAL COST	PROFIT/ (SUBSIDY)	PCT.RECOVERY CURRENT	PCT.RECOVERY SUGGESTED	POSSIBLE NEW REVENUE	
S-0005	GEN.PMT.APPLICATION-NO PLAN REV.	$128,100	$202,078	($73,978)	100.0%	63.4%	$73,978	(3)
S-0009	GEN.PMT.APPLICATION-WITH PLAN REV.	$116,000	$174,046	($58,046)	100.0%	66.6%	$58,046	(3)
S-0013	REPLACEMENT PERMIT/PMT REVISION	$240	$429	($189)	100.0%	55.9%	$189	
S-0017	PMT.APPLICATION-TRACT SEQUENCING	$0	$0	$0	0.0%	0.0%	$0	X
S-0021	PMT.APPLICATION-NON TRACT RES'L	$4,620	$8,466	($3,846)	100.0%	54.6%	$3,846	
S-0025	PMT.APPLICATION-NEW COMMERCIAL	$6,480	$4,163	$2,317	100.0%	155.7%	($2,317)	
S-0029	TRACT PHASING	$15,370	$4,643	$10,727	100.0%	331.0%	($10,727)	
S-0033	BLD.CONST.P/C-TRACTS-UNIQUE MODEL	$17,350	$21,560	($4,210)	100.0%	80.5%	$4,210	
S-0037	BLD.CONST.P/C-CUSTOM RESIDENTIAL	$43,040	$28,019	$15,021	100.0%	153.6%	($15,021)	
S-0045	BLDG.CONST.P.CK-COMMERCIAL	$0	$0	$0	100.0%	100.0%	$0	$
S-0049	BLDG.CONST.INSP-RESIDENTIAL	$93,925	$108,408	($14,483)	100.0%	86.6%	$14,483	
S-0053	BLDG.CONST.INSP-COMMERCIAL	$0	$0	$0	100.0%	100.0%	$0	$
S-0057	ELECTRICAL CONSTRUCTION PLAN CHECK	$690	$850	($160)	100.0%	81.2%	$160	
S-0061	PLUMBING CONSTRUCTION PLAN CHECK	$345	$425	($80)	100.0%	81.2%	$80	
S-0065	PLMB'G CONST.INSP-DRAIN/TRAP-COM'L	$600	$1,033	($433)	100.0%	58.1%	$433	
S-0069	PLMB'G CONST.INSP-COM'L PRE-TRT.	$85	$222	($137)	100.0%	38.3%	$137	
S-0073	PLMB'G CONST.INSP-GAS PIPING SYS.	$1,125	$1,549	($424)	100.0%	72.6%	$424	
S-0077	PLMB'G CONST.INSP-GAS PRES.REG.	$180	$310	($130)	100.0%	58.1%	$130	
S-0081	PLMB'G CONST.INSP-REPAIR/ALTERATION	$1,500	$3,098	($1,598)	100.0%	48.4%	$1,598	
S-0085	PLMB'G CONST.INSP-REFRIG.LINES	$425	$516	($91)	100.0%	82.4%	$91	
S-0089	PLMB'G CONST.INSP-VENT/BKFLW DEVICE	$6,000	$8,262	($2,262)	100.0%	72.6%	$2,262	
S-0093	PLMB'G CONST.INSP-GAS TEST	$600	$729	($129)	100.0%	82.3%	$129	
S-0097	PLMB'G CONST.INSP-WATER HTR-RES'L	$4,875	$6,713	($1,838)	100.0%	72.6%	$1,838	
S-0101	PLMB'G CONST.INSP-MANHOLE-ON SITE	$375	$516	($141)	100.0%	72.7%	$141	
S-0105	CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	$1,250	$1,479	($229)	100.0%	84.5%	$229	
S-0109	CONN.TO NEW PRIV.SEWER SYSTEMS	$160	$266	($106)	100.0%	60.2%	$106	
S-0113	MECHANICAL CONSTRUCTION PLAN CHECK	$3,450	$4,251	($801)	100.0%	81.2%	$801	
S-0121	MECH.INSP-COM'L FURNACE BURNER	$975	$1,335	($360)	100.0%	73.0%	$360	
S-0129	MECH.INSP-REPAIR/ALTERATIONS-RES'L	$5,000	$10,328	($5,328)	100.0%	48.4%	$5,328	
S-0133	MECHANICAL INSP-BOILERS-COM'L	$625	$818	($193)	100.0%	76.4%	$193	
S-0137	MECH.INSP-AIR HANDLING UNITS-RES'L	$3,750	$5,164	($1,414)	100.0%	72.6%	$1,414	
S-0141	MECH.INSP-EVAPORATIVE UNITS-RES/COM	$1,250	$2,582	($1,332)	100.0%	48.4%	$1,332	
S-0145	MECHANICAL INSP-COMMERCIAL HOOD	$550	$818	($268)	100.0%	67.2%	$268	
S-0147	MECH.INSP.NOT OTHERWISE CLASSIFIED	$500	$893	($393)	100.0%	56.0%	$393	
S-0149	SIGN PERMIT & INSPECTION-UNLIGHTED	$2,250	$3,125	($875)	100.0%	72.0%	$875	
S-0153	SIGN PERMIT & INSPECTION-LIGHTED	$4,500	$5,339	($839)	100.0%	84.3%	$839	
S-0157	PATIOS WITHOUT ENCLOSURE INSPECTION	$4,275	$4,996	($721)	100.0%	85.6%	$721	
S-0161	PATIOS WITH FOUNDATION ONLY INSP.	$450	$706	($256)	100.0%	63.7%	$256	
S-0165	PATIOS WITH ENCLOSURE INSPECTION	$2,170	$2,953	($783)	100.0%	73.5%	$783	
S-0169	PATIOS - ALUMINUM	$7,400	$9,216	($1,816)	100.0%	80.3%	$1,816	
S-0173	GARDEN WALLS AND PILASTERS	$4,500	$5,515	($1,015)	100.0%	81.6%	$1,015	
S-0177	RETAINING WALLS	$2,700	$3,298	($598)	100.0%	81.9%	$598	
S-0181	TEAR-OFF REROOFING W/O STRUCT.CHGS	$11,660	$20,409	($8,749)	100.0%	57.1%	$8,749	
S-0185	TEAR-OFF REROOFING WITH STRUCT.CHGS	$2,345	$2,181	$164	100.0%	107.5%	($164)	
S-0189	RESIDENTIAL SOLAR ENERGY SYSTEM	$127,750	$116,068	$11,682	100.0%	110.1%	($11,682)	
S-0193	COMMERCIAL SOLAR ENERGY SYSTEM	$4,350	$7,045	($2,695)	100.0%	61.7%	$0	(1)
S-0197	TENANT IMPROVEMENTS	$0	$0	$0	100.0%	100.0%	$0	$
S-0201	RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	$0	$0	$0	100.0%	100.0%	$0	$
S-0205	RES'L ADD'NS/ALTERATIONS/REHAB-INSP	$0	$0	$0	100.0%	100.0%	$0	$
S-0209	MISC.SPECIAL INSPECTION HOURLY	$1,700	$3,537	($1,837)	100.0%	48.1%	$0	$
S-0213	UTILITY METER RESET - RESIDENTIAL	$11,250	$10,940	$310	100.0%	102.8%	($310)	
S-0217	SWIMMING POOL/SPA PMT INSP W/O HTR	$3,360	$4,368	($1,008)	100.0%	76.9%	$1,008	

CITY OF HIGHLAND, CALIFORNIA
SCHEDULE OF SERVICE REVENUES, COSTS & PROFIT/SUBSIDY
FISCAL YEAR 2025-2026

REF#	SERVICE TITLE	TOTAL REVENUE	TOTAL COST	PROFIT/ (SUBSIDY)	PCT.RECOVERY CURRENT	PCT.RECOVERY SUGGESTED	POSSIBLE NEW REVENUE	
S-0221	SWIMMING POOL/SPA PMT INSP WITH HTR	$48,645	$62,553	($13,908)	100.0%	77.8%	$13,908	
S-0225	SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	$335	$445	($110)	100.0%	75.3%	$110	
S-0229	CERT.OF OCC./BUS.LIC.INSP-RES+COM	$7,875	$8,664	($789)	100.0%	90.9%	$789	
S-0233	ELECTRICAL INSPECTION	$2,500	$3,106	($606)	100.0%	80.5%	$606	
S-0245	ELEC.INSP.POLE PLTF-M-FIXTURE	$1,250	$1,479	($229)	100.0%	84.5%	$229	
S-0249	ELECTRICAL INSP-THEATRICAL LIGHTING	$0	$0	$0	0.0%	0.0%	$0	X
S-0261	ELEC.INSP-TEMP.POWER SVCS	$850	$1,336	($486)	100.0%	63.6%	$486	
S-0265	ELECTRICAL INSP.- APPLIANCES	$22,000	$26,726	($4,726)	100.0%	82.3%	$4,726	
S-0269	ELEC.INSP.POWER APPARATUS	$1,600	$1,925	($325)	100.0%	83.1%	$325	
S-0273	ELECTRICAL SERVICE INSPECTION	$19,630	$24,743	($5,113)	100.0%	79.3%	$5,113	
S-0285	ELECTRICAL INSP.-RES'L REWIRE	$11,750	$14,090	($2,340)	100.0%	83.4%	$2,340	
S-0289	ELECTRICAL INSPECTION-NEW COM'L	$29,950	$27,443	$2,507	100.0%	109.1%	($2,507)	
S-0313	SNGLE LOT RES.PRECSE GRAD'G PLN REV	$12,650	$16,271	($3,621)	100.0%	77.7%	$3,621	
S-0317	SNGLE LOT RES.PRECSE GRAD'G INSP.	$6,930	$8,366	($1,436)	100.0%	82.8%	$1,436	
S-0321	ARCHIVE COSTS FOR BUILDING RECORDS	$2,408	$2,698	($290)	100.0%	89.3%	$290	
S-0325	ARCHIVE COSTS FOR BLDG.RECRDS-OTHER	$1,266	$1,419	($153)	100.0%	89.2%	$153	
S-0329	BUILDING CODE APPEAL PROCESSING	$3,200	$4,409	($1,209)	100.0%	72.6%	$1,209	
S-0331	MISCELLANEOUS INSPECTION	$900	$893	$7	100.0%	100.8%	($7)	
S-0335	SECOND REINSPECTION	$0	$89	($89)	100.0%	0.0%	$89	
S-0343	HAZARDOUS BLDG.& NUISANCE ABATEMENT	$71,614	$69,707	$1,907	100.0%	102.7%	$0	(2)
S-0500	FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	$12,460	$12,544	($84)	100.0%	99.3%	$84	
S-0504	FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	$39,300	$35,520	$3,780	100.0%	110.6%	($3,780)	
S-0508	FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	$5,600	$5,760	($160)	100.0%	97.2%	$160	
S-0512	FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	$4,200	$4,320	($120)	100.0%	97.2%	$120	
S-0516	FIRE PLAN CHECK+INSPECTION-MFD	$147,000	$148,800	($1,800)	100.0%	98.8%	$1,800	
S-0520	FIRE P.CK+INSP-TENANT IMPROVEMENT	$3,000	$3,000	$0	100.0%	100.0%	$0	
S-0524	FIRE P.CK/INSP-NEW COM'L/IND'L SITE	$1,170	$1,184	($14)	100.0%	98.8%	$14	
S-0528	FIRE P.CK+INSP-NEW C/I CONSTRUCTION	$3,775	$4,480	($705)	100.0%	84.3%	$705	
S-0532	SPRINKLER P.CK/INSP:SFD OR ADDITION	$36,400	$36,680	($280)	100.0%	99.2%	$280	
S-0536	SPRINKLER P.CK/INSP.-RES'L ALTER'NS	$2,250	$2,312	($62)	100.0%	97.3%	$62	
S-0540	SPRINKLER P.CK/INSP FOR MFD	$4,375	$4,512	($137)	100.0%	97.0%	$137	
S-0544	SPRINKLER P.CK/INSP-NFPA 13-COM/IND	$4,850	$5,652	($802)	100.0%	85.8%	$802	
S-0548	SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	$590	$596	($6)	100.0%	99.0%	$6	
S-0552	SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	$1,180	$1,192	($12)	100.0%	99.0%	$12	
S-0556	FIRE PLAN CK/INSP-MISC.REPAIR TEST	$885	$888	($3)	100.0%	99.7%	$3	
S-0560	ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	$550	$576	($26)	100.0%	95.5%	$26	
S-0564	PLAN CHK+INSP.OF FIRE ALARM SYSTEM	$3,675	$3,720	($45)	100.0%	98.8%	$45	
S-0568	FIRE P.CK/INSP-UNDERGROUND FIRE SYS	$1,170	$1,256	($86)	100.0%	93.2%	$86	
S-0572	LPG STORAGE/USE-INITIAL PERMIT	$415	$448	($33)	100.0%	92.6%	$33	
S-0576	LPG STORAGE/USE-ANNUAL RENEWAL	$410	$432	($22)	100.0%	94.9%	$22	
S-0580	FLAMMABLE LIQUID STORAGE-INITIAL	$830	$896	($66)	100.0%	92.6%	$66	
S-0584	FLAMMABLE LIQUID STORAGE-RENEWAL	$205	$216	($11)	100.0%	94.9%	$11	
S-0588	CCR TITLE 19-PLACES: ASSMBLY/CHURCH	$275	$288	($13)	100.0%	95.5%	$13	
S-0592	CCR TITLE 19-RES'L CARE FACILITY	$840	$864	($24)	100.0%	97.2%	$24	
S-0596	CCR TITLE 19-COM'L CARE FACILITY	$280	$288	($8)	100.0%	97.2%	$8	
S-0600	FIRE INSP/PMT RES CARE FACILITY(6+)	$415	$144	$271	100.0%	288.2%	($271)	
S-0604	HAZARDOUS MATERIALS PERMIT	$4,100	$4,446	($346)	100.0%	92.2%	$346	
S-0608	GREEN WASTE OPERATIONS	$1,035	$880	$155	100.0%	117.6%	($155)	
S-0612	FIRE P.CK/ INSP-HIGH PILED STORAGE	$520	$520	$0	100.0%	100.0%	$0	
S-0616	FIRE P.CK/INSP-HIGH HAZARD STORAGE	$520	$520	$0	100.0%	100.0%	$0	
S-0620	FIRE INSPECTION-SPECIAL EVENT	$700	$720	($20)	100.0%	97.2%	$20	
S-0624	FIRE TECHNICAL RSCH.OR CONSULT.SVC.	$145	$144	$1	100.0%	100.7%	($1)	

CITY OF HIGHLAND, CALIFORNIA
SCHEDULE OF SERVICE REVENUES, COSTS & PROFIT/SUBSIDY
FISCAL YEAR 2025-2026

REF#	SERVICE TITLE	TOTAL REVENUE	TOTAL COST	PROFIT/ (SUBSIDY)	PCT.RECOVERY CURRENT	PCT.RECOVERY SUGGESTED	POSSIBLE NEW REVENUE	
S-0628	REVIEW FIRE PLAN REV./MISC.PLN.CK.	$1,550	$1,520	$30	100.0%	102.0%	$0	$
S-0632	FIRE INSP-BUS.LIC./ CERT. OF OCCUP.	$14,000	$14,400	($400)	100.0%	97.2%	$400	
S-0636	PRELIMINARY FIRE PREVENTION REVIEW	$140	$144	($4)	100.0%	97.2%	$4	
S-0640	FIRE FLOW TEST OVERSIGHT	$700	$720	($20)	100.0%	97.2%	$20	
S-0644	FIRE 2ND RE-INSPECTION SERVICE	$2,100	$2,160	($60)	100.0%	97.2%	$60	
S-1005	TEMPORARY BANNER/FLAG PERMIT	$550	$757	($207)	100.0%	72.7%	$207	
S-1008	CONSTRUCTION TRAILER OCCUPANCY PMT	$2,600	$3,079	($479)	100.0%	84.4%	$479	
S-1011	TREE REMOVAL REVIEW & PERMIT	$575	$610	($35)	100.0%	94.3%	$35	
S-1014	TEMPORARY RV PARKING PERMIT	$270	$2,861	($2,591)	12.0%	9.4%	$0	*
S-1020	GENERAL PLAN AMENDMENT REVIEW	$21,200	$28,902	($7,702)	100.0%	73.4%	$0	$
S-1023	ZONE CHANGE REVIEW	$8,400	$11,757	($3,357)	100.0%	71.4%	$0	$
S-1026	DEVELOPMENT CODE AMENDMENT REVIEW	$7,900	$8,786	($886)	100.0%	89.9%	$0	$
S-1029	MINOR CONDIT'L USE PMT-ABC LICENSE	$18,675	$19,515	($840)	100.0%	95.7%	$840	
S-1032	ALCOHOLIC BEVERAGE CONTROL LETTER	$0	$0	$0	0.0%	0.0%	$0	X
S-1035	CONDITIONAL USE PERMIT REVIEW-MAJOR	$86,100	$97,140	($11,040)	100.0%	88.6%	$0	$
S-1038	MINOR VARIANCE REVIEW	$5,430	$4,743	$687	100.0%	114.5%	($687)	
S-1041	MAJOR VARIANCE REVIEW	$5,525	$4,995	$530	100.0%	110.6%	($530)	
S-1044	HOME OCCUPATION PERMIT REVIEW	$10,050	$17,828	($7,778)	50.0%	56.4%	$0	*
S-1047	SPECIFIC PLAN REVIEW	$37,700	$39,831	($2,131)	100.0%	94.6%	$0	$
S-1050	SPECIFIC PLAN REVISION REVIEW	$17,900	$20,965	($3,065)	100.0%	85.4%	$0	$
S-1053	DESIGN REVIEW PERMIT-MINOR	$27,755	$37,167	($9,412)	100.0%	74.7%	$9,412	
S-1056	DESIGN REVIEW PERMIT-MAJOR	$79,200	$71,841	$7,359	100.0%	110.2%	$0	$
S-1059	ANNEXATION REQUEST REVIEW (TO CITY)	$16,300	$15,547	$753	100.0%	104.8%	$0	$
S-1062	ENVIRONMENTAL IMPACT REPORT REVIEW	$38,693	$47,430	($8,737)	100.0%	81.6%	$0	$
S-1065	INITIAL STUDY	$38,000	$41,058	($3,058)	100.0%	92.6%	$3,058	
S-1068	TENTATIVE TRACT MAP REVIEW	$35,800	$35,751	$49	100.0%	100.1%	$0	$
S-1071	ENTITLEMENT EXTENSION	$9,600	$10,384	($784)	100.0%	92.4%	$0	$
S-1074	TENTATIVE PARCEL MAP REVIEW	$40,000	$44,865	($4,865)	100.0%	89.2%	$0	$
S-1077	DEVELOPMENT AGREEMENT REVIEW	$10,000	$11,869	($1,869)	100.0%	84.3%	$0	$
S-1080	DIF DEFERRAL PROCESSING	$0	$0	$0	0.0%	0.0%	$0	X
S-1086	LOT LINE ADJUSTMENT REVIEW	$4,910	$5,442	($532)	100.0%	90.2%	$532	
S-1089	SIGN PLAN PROGRAM REVIEW	$7,410	$9,420	($2,010)	100.0%	78.7%	$2,010	
S-1092	SPECIAL EVENT PERMIT REVIEW-MINOR	$0	$4,061	($4,061)	0.0%	0.0%	$0	*
S-1095	SPECIAL EVENT PERMIT REVIEW-MAJOR	$0	$23,356	($23,356)	0.0%	0.0%	$0	*
S-1101	PARCEL MERGER REVIEW	$3,660	$2,838	$822	100.0%	129.0%	($822)	
S-1107	STAFF REVIEW PERMIT	$636	$10,959	($10,323)	11.0%	5.8%	$0	*
S-1110	REV.TO CONDITIONS OF APPROVAL-PLNG.	$1,770	$1,934	($164)	100.0%	91.5%	$164	
S-1116	SIGN PERMIT (CODE REVIEW)	$1,600	$2,271	($671)	100.0%	70.5%	$671	
S-1119	PROPERTY INFORMATION PREPARATION	$0	$0	$0	0.0%	0.0%	$0	X
S-1122	APPEAL OF P.C. DECISION TO COUNCIL	$3,290	$4,181	($891)	100.0%	78.7%	$891	
S-1130	SMARA ANNUAL REVIEW	$1,800	$2,156	($356)	100.0%	83.5%	$0	$
S-1135	HISTORIC/CULTURAL SITE DESIGNATION	$1,900	$2,220	($320)	100.0%	85.6%	$320	
S-1140	OUTDOOR DISPLAY PERMIT	$550	$757	($207)	100.0%	72.7%	$207	
S-1145	RESIDENTIAL PARKING PERMIT	$175	$568	($393)	44.0%	30.8%	$0	*
S-1191	STAFF DECISION APPEAL REVIEW	$1,320	$1,501	($181)	100.0%	87.9%	$181	
S-1200	GRADING PLAN CHECK-ROUGH	$31,600	$20,349	$11,251	100.0%	155.3%	$0	$
S-1204	GRADING PLAN CHECK-PRECISE	$60,000	$36,418	$23,582	100.0%	164.8%	$0	$
S-1208	GRADING PLAN REVISION-PRECISE	$11,000	$10,997	$3	100.0%	100.0%	$0	$
S-1212	GRADING INSPECTION-ROUGH	$30,800	$31,483	($683)	100.0%	97.8%	$0	$
S-1216	GRADING INSPECTION-PRECISE	$164,000	$153,324	$10,676	100.0%	107.0%	$0	$
S-1220	WALL INSPECTION	$18,000	$20,064	($2,064)	100.0%	89.7%	$0	$
S-1224	GROVE REMOVAL REVIEW & PERMIT	$4,600	$5,116	($516)	100.0%	89.9%	$0	$

CITY OF HIGHLAND, CALIFORNIA
SCHEDULE OF SERVICE REVENUES, COSTS & PROFIT/SUBSIDY
FISCAL YEAR 2025-2026

REF#	SERVICE TITLE	TOTAL REVENUE	TOTAL COST	PROFIT/ (SUBSIDY)	PCT.RECOVERY CURRENT	PCT.RECOVERY SUGGESTED	POSSIBLE NEW REVENUE	
S-1228	IMPORT PLAN REVIEW AND INSPECTION	$1,900	$2,090	($190)	100.0%	90.9%	$0	$
S-1230	CERTIFICATE OF COMPLIANCE REVIEW	$1,920	$2,728	($808)	100.0%	70.4%	$808	
S-1231	REV.TO CONDITIONS OF APPROVAL-ENG.	$1,400	$1,499	($99)	100.0%	93.4%	$99	
S-1232	FINAL TRACT MAP REVIEW	$17,000	$14,033	$2,967	100.0%	121.1%	$0	$
S-1236	FINAL PARCEL MAP REVIEW	$12,900	$11,409	$1,491	100.0%	113.1%	$0	$
S-1240	FINAL/PARCEL MAP REVISION	$1,800	$1,764	$36	100.0%	102.0%	$0	$
S-1244	ENGINEERING PLAN REVISION	$6,000	$6,418	($418)	100.0%	93.5%	$0	$
S-1248	PUBLIC/STREET IMPROVEMENT PLAN CHK.	$90,400	$27,766	$62,634	100.0%	325.6%	$0	$
S-1252	DRAINAGE IMPROVEMENT PLAN CHECK	$25,200	$21,357	$3,843	100.0%	118.0%	$0	$
S-1256	LEGAL DESCRIPTION REVIEW	$19,800	$17,920	$1,880	100.0%	110.5%	$0	$
S-1260	LEGAL DESCRIPTION PREPARATION	$36,000	$25,632	$10,368	100.0%	140.4%	$0	$
S-1264	RETAINING WALL CALCULATION REVIEW	$10,000	$9,319	$681	100.0%	107.3%	$0	$
S-1268	RIGHT-OF-WAY ENCROACHMENT REQUEST	$5,500	$5,745	($245)	100.0%	95.7%	$0	$
S-1272	EXCAV.INSP.-IN EXISTING STREETS	$16,000	$15,683	$317	100.0%	102.0%	$0	$
S-1276	EXCAV.INSP.-WITHIN NEW DEVELOPMENT	$16,000	$16,571	($571)	100.0%	96.6%	$0	$
S-1280	PUBLIC WKS.CONSTRUCTION INSPECTION	$100,000	$88,296	$11,704	100.0%	113.3%	$0	$
S-1284	TRAFF.CONTROL PLAN REV.& INSPECTION	$13,600	$13,996	($396)	100.0%	97.2%	$0	$
S-1288	STREET LIGHTING SYSTEM PLAN CHECK	$35,400	$23,025	$12,375	100.0%	153.7%	$0	$
S-1292	ST.LIGHTING SYS.CONSTRUCTION INSP.	$68,700	$66,994	$1,706	100.0%	102.5%	$0	$
S-1296	OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	$1,920	$12,815	($10,895)	100.0%	15.0%	$0	(1)
S-1300	STREET VACATION-SUMMARY	$5,400	$5,686	($286)	100.0%	95.0%	$286	
S-1304	STREET VACATION-FULL	$4,000	$3,652	$348	100.0%	109.5%	$0	$
S-1308	SMALL WIRELESS FAC. IN PUBLIC ROW	$2,640	$2,674	($34)	100.0%	98.7%	$34	
S-1312	ANNEXATION PROCESS'G (TO DISTRICTS)	$11,000	$15,974	($4,974)	100.0%	68.9%	$0	$
S-1316	BOND PROCESSING-SWR/WTR/STR/GRDG	$16,500	$17,721	($1,221)	100.0%	93.1%	$1,221	
S-1320	BOND PROCESSING-LANDSCAPE	$13,500	$15,356	($1,856)	100.0%	87.9%	$0	$
S-1324	PROFESSIONAL REPORT REVIEW	$21,600	$17,971	$3,629	100.0%	120.2%	$0	$
S-1328	WQMP REVIEW & INSPECTION	$73,600	$48,449	$25,151	100.0%	151.9%	($25,151)	
S-1332	GIS MAP UPDATE	$0	$0	$0	0.0%	0.0%	$0	X
S-1336	MICROFILMING OF MAPS AND PLANS	$460	$509	($49)	100.0%	90.4%	$49	
S-1348	NPDES INSPECTION	$34,100	$45,438	($11,338)	100.0%	75.0%	$11,338	
S-1352	DIF CREDIT APPLICATION PROCESSING	$7,000	$8,257	($1,257)	100.0%	84.8%	$0	$
S-2006	COM'L REGULATORY APPLICATION REV.	$4,960	$5,734	($774)	100.0%	86.5%	$774	
S-2010	REGULATORY LICENSE RENEWAL PROC'G	$180,500	$143,137	$37,363	100.0%	126.1%	($37,363)	
S-2014	REGULATORY LICENSE-INFO.CHANGE	$620	$1,352	($732)	100.0%	45.9%	$732	
S-2018	REGULATORY LICENSE-BOOTH RENTAL	$845	$1,428	($583)	100.0%	59.2%	$583	
S-2022	REGULATORY LICENSE-MOBILE VENDOR	$2,350	$4,117	($1,767)	100.0%	57.1%	$1,767	
S-2026	REGULATORY LICENSE-DELINQUENT	$14,750	$20,159	($5,409)	100.0%	73.2%	$5,409	
S-2030	SOLICITING/PEDDLING PERMIT	$700	$1,017	($317)	100.0%	68.8%	$317	
S-2038	RES'L RENTAL ENHANCEMENT PROG.LIC.	$2,400	$2,980	($580)	100.0%	80.5%	$580	
S-2042	REGULATORY LICENSE-OUT OF CITY	$50,220	$16,481	$33,739	100.0%	304.7%	($33,739)	
S-2046	BUSINESS REGULATION (MAJOR)	$1,380	$1,712	($332)	100.0%	80.6%	$332	
S-2050	BUSINESS REGULATION (MINOR)	$1,050	$1,740	($690)	100.0%	60.3%	$690	
S-2054	FILM PERMIT	$1,000	$1,669	($669)	100.0%	59.9%	$0	$
S-2058	BINGO PERMIT REVIEW	$60	$84	($24)	100.0%	71.4%	$24	
S-2062	BINGO PERMIT RENEWAL	$18	$20	($2)	100.0%	90.0%	$2	
S-2066	ADMINISTRATIVE CITATION HEARING	$75	$2,064	($1,989)	6.0%	3.6%	$0	*
S-2070	FORECLOSED/VACANT PROPERTY REG.	$14,000	$16,439	($2,439)	100.0%	85.2%	$2,439	
S-2074	YARD AND GARAGE SALE REVIEW	$10,000	$13,480	($3,480)	100.0%	74.2%	$2,000	**
S-2078	CITATION SIGN-OFF	$24	$65	($41)	50.0%	36.9%	$0	*
S-2082	NOTICE OF VEHICLE TO BE DISMANTLED	$170	$244	($74)	100.0%	69.7%	$74	
S-2086	LOUD PARTY RESPONSE	$0	$0	$0	100.0%	100.0%	$0	$

CITY OF HIGHLAND, CALIFORNIA
SCHEDULE OF SERVICE REVENUES, COSTS & PROFIT/SUBSIDY
FISCAL YEAR 2025-2026

REF#	SERVICE TITLE	TOTAL REVENUE	TOTAL COST	PROFIT/ (SUBSIDY)	PCT.RECOVERY CURRENT	PCT.RECOVERY SUGGESTED	POSSIBLE NEW REVENUE	
S-2090	PARKING ADMINISTRATIVE HEARING REV.	$25	$29	($4)	58.0%	86.2%	$0	*
S-2094	FALSE ALARM RESPONSE-SHERIFF	$175	$23,430	($23,255)	100.0%	0.7%	$1,000	(2)
S-2098	FALSE ALARM RESPONSE-FIRE	$0	$108	($108)	100.0%	0.0%	$100	(2)
S-3007	ANIMAL REGULATION	$55,000	$537,887	($482,887)	10.0%	10.2%	$0	*
S-3014	PRIVATE PROPERTY AUTO ABATEMENT	$1,973	$2,305	($332)	100.0%	85.6%	$0	$
S-3021	VEHICLE ABATEMENT APPEALS PROCESS'G	$800	$930	($130)	100.0%	86.0%	$130	
S-3028	STORAGE IMPOUND RELEASE PROCESSING	$71,400	$101,814	($30,414)	100.0%	70.1%	$10,000	**
S-3035	NUISANCE ABATEMENT HEARING	$0	$0	$0	100.0%	100.0%	$0	$
S-3056	REFUSE EXEMPTION PERMIT	$150	$162	($12)	100.0%	92.6%	$12	
S-3063	EMERGENCY SERVICES TO DEVELOPERS	$0	$0	$0	100.0%	100.0%	$0	$
S-4008	RETURNED CHECK PROCESSING	$396	$410	($14)	100.0%	96.6%	$14	
S-4019	RECORDS RESEARCH SERVICE	$0	$0	$0	100.0%	100.0%	$0	$
S-4030	DOCUMENT PRINTING & COPYING	$0	$0	$0	100.0%	100.0%	$0	$
S-4041	COPYING SERVICE	$0	$0	$0	100.0%	100.0%	$0	$
S-4063	DOCUMENT CERTIFICATION	$190	$212	($22)	100.0%	89.6%	$22	
S-4074	CD/AUDIO TAPE COPYING SERVICE	$0	$0	$0	0.0%	100.0%	$0	
S-4085	CANDIDATE FILING ASSISTANCE	$125	$1,699	($1,574)	7.0%	7.4%	$0	(1)
S-4096	DELINQUENT REFUSE LIEN ADMIN.	$0	$0	$0	0.0%	0.0%	$0	X
S-4107	LIEN RELEASE	$1,125	$5,049	($3,924)	100.0%	22.3%	$3,924	
S-4118	REQUESTED STUDY SESSION PREPARATION	$600	$657	($57)	100.0%	91.3%	$0	$
S-4129	PASSPORT SERVICE	$3,850	$8,172	($4,322)	47.0%	47.1%	$0	(1)
S-4140	NOTARY PUBLIC SERVICE	$600	$1,486	($886)	40.0%	40.4%	$0	(1)
S-4162	INITIATIVE-NOTICE OF INTENT	$200	$1,359	($1,159)	15.0%	14.7%	$0	(1)
S-4173	DELINQUENT PENALTY RECEIVABLES	$2,750	$874	$1,876	100.0%	314.6%	($1,876)	
S-4180	DEPOSIT SURCHARGE	$0	$25,329	($25,329)	100.0%	0.0%	$25,329	
S-4184	CREDIT CARD CHARGE RECOVERY	$0	$0	$0	100.0%	100.0%	$0	$
	TOTALS	$3,160,023	$3,822,446	($662,423)	82.7%	87.2%	$172,044	

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.
(3) - Application fee will now be charged to Fire Prevention services.
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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REVENUE & COST SHEETS FOR EACH SERVICE

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GEN.PMT.APPLICATION-NO PLAN REV.	S-0005

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

DESCRIPTION OF SERVICE

Enter information into the Bldg & Fire Prevention permit system, create file, maintain file, finalize, cancel or expire premit. Ready files for archiving.

CURRENT FEE STRUCTURE

$60

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$128,100
UNIT COST:	$94.65	TOTAL COST:	$202,078
UNIT PROFIT (SUBSIDY):	$(34.65)	TOTAL PROFIT (SUBSIDY):	$(73,978)
TOTAL UNITS:	2,135	PCT. COST RECOVERY:	63.39%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$95

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GEN.PMT.APPLICATION-NO PLAN REV.	S-0005
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	2,135

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	Without Plan Check	0.17	$29.78	2,135	$63,580
CD-BLDG & SAFETY	PERMIT TECH		0.75	$64.87	2,135	$138,497
		TYPE SUBTOTAL	**0.92**	**$94.65**		**$202,078**
		TOTALS	**0.92**	**$94.65**		**$202,078**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GEN.PMT.APPLICATION-WITH PLAN REV.	S-0009

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

DESCRIPTION OF SERVICE

Enter appli. into pmt system, create file, maintain file, submit plans to Plan Checker. Receive plans back from Plan Checker. Route plans to other depts for comments. Route comments to applicant for plan changes. Coordinate permit issuance, close file.

CURRENT FEE STRUCTURE

$125

REVENUE AND COST COMPARISON

UNIT REVENUE:	$125.00	TOTAL REVENUE:	$116,000
UNIT COST:	$187.55	TOTAL COST:	$174,046
UNIT PROFIT (SUBSIDY):	$(62.55)	TOTAL PROFIT (SUBSIDY):	$(58,046)
TOTAL UNITS:	928	PCT. COST RECOVERY:	66.65%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$190

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GEN.PMT.APPLICATION-WITH PLAN REV.	S-0009
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	928

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	With Plan Check	0.33	$57.81	928	$53,648
CD-BLDG & SAFETY	PERMIT TECH		1.50	$129.74	928	$120,399
		TYPE SUBTOTAL	**1.83**	**$187.55**		**$174,046**
		TOTALS	**1.83**	**$187.55**		**$174,046**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REPLACEMENT PERMIT/PMT REVISION	S-0013

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

DESCRIPTION OF SERVICE

Coordination of a replacement permit or permit revision. Track notes and files in relation to replacement/revision.

CURRENT FEE STRUCTURE

$40

REVENUE AND COST COMPARISON

UNIT REVENUE:	$40.00	TOTAL REVENUE:	$240
UNIT COST:	$71.50	TOTAL COST:	$429
UNIT PROFIT (SUBSIDY):	$(31.50)	TOTAL PROFIT (SUBSIDY):	$(189)
TOTAL UNITS:	6	PCT. COST RECOVERY:	55.94%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$70

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REPLACEMENT PERMIT/PMT REVISION	S-0013
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		0.08	$14.02	6	$84
CD-BLDG & SAFETY	PERMIT TECH		0.50	$43.25	6	$260
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.08	$14.28	6	$86
		TYPE SUBTOTAL	**0.66**	**$71.55**		**$429**
		TOTALS	**0.66**	**$71.50**		**$429**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-TRACT SEQUENCING	S-0017

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

DESCRIPTION OF SERVICE

See note below.

CURRENT FEE STRUCTURE

$65

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 service as it is covered by S-0029.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-TRACT SEQUENCING	S-0017
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

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-NON TRACT RES'L	S-0021

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. Ready files and plans for archiving.

CURRENT FEE STRUCTURE

$165

REVENUE AND COST COMPARISON

UNIT REVENUE:	$165.00	TOTAL REVENUE:	$4,620
UNIT COST:	$302.36	TOTAL COST:	$8,466
UNIT PROFIT (SUBSIDY):	$(137.36)	TOTAL PROFIT (SUBSIDY):	$(3,846)
TOTAL UNITS:	28	PCT. COST RECOVERY:	54.57%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$300

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-NON TRACT RES'L	S-0021
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	28

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASSIST.ENGINEER		0.25	$35.60	28	$997
CD-PLANNING	ASSISTANT PLANNER		0.33	$49.96	28	$1,399
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.25	$43.80	28	$1,226
CD-BLDG & SAFETY	PERMIT TECH		2.00	$172.98	28	$4,843
		TYPE SUBTOTAL	**2.83**	**$302.34**		**$8,466**
		TOTALS	**2.83**	**$302.36**		**$8,466**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-NEW COMMERCIAL	S-0025

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 plans/clearance forms to other depts & outside agencies for approval and final occupancy. Create C-of-O. Ready files and plans for archiving.

CURRENT FEE STRUCTURE

$720

REVENUE AND COST COMPARISON

UNIT REVENUE:	$720.00	TOTAL REVENUE:	$6,480
UNIT COST:	$462.56	TOTAL COST:	$4,163
UNIT PROFIT (SUBSIDY):	$257.44	TOTAL PROFIT (SUBSIDY):	$2,317
TOTAL UNITS:	9	PCT. COST RECOVERY:	155.66%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$465

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PMT.APPLICATION-NEW COMMERCIAL	S-0025
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	9

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASSIST.ENGINEER		0.50	$71.19	9	$641
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$175.19	9	$1,577
CD-BLDG & SAFETY	PERMIT TECH		2.50	$216.23	9	$1,946
		TYPE SUBTOTAL	**4.00**	**$462.61**		**$4,163**
		TOTALS	**4.00**	**$462.56**		**$4,163**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TRACT PHASING	S-0029

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

$145

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$15,370
UNIT COST:	$43.80	TOTAL COST:	$4,643
UNIT PROFIT (SUBSIDY):	$101.20	TOTAL PROFIT (SUBSIDY):	$10,727
TOTAL UNITS:	106	PCT. COST RECOVERY:	331.04%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$45

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TRACT PHASING	S-0029
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		0.25	$43.80	106	$4,643
		TYPE SUBTOTAL	**0.25**	**$43.80**		**$4,643**
		TOTALS	**0.25**	**$43.80**		**$4,643**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-TRACTS-UNIQUE MODEL	S-0033

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

DESCRIPTION OF SERVICE

Review residential SFD Tract construction plans for code compliance and conditions of approval for each layout, orientation and alternate model. Fee applies to each plan type and includes an intial check and a final signature check.

CURRENT FEE STRUCTURE

$1,735

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,735.00	TOTAL REVENUE:	$17,350
UNIT COST:	$2,156.00	TOTAL COST:	$21,560
UNIT PROFIT (SUBSIDY):	$(421.00)	TOTAL PROFIT (SUBSIDY):	$(4,210)
TOTAL UNITS:	10	PCT. COST RECOVERY:	80.47%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,155

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-TRACTS-UNIQUE MODEL	S-0033
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		1.00	$175.19	10	$1,752
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		7.00	$1,487.71	10	$14,877
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		2.00	$493.06	10	$4,931
		TYPE SUBTOTAL	**10.00**	**$2,155.96**		**$21,560**
		TOTALS	**10.00**	**$2,156.00**		**$21,560**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-CUSTOM RESIDENTIAL	S-0037

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

DESCRIPTION OF SERVICE

Review custom (non-tract) residential SFD construction plans for code compliance. Includes and intial check and a final signature check.

CURRENT FEE STRUCTURE

<=2,300 SF = $1,895 (#12; $22,740)
>2,300 SF = $2,900 (#7; $20,300)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,265.26	TOTAL REVENUE:	$43,040
UNIT COST:	$1,474.68	TOTAL COST:	$28,019
UNIT PROFIT (SUBSIDY):	$790.58	TOTAL PROFIT (SUBSIDY):	$15,021
TOTAL UNITS:	19	PCT. COST RECOVERY:	153.61%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,805 - Base Fee for the 1st 2,000 SF
$45 - Each additional 100 SF or portion thereof over 2,000 SF

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLD.CONST.P/C-CUSTOM RESIDENTIAL	S-0037
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	19

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSISTANT PLANNER	1st 2,000 SF	0.50	$75.70	12	$908
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$175.19	12	$2,102
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		5.00	$1,062.65	12	$12,752
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		2.00	$493.06	12	$5,917
		TYPE SUBTOTAL	**8.50**	**$1,806.60**		**$21,679**
CD-BLDG & SAFETY	BUILDING OFFICIAL	Add'l 2,000 SF	1.00	$175.19	7	$1,226
CD-BLDG & SAFETY	SR.PLANS EXAMINER-BC		2.00	$425.06	7	$2,975
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		1.00	$246.53	7	$1,726
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.33	$58.91	7	$412
		TYPE SUBTOTAL	**4.33**	**$905.69**		**$6,340**
		TOTALS	**12.83**	**$1,474.68**		**$28,019**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.P.CK-COMMERCIAL	S-0045

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

DESCRIPTION OF SERVICE

Review Multifamily/Commercial/Industrial construction plans for code compliance. Includes and initial check and a final signature check.

CURRENT FEE STRUCTURE

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.

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 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 as determined by staff. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.P.CK-COMMERCIAL	S-0045
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

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.INSP-RESIDENTIAL	S-0049

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

DESCRIPTION OF SERVICE

Conduct various inspections of neew construction, ADUs, room additions and alterations to ensure Building Code compliance per approved plans.

CURRENT FEE STRUCTURE

$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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,445.00	TOTAL REVENUE:	$93,925
UNIT COST:	$1,667.82	TOTAL COST:	$108,408
UNIT PROFIT (SUBSIDY):	$(222.82)	TOTAL PROFIT (SUBSIDY):	$(14,483)
TOTAL UNITS:	65	PCT. COST RECOVERY:	86.64%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$885 - Base fee for the 1st 500 SF or portion thereof
$170 - Each add't 100 SF or portion thereof

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.INSP-RESIDENTIAL	S-0049
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	1st 500 SF	0.75	$131.39	65	$8,540
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		0.17	$41.91	65	$2,724
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		4.00	$714.08	65	$46,415
		TYPE SUBTOTAL	**4.92**	**$887.38**		**$57,680**
CD-BLDG & SAFETY	BUILDING OFFICIAL	Ea.Add'l 500 SF	0.75	$131.39	60	$7,883
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		4.00	$714.08	60	$42,845
		TYPE SUBTOTAL	**4.75**	**$845.47**		**$50,728**
		TOTALS	**9.67**	**$1,667.82**		**$108,408**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.INSP-COMMERCIAL	S-0053

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 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.

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 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 as determined by staff. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BLDG.CONST.INSP-COMMERCIAL	S-0053
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

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL CONSTRUCTION PLAN CHECK	S-0057

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

DESCRIPTION OF SERVICE

Review Plumbing construction plans for code compliance.

CURRENT FEE STRUCTURE

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$345.00	TOTAL REVENUE:	$690
UNIT COST:	$425.00	TOTAL COST:	$850
UNIT PROFIT (SUBSIDY):	$(80.00)	TOTAL PROFIT (SUBSIDY):	$(160)
TOTAL UNITS:	2	PCT. COST RECOVERY:	81.18%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$425 for the 1st 2 hours plus $55 for each additional 15 minutes or portion thereof of plan check time

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL CONSTRUCTION PLAN CHECK	S-0057
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	$425.06	2	$850
		TYPE SUBTOTAL	**2.00**	**$425.06**		**$850**
		TOTALS	**2.00**	**$425.00**		**$850**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLUMBING CONSTRUCTION PLAN CHECK	S-0061

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

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$345.00	TOTAL REVENUE:	$345
UNIT COST:	$425.00	TOTAL COST:	$425
UNIT PROFIT (SUBSIDY):	$(80.00)	TOTAL PROFIT (SUBSIDY):	$(80)
TOTAL UNITS:	1	PCT. COST RECOVERY:	81.18%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$425 for the 1st 2 hours plus $55 for each additional 15 minutes or portion thereof of plan check time

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLUMBING CONSTRUCTION PLAN CHECK	S-0061
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	$425.06	1	$425
		TYPE SUBTOTAL	**2.00**	**$425.06**		**$425**
		TOTALS	**2.00**	**$425.00**		**$425**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-DRAIN/TRAP-COM'L	S-0065

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$600
UNIT COST:	$103.30	TOTAL COST:	$1,033
UNIT PROFIT (SUBSIDY):	$(43.30)	TOTAL PROFIT (SUBSIDY):	$(433)
TOTAL UNITS:	10	PCT. COST RECOVERY:	58.08%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-DRAIN/TRAP-COM'L	S-0065
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	$14.02	10	$140
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	10	$893
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$1,033**
		TOTALS	**0.58**	**$103.30**		**$1,033**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-COM'L PRE-TRT.	S-0069

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$85
UNIT COST:	$222.00	TOTAL COST:	$222
UNIT PROFIT (SUBSIDY):	$(137.00)	TOTAL PROFIT (SUBSIDY):	$(137)
TOTAL UNITS:	1	PCT. COST RECOVERY:	38.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$220

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-COM'L PRE-TRT.	S-0069
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		0.25	$43.80	1	$44
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	1	$179
		TYPE SUBTOTAL	**1.25**	**$222.32**		**$222**
		TOTALS	**1.25**	**$222.00**		**$222**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS PIPING SYS.	S-0073

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$1,125
UNIT COST:	$103.27	TOTAL COST:	$1,549
UNIT PROFIT (SUBSIDY):	$(28.27)	TOTAL PROFIT (SUBSIDY):	$(424)
TOTAL UNITS:	15	PCT. COST RECOVERY:	72.63%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS PIPING SYS.	S-0073
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	$14.02	15	$210
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	15	$1,339
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$1,549**
		TOTALS	**0.58**	**$103.27**		**$1,549**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS PRES.REG.	S-0077

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$180
UNIT COST:	$103.33	TOTAL COST:	$310
UNIT PROFIT (SUBSIDY):	$(43.33)	TOTAL PROFIT (SUBSIDY):	$(130)
TOTAL UNITS:	3	PCT. COST RECOVERY:	58.06%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS PRES.REG.	S-0077
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	3

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$14.02	3	$42
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	3	$268
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$310**
		TOTALS	**0.58**	**$103.33**		**$310**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-REPAIR/ALTERATION	S-0081

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$1,500
UNIT COST:	$103.27	TOTAL COST:	$3,098
UNIT PROFIT (SUBSIDY):	$(53.27)	TOTAL PROFIT (SUBSIDY):	$(1,598)
TOTAL UNITS:	30	PCT. COST RECOVERY:	48.42%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-REPAIR/ALTERATION	S-0081
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	30

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$14.02	30	$421
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	30	$2,678
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$3,098**
		TOTALS	**0.58**	**$103.27**		**$3,098**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-REFRIG.LINES	S-0085

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$425
UNIT COST:	$103.20	TOTAL COST:	$516
UNIT PROFIT (SUBSIDY):	$(18.20)	TOTAL PROFIT (SUBSIDY):	$(91)
TOTAL UNITS:	5	PCT. COST RECOVERY:	82.36%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-REFRIG.LINES	S-0085
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	$14.02	5	$70
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	5	$446
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$516**
		TOTALS	**0.58**	**$103.20**		**$516**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-VENT/BKFLW DEVICE	S-0089

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$6,000
UNIT COST:	$103.28	TOTAL COST:	$8,262
UNIT PROFIT (SUBSIDY):	$(28.28)	TOTAL PROFIT (SUBSIDY):	$(2,262)
TOTAL UNITS:	80	PCT. COST RECOVERY:	72.62%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-VENT/BKFLW DEVICE	S-0089
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	$14.02	80	$1,122
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	80	$7,141
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$8,262**
		TOTALS	**0.58**	**$103.28**		**$8,262**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS TEST	S-0093

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$600
UNIT COST:	$72.90	TOTAL COST:	$729
UNIT PROFIT (SUBSIDY):	$(12.90)	TOTAL PROFIT (SUBSIDY):	$(129)
TOTAL UNITS:	10	PCT. COST RECOVERY:	82.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-GAS TEST	S-0093
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	$14.02	10	$140
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.33	$58.91	10	$589
		TYPE SUBTOTAL	**0.41**	**$72.93**		**$729**
		TOTALS	**0.41**	**$72.90**		**$729**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-WATER HTR-RES'L	S-0097

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$4,875
UNIT COST:	$103.28	TOTAL COST:	$6,713
UNIT PROFIT (SUBSIDY):	$(28.28)	TOTAL PROFIT (SUBSIDY):	$(1,838)
TOTAL UNITS:	65	PCT. COST RECOVERY:	72.62%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-WATER HTR-RES'L	S-0097
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	$14.02	65	$911
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	65	$5,802
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$6,713**
		TOTALS	**0.58**	**$103.28**		**$6,713**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-MANHOLE-ON SITE	S-0101

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$375
UNIT COST:	$103.20	TOTAL COST:	$516
UNIT PROFIT (SUBSIDY):	$(28.20)	TOTAL PROFIT (SUBSIDY):	$(141)
TOTAL UNITS:	5	PCT. COST RECOVERY:	72.67%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLMB'G CONST.INSP-MANHOLE-ON SITE	S-0101
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	$14.02	5	$70
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	5	$446
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$516**
		TOTALS	**0.58**	**$103.20**		**$516**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	S-0105

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

DESCRIPTION OF SERVICE

To conduct inspections to verify code compliance.

CURRENT FEE STRUCTURE

$125

REVENUE AND COST COMPARISON

UNIT REVENUE:	$125.00	TOTAL REVENUE:	$1,250
UNIT COST:	$147.90	TOTAL COST:	$1,479
UNIT PROFIT (SUBSIDY):	$(22.90)	TOTAL PROFIT (SUBSIDY):	$(229)
TOTAL UNITS:	10	PCT. COST RECOVERY:	84.52%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$150

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CONN.TO SWR.SYS-PUBLIC/EXIST.PRIV.	S-0105
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	$14.02	10	$140
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.75	$133.89	10	$1,339
		TYPE SUBTOTAL	**0.83**	**$147.91**		**$1,479**
		TOTALS	**0.83**	**$147.90**		**$1,479**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CONN.TO NEW PRIV.SEWER SYSTEMS	S-0109

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$160.00	TOTAL REVENUE:	$160
UNIT COST:	$266.00	TOTAL COST:	$266
UNIT PROFIT (SUBSIDY):	$(106.00)	TOTAL PROFIT (SUBSIDY):	$(106)
TOTAL UNITS:	1	PCT. COST RECOVERY:	60.15%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$265

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CONN.TO NEW PRIV.SEWER SYSTEMS	S-0109
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		0.50	$87.60	1	$88
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	1	$179
		TYPE SUBTOTAL	**1.50**	**$266.12**		**$266**
		TOTALS	**1.50**	**$266.00**		**$266**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL CONSTRUCTION PLAN CHECK	S-0113

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

DESCRIPTION OF SERVICE

Review Mechanical construction plans for code compliance.

CURRENT FEE STRUCTURE

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$345.00	TOTAL REVENUE:	$3,450
UNIT COST:	$425.10	TOTAL COST:	$4,251
UNIT PROFIT (SUBSIDY):	$(80.10)	TOTAL PROFIT (SUBSIDY):	$(801)
TOTAL UNITS:	10	PCT. COST RECOVERY:	81.16%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$425 for the 1st 2 hours plus $55 for each additional 15 minutes or portion thereof of plan check time

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL CONSTRUCTION PLAN CHECK	S-0113
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	$425.06	10	$4,251
		TYPE SUBTOTAL	**2.00**	**$425.06**		**$4,251**
		TOTALS	**2.00**	**$425.10**		**$4,251**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-COM'L FURNACE BURNER	S-0121

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

DESCRIPTION OF SERVICE

To conduct inspections of a commercial furnace burner to verify code compliance.

CURRENT FEE STRUCTURE

<= 100K BTU's = $85 (#5; $425)
> 100K BTU's = $110 (#5; $550)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$97.50	TOTAL REVENUE:	$975
UNIT COST:	$133.50	TOTAL COST:	$1,335
UNIT PROFIT (SUBSIDY):	$(36.00)	TOTAL PROFIT (SUBSIDY):	$(360)
TOTAL UNITS:	10	PCT. COST RECOVERY:	73.03%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

<= 100K BTU's = $105
> 100K BTU's = $165

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-COM'L FURNACE BURNER	S-0121
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	<= 100K BTU's	0.08	$14.02	5	$70
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	5	$446
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$516**
CD-BLDG & SAFETY	BUILDING OFFICIAL	> 100K BTU's	0.17	$29.78	5	$149
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.75	$133.89	5	$669
		TYPE SUBTOTAL	**0.92**	**$163.67**		**$818**
		TOTALS	**1.50**	**$133.50**		**$1,335**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-REPAIR/ALTERATIONS-RES'L	S-0129

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$5,000
UNIT COST:	$103.28	TOTAL COST:	$10,328
UNIT PROFIT (SUBSIDY):	$(53.28)	TOTAL PROFIT (SUBSIDY):	$(5,328)
TOTAL UNITS:	100	PCT. COST RECOVERY:	48.41%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-REPAIR/ALTERATIONS-RES'L	S-0129
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		0.08	$14.02	100	$1,402
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	100	$8,926
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$10,328**
		TOTALS	**0.58**	**$103.28**		**$10,328**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSP-BOILERS-COM'L	S-0133

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$125.00	TOTAL REVENUE:	$625
UNIT COST:	$163.60	TOTAL COST:	$818
UNIT PROFIT (SUBSIDY):	$(38.60)	TOTAL PROFIT (SUBSIDY):	$(193)
TOTAL UNITS:	5	PCT. COST RECOVERY:	76.41%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$165

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSP-BOILERS-COM'L	S-0133
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	$29.78	5	$149
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.75	$133.89	5	$669
		TYPE SUBTOTAL	**0.92**	**$163.67**		**$818**
		TOTALS	**0.92**	**$163.60**		**$818**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-AIR HANDLING UNITS-RES'L	S-0137

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$3,750
UNIT COST:	$103.28	TOTAL COST:	$5,164
UNIT PROFIT (SUBSIDY):	$(28.28)	TOTAL PROFIT (SUBSIDY):	$(1,414)
TOTAL UNITS:	50	PCT. COST RECOVERY:	72.62%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-AIR HANDLING UNITS-RES'L	S-0137
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	$14.02	50	$701
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	50	$4,463
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$5,164**
		TOTALS	**0.58**	**$103.28**		**$5,164**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-EVAPORATIVE UNITS-RES/COM	S-0141

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$1,250
UNIT COST:	$103.28	TOTAL COST:	$2,582
UNIT PROFIT (SUBSIDY):	$(53.28)	TOTAL PROFIT (SUBSIDY):	$(1,332)
TOTAL UNITS:	25	PCT. COST RECOVERY:	48.41%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$105

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP-EVAPORATIVE UNITS-RES/COM	S-0141
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	$14.02	25	$351
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	25	$2,232
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$2,582**
		TOTALS	**0.58**	**$103.28**		**$2,582**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSP-COMMERCIAL HOOD	S-0145

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$550
UNIT COST:	$163.60	TOTAL COST:	$818
UNIT PROFIT (SUBSIDY):	$(53.60)	TOTAL PROFIT (SUBSIDY):	$(268)
TOTAL UNITS:	5	PCT. COST RECOVERY:	67.24%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$165

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECHANICAL INSP-COMMERCIAL HOOD	S-0145
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	$29.78	5	$149
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.75	$133.89	5	$669
		TYPE SUBTOTAL	**0.92**	**$163.67**		**$818**
		TOTALS	**0.92**	**$163.60**		**$818**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP.NOT OTHERWISE CLASSIFIED	S-0147

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

DESCRIPTION OF SERVICE

Perform inspections not otherwise specified or classified to verify code compliance.

CURRENT FEE STRUCTURE

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.

(Staff currently charges $50 for this service.)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$500
UNIT COST:	$89.30	TOTAL COST:	$893
UNIT PROFIT (SUBSIDY):	$(39.30)	TOTAL PROFIT (SUBSIDY):	$(393)
TOTAL UNITS:	10	PCT. COST RECOVERY:	55.99%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$90

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MECH.INSP.NOT OTHERWISE CLASSIFIED	S-0147
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	BLDG INSPECTOR-BC		0.50	$89.26	10	$893
		TYPE SUBTOTAL	**0.50**	**$89.26**		**$893**
		TOTALS	**0.50**	**$89.30**		**$893**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT & INSPECTION-UNLIGHTED	S-0149

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

DESCRIPTION OF SERVICE

Review plans for code compliance in-house with Building Official or inspector. Conduct on-site inspection for signature check.

CURRENT FEE STRUCTURE

$150

REVENUE AND COST COMPARISON

UNIT REVENUE:	$150.00	TOTAL REVENUE:	$2,250
UNIT COST:	$208.33	TOTAL COST:	$3,125
UNIT PROFIT (SUBSIDY):	$(58.33)	TOTAL PROFIT (SUBSIDY):	$(875)
TOTAL UNITS:	15	PCT. COST RECOVERY:	72.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$210

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT & INSPECTION-UNLIGHTED	**S-0149**
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		0.17	$29.78	15	$447
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	15	$2,678
		TYPE SUBTOTAL	**1.17**	**$208.30**		**$3,125**
		TOTALS	**1.17**	**$208.33**		**$3,125**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT & INSPECTION-LIGHTED	S-0153

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

DESCRIPTION OF SERVICE

Review plans for code compliance in-house with Building Official or inspector. Conduct on-site inspection for signature check.

CURRENT FEE STRUCTURE

$225

REVENUE AND COST COMPARISON

UNIT REVENUE:	$225.00	TOTAL REVENUE:	$4,500
UNIT COST:	$266.95	TOTAL COST:	$5,339
UNIT PROFIT (SUBSIDY):	$(41.95)	TOTAL PROFIT (SUBSIDY):	$(839)
TOTAL UNITS:	20	PCT. COST RECOVERY:	84.29%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$265

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT & INSPECTION-LIGHTED	S-0153
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		0.25	$43.80	20	$876
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.25	$223.15	20	$4,463
		TYPE SUBTOTAL	**1.50**	**$266.95**		**$5,339**
		TOTALS	**1.50**	**$266.95**		**$5,339**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITHOUT ENCLOSURE INSPECTION	S-0157

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

$285

REVENUE AND COST COMPARISON

UNIT REVENUE:	$285.00	TOTAL REVENUE:	$4,275
UNIT COST:	$333.07	TOTAL COST:	$4,996
UNIT PROFIT (SUBSIDY):	$(48.07)	TOTAL PROFIT (SUBSIDY):	$(721)
TOTAL UNITS:	15	PCT. COST RECOVERY:	85.57%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$335

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITHOUT ENCLOSURE INSPECTION	S-0157
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	ASSISTANT PLANNER		0.25	$37.85	15	$568
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.33	$57.81	15	$867
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.33	$237.43	15	$3,561
		TYPE SUBTOTAL	**1.91**	**$333.09**		**$4,996**
		TOTALS	**1.91**	**$333.07**		**$4,996**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITH FOUNDATION ONLY INSP.	S-0161

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

$90

REVENUE AND COST COMPARISON

UNIT REVENUE:	$90.00	TOTAL REVENUE:	$450
UNIT COST:	$141.20	TOTAL COST:	$706
UNIT PROFIT (SUBSIDY):	$(51.20)	TOTAL PROFIT (SUBSIDY):	$(256)
TOTAL UNITS:	5	PCT. COST RECOVERY:	63.74%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$140

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITH FOUNDATION ONLY INSP.	S-0161
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	ASSISTANT PLANNER		0.25	$37.85	5	$189
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$14.02	5	$70
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	5	$446
		TYPE SUBTOTAL	**0.83**	**$141.13**		**$706**
		TOTALS	**0.83**	**$141.20**		**$706**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITH ENCLOSURE INSPECTION	S-0165

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

$310

REVENUE AND COST COMPARISON

UNIT REVENUE:	$310.00	TOTAL REVENUE:	$2,170
UNIT COST:	$421.86	TOTAL COST:	$2,953
UNIT PROFIT (SUBSIDY):	$(111.86)	TOTAL PROFIT (SUBSIDY):	$(783)
TOTAL UNITS:	7	PCT. COST RECOVERY:	73.48%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$420

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PATIOS WITH ENCLOSURE INSPECTION	S-0165
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	ASSISTANT PLANNER		0.25	$37.85	7	$265
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$87.60	7	$613
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.66	$296.34	7	$2,074
		TYPE SUBTOTAL	**2.41**	**$421.79**		**$2,953**
		TOTALS	**2.41**	**$421.86**		**$2,953**

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PATIOS - ALUMINUM	S-0169

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

$185

REVENUE AND COST COMPARISON

UNIT REVENUE:	$185.00	TOTAL REVENUE:	$7,400
UNIT COST:	$230.40	TOTAL COST:	$9,216
UNIT PROFIT (SUBSIDY):	$(45.40)	TOTAL PROFIT (SUBSIDY):	$(1,816)
TOTAL UNITS:	40	PCT. COST RECOVERY:	80.30%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$230

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PATIOS - ALUMINUM	**S-0169**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**40**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSISTANT PLANNER		0.25	$37.85	40	$1,514
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$14.02	40	$561
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	40	$7,141
		TYPE SUBTOTAL	**1.33**	**$230.39**		**$9,216**
		TOTALS	**1.33**	**$230.40**		**$9,216**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GARDEN WALLS AND PILASTERS	S-0173

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

DESCRIPTION OF SERVICE

To conduct various on-site inspections of walls and pilasters at one location being built concurrently to assure compliance with approved plans.

CURRENT FEE STRUCTURE

$225 per 300' of wall or fraction thereof

REVENUE AND COST COMPARISON

UNIT REVENUE:	$225.00	TOTAL REVENUE:	$4,500
UNIT COST:	$275.75	TOTAL COST:	$5,515
UNIT PROFIT (SUBSIDY):	$(50.75)	TOTAL PROFIT (SUBSIDY):	$(1,015)
TOTAL UNITS:	20	PCT. COST RECOVERY:	81.60%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$275 for the first 300' of wall or fraction thereof plus $14 for each additional 15' or fraction thereof

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GARDEN WALLS AND PILASTERS	S-0173
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	ASSISTANT PLANNER	1st 300 Ft	0.25	$37.85	20	$757
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$14.02	20	$280
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.25	$223.15	20	$4,463
		TYPE SUBTOTAL	**1.58**	**$275.02**		**$5,500**
CD-BLDG & SAFETY	BLDG INSPECTOR-BC	Ea.Add'l 15 Ft	0.08	$14.28	1	$14
		TYPE SUBTOTAL	**0.08**	**$14.28**		**$14**
		TOTALS	**1.66**	**$275.75**		**$5,515**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RETAINING WALLS	S-0177

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

$270

REVENUE AND COST COMPARISON

UNIT REVENUE:	$270.00	TOTAL REVENUE:	$2,700
UNIT COST:	$329.80	TOTAL COST:	$3,298
UNIT PROFIT (SUBSIDY):	$(59.80)	TOTAL PROFIT (SUBSIDY):	$(598)
TOTAL UNITS:	10	PCT. COST RECOVERY:	81.87%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$330 for the first 50' of retaining wall or fraction thereof plus $14 for each additional 10' or fraction thereof

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RETAINING WALLS	**S-0177**
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	ASSISTANT PLANNER	1st 50 Ft	0.25	$37.85	10	$379
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.13	$22.77	10	$228
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.50	$267.78	10	$2,678
		TYPE SUBTOTAL	**1.88**	**$328.40**		**$3,284**
CD-BLDG & SAFETY	BLDG INSPECTOR-BC	Ea.Add'l 10 Ft	0.08	$14.28	1	$14
		TYPE SUBTOTAL	**0.08**	**$14.28**		**$14**
		TOTALS	**1.96**	**$329.80**		**$3,298**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TEAR-OFF REROOFING W/O STRUCT.CHGS	S-0181

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$11,660
UNIT COST:	$192.54	TOTAL COST:	$20,409
UNIT PROFIT (SUBSIDY):	$(82.54)	TOTAL PROFIT (SUBSIDY):	$(8,749)
TOTAL UNITS:	106	PCT. COST RECOVERY:	57.13%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$195

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TEAR-OFF REROOFING W/O STRUCT.CHGS	S-0181
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	$14.02	106	$1,486
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	106	$18,923
		TYPE SUBTOTAL	**1.08**	**$192.54**		**$20,409**
		TOTALS	**1.08**	**$192.54**		**$20,409**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TEAR-OFF REROOFING WITH STRUCT.CHGS	S-0185

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

$335

REVENUE AND COST COMPARISON

UNIT REVENUE:	$335.00	TOTAL REVENUE:	$2,345
UNIT COST:	$311.57	TOTAL COST:	$2,181
UNIT PROFIT (SUBSIDY):	$23.43	TOTAL PROFIT (SUBSIDY):	$164
TOTAL UNITS:	7	PCT. COST RECOVERY:	107.52%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$310

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TEAR-OFF REROOFING WITH STRUCT.CHGS	S-0185
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		0.25	$43.80	7	$307
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.50	$267.78	7	$1,874
		TYPE SUBTOTAL	**1.75**	**$311.58**		**$2,181**
		TOTALS	**1.75**	**$311.57**		**$2,181**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RESIDENTIAL SOLAR ENERGY SYSTEM	S-0189

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

DESCRIPTION OF SERVICE

Reviewing plans & calculations and conducting inspection of a solar array on the roof of a residential dwelling.

CURRENT FEE STRUCTURE

Fixed Fee of $365 plus the application fee $125 (S-0009) is less than the State-mandated $500 maximum free for a residential system up to 15 kW,
PLUS $15 per kilowatt above 15 kW

(Total fee limited to $450 per State AB-1132.)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$365.00	TOTAL REVENUE:	$127,750
UNIT COST:	$331.62	TOTAL COST:	$116,068
UNIT PROFIT (SUBSIDY):	$33.38	TOTAL PROFIT (SUBSIDY):	$11,682
TOTAL UNITS:	350	PCT. COST RECOVERY:	110.06%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $330, plus $19 per kilowatt above 15 kW

This fee plus the application fee $95 (S-0005) is less than the State-mandated $450 maximum fee for a residential system up to 15 kW per AB-1132.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RESIDENTIAL SOLAR ENERGY SYSTEM	S-0189
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	350

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	Base Up To 15 kW	0.17	$29.78	350	$10,423
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		0.50	$123.27	350	$43,145
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	350	$62,482
		TYPE SUBTOTAL	**1.67**	**$331.57**		**$116,050**
CD-BLDG & SAFETY	PLAN CHECK ENG-BC	Ea. kW Above 15 kW	0.04	$9.86	1	$10
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.05	$8.93	1	$9
		TYPE SUBTOTAL	**0.09**	**$18.79**		**$19**
		TOTALS	**1.76**	**$331.62**		**$116,068**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
COMMERCIAL SOLAR ENERGY SYSTEM	S-0193

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

DESCRIPTION OF SERVICE

Reviewing plans & calculations and conducting inspection of a solar array on the roof of a commercial establishment.

CURRENT FEE STRUCTURE

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 S-0005 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$870.00	TOTAL REVENUE:	$4,350
UNIT COST:	$1,409.00	TOTAL COST:	$7,045
UNIT PROFIT (SUBSIDY):	$(539.00)	TOTAL PROFIT (SUBSIDY):	$(2,695)
TOTAL UNITS:	5	PCT. COST RECOVERY:	61.75%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $905 for a commercial solar PV system under 51 kW, (Note)
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 AB-1132, the total charge shall not exceed $1,000 ($905 fixed fee plus $95 permit fee from S-0005)

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
COMMERCIAL SOLAR ENERGY SYSTEM	S-0193
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	ASSISTANT PLANNER	System <=51 KW	0.25	$37.85	5	$189
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$29.78	5	$149
CD-BLDG & SAFETY	PLAN CHECK ENG-BC		1.25	$308.16	5	$1,541
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		3.45	$615.89	5	$3,079
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	5	$360
		TYPE SUBTOTAL	**5.62**	**$1,063.68**		**$5,318**
CD-BLDG & SAFETY	PLAN CHECK ENG-BC	Ea. KW: 51 To 250	0.03	$7.40	200	$1,480
		TYPE SUBTOTAL	**0.03**	**$7.40**		**$1,480**
CD-BLDG & SAFETY	PLAN CHECK ENG-BC	Ea. KW >250 KW	0.02	$4.93	50	$247
		TYPE SUBTOTAL	**0.02**	**$4.93**		**$247**
		TOTALS	**5.67**	**$1,409.00**		**$7,045**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TENANT IMPROVEMENTS	S-0197

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 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.

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%

At the option of the Building Official, the fee is based on either the most current adopted Building Valuation Table applied to the applicant's stated valuation of work; 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 determined by staff. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TENANT IMPROVEMENTS	S-0197
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	S-0201

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 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.

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%

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; plus Finance deposit surcharge - S-4180; whichever captures the full cost of the City.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RES'L ADD'NS/ALTERATIONS/REHAB-P.CK	S-0201
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RES'L ADD'NS/ALTERATIONS/REHAB-INSP	S-0205

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 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.

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%

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; plus Finance deposit surcharge - S-4180; whichever captures the full cost of the City.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RES'L ADD'NS/ALTERATIONS/REHAB-INSP	S-0205
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MISC.SPECIAL INSPECTION HOURLY	S-0209

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$170.00	TOTAL REVENUE:	$1,700
UNIT COST:	$353.70	TOTAL COST:	$3,537
UNIT PROFIT (SUBSIDY):	$(183.70)	TOTAL PROFIT (SUBSIDY):	$(1,837)
TOTAL UNITS:	10	PCT. COST RECOVERY:	48.06%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 for the first 2 hours or portion thereof plus $44 for each additional 15 Minutes or portion thereof

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MISC.SPECIAL INSPECTION HOURLY	S-0209
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		1.00	$175.19	10	$1,752
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	10	$1,785
		TYPE SUBTOTAL	**2.00**	**$353.71**		**$3,537**
		TOTALS	**2.00**	**$353.70**		**$3,537**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
UTILITY METER RESET - RESIDENTIAL	S-0213

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

$75

REVENUE AND COST COMPARISON

UNIT REVENUE:	$75.00	TOTAL REVENUE:	$11,250
UNIT COST:	$72.93	TOTAL COST:	$10,940
UNIT PROFIT (SUBSIDY):	$2.07	TOTAL PROFIT (SUBSIDY):	$310
TOTAL UNITS:	150	PCT. COST RECOVERY:	102.83%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
UTILITY METER RESET - RESIDENTIAL	S-0213
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		0.08	$14.02	150	$2,103
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.33	$58.91	150	$8,837
		TYPE SUBTOTAL	**0.41**	**$72.93**		**$10,940**
		TOTALS	**0.41**	**$72.93**		**$10,940**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SWIMMING POOL/SPA PMT INSP W/O HTR	S-0217

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

$560

REVENUE AND COST COMPARISON

UNIT REVENUE:	$560.00	TOTAL REVENUE:	$3,360
UNIT COST:	$728.00	TOTAL COST:	$4,368
UNIT PROFIT (SUBSIDY):	$(168.00)	TOTAL PROFIT (SUBSIDY):	$(1,008)
TOTAL UNITS:	6	PCT. COST RECOVERY:	76.92%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$730

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SWIMMING POOL/SPA PMT INSP W/O HTR	S-0217
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	6

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASSIST.ENGINEER		0.25	$35.60	6	$214
CD-PLANNING	ASSISTANT PLANNER		0.25	$37.85	6	$227
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$29.78	6	$179
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		3.50	$624.82	6	$3,749
		TYPE SUBTOTAL	**4.17**	**$728.05**		**$4,368**
		TOTALS	**4.17**	**$728.00**		**$4,368**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SWIMMING POOL/SPA PMT INSP WITH HTR	S-0221

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

$705

REVENUE AND COST COMPARISON

UNIT REVENUE:	$705.00	TOTAL REVENUE:	$48,645
UNIT COST:	$906.57	TOTAL COST:	$62,553
UNIT PROFIT (SUBSIDY):	$(201.57)	TOTAL PROFIT (SUBSIDY):	$(13,908)
TOTAL UNITS:	69	PCT. COST RECOVERY:	77.77%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$905

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SWIMMING POOL/SPA PMT INSP WITH HTR	S-0221
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	69

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ENGINEERING	ASSIST.ENGINEER		0.25	$35.60	69	$2,456
CD-PLANNING	ASSISTANT PLANNER		0.25	$37.85	69	$2,612
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.17	$29.78	69	$2,055
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		4.50	$803.34	69	$55,430
		TYPE SUBTOTAL	**5.17**	**$906.57**		**$62,553**
		TOTALS	**5.17**	**$906.57**		**$62,553**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	S-0225

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

$335

REVENUE AND COST COMPARISON

UNIT REVENUE:	$335.00	TOTAL REVENUE:	$335
UNIT COST:	$445.00	TOTAL COST:	$445
UNIT PROFIT (SUBSIDY):	$(110.00)	TOTAL PROFIT (SUBSIDY):	$(110)
TOTAL UNITS:	1	PCT. COST RECOVERY:	75.28%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$445

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SWIM'G POOL/SPA FBRGL/VNL PMT+INSP	S-0225
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		0.25	$35.60	1	$36
CD-PLANNING	ASSISTANT PLANNER		0.25	$37.85	1	$38
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$14.02	1	$14
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		2.00	$357.04	1	$357
		TYPE SUBTOTAL	**2.58**	**$444.51**		**$445**
		TOTALS	**2.58**	**$445.00**		**$445**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CERT.OF OCC./BUS.LIC.INSP-RES+COM	S-0229

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. Covers one inspection and one additional inspection for signature.

CURRENT FEE STRUCTURE

$175

REVENUE AND COST COMPARISON

UNIT REVENUE:	$175.00	TOTAL REVENUE:	$7,875
UNIT COST:	$192.53	TOTAL COST:	$8,664
UNIT PROFIT (SUBSIDY):	$(17.53)	TOTAL PROFIT (SUBSIDY):	$(789)
TOTAL UNITS:	45	PCT. COST RECOVERY:	90.89%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$195

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CERT.OF OCC./BUS.LIC.INSP-RES+COM	S-0229
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	45

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.08	$14.02	45	$631
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	45	$8,033
		TYPE SUBTOTAL	**1.08**	**$192.54**		**$8,664**
		TOTALS	**1.08**	**$192.53**		**$8,664**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSPECTION	S-0233

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

DESCRIPTION OF SERVICE

To conduct on-site inspection of receptacles, switches, lights and outlets to verify code compliance.

CURRENT FEE STRUCTURE

Units of Recepticals/Switches/Lights/Outlets:
1 to 5 Units - $60 (#15; $900)
6 to 10 Units - $75 (#10; $750)
11 to 29 Units - $85 (#10; $850)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$71.43	TOTAL REVENUE:	$2,500
UNIT COST:	$88.74	TOTAL COST:	$3,106
UNIT PROFIT (SUBSIDY):	$(17.31)	TOTAL PROFIT (SUBSIDY):	$(606)
TOTAL UNITS:	35	PCT. COST RECOVERY:	80.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Units of Recepticals/Switches/Lights/Outlets:
1 to 5 Units - $75
6 to 10 Units - $90
11 to 20 Units - $105
Over 20 Units - $105 plus $4.45 for each additional unit over 20

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSPECTION	S-0233
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	35

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	1 To 5 Units	0.08	$14.02	15	$210
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.33	$58.91	15	$884
		TYPE SUBTOTAL	**0.41**	**$72.93**		**$1,094**
CD-BLDG & SAFETY	BUILDING OFFICIAL	6 To 10 Units	0.08	$14.02	10	$140
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.42	$74.98	10	$750
		TYPE SUBTOTAL	**0.50**	**$89.00**		**$890**
CD-BLDG & SAFETY	BUILDING OFFICIAL	11 To 20 Units	0.08	$14.02	10	$140
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.50	$89.26	10	$893
		TYPE SUBTOTAL	**0.58**	**$103.28**		**$1,033**
CD-BLDG & SAFETY	BLDG INSPECTOR-BC	Ea.Add'l 20 Units	0.50	$89.26	1	$89
		TYPE SUBTOTAL	**0.50**	**$89.26**		**$89**
		TOTALS	**1.99**	**$88.74**		**$3,106**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.POLE PLTF-M-FIXTURE	S-0245

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

$125 per 10 fixtures or fraction thereof

REVENUE AND COST COMPARISON

UNIT REVENUE:	$125.00	TOTAL REVENUE:	$1,250
UNIT COST:	$147.90	TOTAL COST:	$1,479
UNIT PROFIT (SUBSIDY):	$(22.90)	TOTAL PROFIT (SUBSIDY):	$(229)
TOTAL UNITS:	10	PCT. COST RECOVERY:	84.52%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$150 for the first 10 fixtures plus $15 for each additional fixture

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.POLE PLTF-M-FIXTURE	S-0245
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	$14.02	10	$140
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.75	$133.89	10	$1,339
		TYPE SUBTOTAL	**0.83**	**$147.91**		**$1,479**
		TOTALS	**0.83**	**$147.90**		**$1,479**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP-THEATRICAL LIGHTING	S-0249

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

DESCRIPTION OF SERVICE

See note below.

CURRENT FEE STRUCTURE

Units of Theatrical Lighting:
1 to 5 Units - $60
6 to 10 Units - $75
11 to 20 Units - $85

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 it is covered by S-0233

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP-THEATRICAL LIGHTING	S-0249
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP-TEMP.POWER SVCS	S-0261

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$85.00	TOTAL REVENUE:	$850
UNIT COST:	$133.60	TOTAL COST:	$1,336
UNIT PROFIT (SUBSIDY):	$(48.60)	TOTAL PROFIT (SUBSIDY):	$(486)
TOTAL UNITS:	10	PCT. COST RECOVERY:	63.62%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$135

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP-TEMP.POWER SVCS	S-0261
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	$14.02	10	$140
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.67	$119.61	10	$1,196
		TYPE SUBTOTAL	**0.75**	**$133.63**		**$1,336**
		TOTALS	**0.75**	**$133.60**		**$1,336**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP.- APPLIANCES	S-0265

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$110.00	TOTAL REVENUE:	$22,000
UNIT COST:	$133.63	TOTAL COST:	$26,726
UNIT PROFIT (SUBSIDY):	$(23.63)	TOTAL PROFIT (SUBSIDY):	$(4,726)
TOTAL UNITS:	200	PCT. COST RECOVERY:	82.32%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$135

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP.- APPLIANCES	S-0265
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	$14.02	200	$2,804
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.67	$119.61	200	$23,922
		TYPE SUBTOTAL	**0.75**	**$133.63**		**$26,726**
		TOTALS	**0.75**	**$133.63**		**$26,726**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.POWER APPARATUS	S-0269

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$160.00	TOTAL REVENUE:	$1,600
UNIT COST:	$192.50	TOTAL COST:	$1,925
UNIT PROFIT (SUBSIDY):	$(32.50)	TOTAL PROFIT (SUBSIDY):	$(325)
TOTAL UNITS:	10	PCT. COST RECOVERY:	83.12%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$195

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELEC.INSP.POWER APPARATUS	S-0269
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	$14.02	10	$140
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	10	$1,785
		TYPE SUBTOTAL	**1.08**	**$192.54**		**$1,925**
		TOTALS	**1.08**	**$192.50**		**$1,925**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL SERVICE INSPECTION	S-0273

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

DESCRIPTION OF SERVICE

To conduct on-site inspection of an electrical service to verify code compliance. Fax approval or denial to Edison.

CURRENT FEE STRUCTURE

Service:
=<600 Volts up to 200 Amps - $75 (#250; $18,750)
=<600 Volts up to 1K Amps - $110 (#5; $550)
>600 Volts or over 1K Amps - $110 (#3; $330)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$76.09	TOTAL REVENUE:	$19,630
UNIT COST:	$95.90	TOTAL COST:	$24,743
UNIT PROFIT (SUBSIDY):	$(19.81)	TOTAL PROFIT (SUBSIDY):	$(5,113)
TOTAL UNITS:	258	PCT. COST RECOVERY:	79.34%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Service:
=<600 Volts up to 200 Amps - $90
=<600 Volts up to 1K Amps - $135
>600 Volts or over 1K Amps - $370

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL SERVICE INSPECTION	S-0273
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	258

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	=<600 Volts/200 Amps	0.08	$14.02	258	$3,617
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.42	$74.98	258	$19,345
		TYPE SUBTOTAL	**0.50**	**$89.00**		**$22,962**
CD-BLDG & SAFETY	BUILDING OFFICIAL	=<600 Volts/1k Amps	0.08	$14.02	5	$70
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		0.67	$119.61	5	$598
		TYPE SUBTOTAL	**0.75**	**$133.63**		**$668**
CD-BLDG & SAFETY	BUILDING OFFICIAL	>600 V Or 1K Amps	0.08	$14.02	3	$42
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		2.00	$357.04	3	$1,071
		TYPE SUBTOTAL	**2.08**	**$371.06**		**$1,113**
		TOTALS	**3.33**	**$95.90**		**$24,743**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP.-RES'L REWIRE	S-0285

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

$235

REVENUE AND COST COMPARISON

UNIT REVENUE:	$235.00	TOTAL REVENUE:	$11,750
UNIT COST:	$281.80	TOTAL COST:	$14,090
UNIT PROFIT (SUBSIDY):	$(46.80)	TOTAL PROFIT (SUBSIDY):	$(2,340)
TOTAL UNITS:	50	PCT. COST RECOVERY:	83.39%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$280

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSP.-RES'L REWIRE	S-0285
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	$14.02	50	$701
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.50	$267.78	50	$13,389
		TYPE SUBTOTAL	**1.58**	**$281.80**		**$14,090**
		TOTALS	**1.58**	**$281.80**		**$14,090**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSPECTION-NEW COM'L	S-0289

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

DESCRIPTION OF SERVICE

To conduct two on-site inspections to verify code compliance per approved plans.

CURRENT FEE STRUCTURE

Fee based on Square Footage (SF):
<2K SF - $335 (#15; $5,025)
2K to <4K SF - $700 (#5; $3,500)
4K to <6K SF - $1,070 (#5; $5,350)
6K to <8K SF - $1,440 (#5; $7,200)
8K to <10K SF - $1,775)#5; $8,875)
=> 10K SF - Deposit

REVENUE AND COST COMPARISON

UNIT REVENUE:	$260.43	TOTAL REVENUE:	$29,950
UNIT COST:	$238.63	TOTAL COST:	$27,443
UNIT PROFIT (SUBSIDY):	$21.80	TOTAL PROFIT (SUBSIDY):	$2,507
TOTAL UNITS:	115	PCT. COST RECOVERY:	109.14%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fee based on Square Footage (SF):
<2K SF - $400 Minimum
=>2K SF - #400 plus $21 for every 100 SF or portion thereof greater than 2,000 SF

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ELECTRICAL INSPECTION-NEW COM'L	S-0289
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	115

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	BUILDING OFFICIAL	Minimum	0.08	$14.02	15	$210
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		2.17	$387.39	15	$5,811
		TYPE SUBTOTAL	**2.25**	**$401.41**		**$6,021**
CD-BLDG & SAFETY	BLDG INSPECTOR-BC	Per 1K SF Add'l	1.20	$214.22	100	$21,422
		TYPE SUBTOTAL	**1.20**	**$214.22**		**$21,422**
		TOTALS	**3.45**	**$238.63**		**$27,443**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SNGLE LOT RES.PRECSE GRAD'G PLN REV	S-0313

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

DESCRIPTION OF SERVICE

To review grading plans. Includes an initial check and a final signature check.

CURRENT FEE STRUCTURE

$575

REVENUE AND COST COMPARISON

UNIT REVENUE:	$575.00	TOTAL REVENUE:	$12,650
UNIT COST:	$739.59	TOTAL COST:	$16,271
UNIT PROFIT (SUBSIDY):	$(164.59)	TOTAL PROFIT (SUBSIDY):	$(3,621)
TOTAL UNITS:	22	PCT. COST RECOVERY:	77.75%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$740

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SNGLE LOT RES.PRECSE GRAD'G PLN REV	S-0313
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	$739.59	22	$16,271
		TYPE SUBTOTAL	**3.00**	**$739.59**		**$16,271**
		TOTALS	**3.00**	**$739.59**		**$16,271**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SNGLE LOT RES.PRECSE GRAD'G INSP.	S-0317

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

$315

REVENUE AND COST COMPARISON

UNIT REVENUE:	$315.00	TOTAL REVENUE:	$6,930
UNIT COST:	$380.27	TOTAL COST:	$8,366
UNIT PROFIT (SUBSIDY):	$(65.27)	TOTAL PROFIT (SUBSIDY):	$(1,436)
TOTAL UNITS:	22	PCT. COST RECOVERY:	82.84%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$380

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SNGLE LOT RES.PRECSE GRAD'G INSP.	S-0317
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	$380.25	22	$8,366
		TYPE SUBTOTAL	**2.13**	**$380.25**		**$8,366**
		TOTALS	**2.13**	**$380.27**		**$8,366**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ARCHIVE COSTS FOR BUILDING RECORDS	S-0321

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CD-BLDG & SAFETY	100 SHEETS	

DESCRIPTION OF SERVICE

Archive building permits and plan sheets up to 11" by 17" sheets for record retention purposes.

CURRENT FEE STRUCTURE

46¢ per 8-1/2" x 11" sheets
$46.30 per 100 8-1/2" x 11" sheets

REVENUE AND COST COMPARISON

UNIT REVENUE:	$46.31	TOTAL REVENUE:	$2,408
UNIT COST:	$51.88	TOTAL COST:	$2,698
UNIT PROFIT (SUBSIDY):	$(5.57)	TOTAL PROFIT (SUBSIDY):	$(290)
TOTAL UNITS:	52	PCT. COST RECOVERY:	89.25%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

52¢ per sheet
$52 per 100 sheets

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ARCHIVE COSTS FOR BUILDING RECORDS	S-0321
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	PERMIT TECH	Per 100 Sheets	0.60	$51.89	52	$2,698
		TYPE SUBTOTAL	**0.60**	**$51.89**		**$2,698**
		TOTALS	**0.60**	**$51.88**		**$2,698**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ARCHIVE COSTS FOR BLDG.RECRDS-OTHER	S-0325

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

DESCRIPTION OF SERVICE

Archive building permits and plan sheets larger than 11" x 17" sheets for records retention purposes.

CURRENT FEE STRUCTURE

$7.72 per sheet larger than 8-1/2" x 11"

REVENUE AND COST COMPARISON

UNIT REVENUE:	$7.72	TOTAL REVENUE:	$1,266
UNIT COST:	$8.65	TOTAL COST:	$1,419
UNIT PROFIT (SUBSIDY):	$(0.93)	TOTAL PROFIT (SUBSIDY):	$(153)
TOTAL UNITS:	164	PCT. COST RECOVERY:	89.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$8.65 per sheet larger than 11" x 17"

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ARCHIVE COSTS FOR BLDG.RECRDS-OTHER	S-0325
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	164

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-BLDG & SAFETY	PERMIT TECH		0.10	$8.65	164	$1,419
		TYPE SUBTOTAL	**0.10**	**$8.65**		**$1,419**
		TOTALS	**0.10**	**$8.65**		**$1,419**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BUILDING CODE APPEAL PROCESSING	S-0329

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 $640 per appeal

REVENUE AND COST COMPARISON

UNIT REVENUE:	$640.00	TOTAL REVENUE:	$3,200
UNIT COST:	$881.80	TOTAL COST:	$4,409
UNIT PROFIT (SUBSIDY):	$(241.80)	TOTAL PROFIT (SUBSIDY):	$(1,209)
TOTAL UNITS:	5	PCT. COST RECOVERY:	72.58%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$880 per appeal

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BUILDING CODE APPEAL PROCESSING	**S-0329**
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	$339.82	5	$1,699
CITY CLERK	DEPUTY CITY CLERK		0.50	$74.29	5	$371
CD-PLANNING	ADMIN.ASSIST III		1.00	$117.21	5	$586
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.00	$350.38	5	$1,752
		TYPE SUBTOTAL	**5.50**	**$881.70**		**$4,409**
		TOTALS	**5.50**	**$881.80**		**$4,409**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MISCELLANEOUS INSPECTION	S-0331

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

DESCRIPTION OF SERVICE

To perform an inspection not otherwise covered.

CURRENT FEE STRUCTURE

$90 (cost for 1/2 hour of an inspector)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$90.00	TOTAL REVENUE:	$900
UNIT COST:	$89.30	TOTAL COST:	$893
UNIT PROFIT (SUBSIDY):	$0.70	TOTAL PROFIT (SUBSIDY):	$7
TOTAL UNITS:	10	PCT. COST RECOVERY:	100.78%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$90 for each half hour or portion thereof

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MISCELLANEOUS INSPECTION	S-0331
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	BLDG INSPECTOR-BC		0.50	$89.26	10	$893
		TYPE SUBTOTAL	**0.50**	**$89.26**		**$893**
		TOTALS	**0.50**	**$89.30**		**$893**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SECOND REINSPECTION	S-0335

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

DESCRIPTION OF SERVICE

All permits get a first inspection. If they fail the initial inspection, staff will perform a reinspection. A second reinspection is when they fail the reinspection or fail to show for the reinspection appointment which then requires a 2nd reinspectio

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$89.00	TOTAL COST:	$89
UNIT PROFIT (SUBSIDY):	$(89.00)	TOTAL PROFIT (SUBSIDY):	$(89)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$90 for each half hour or portion thereof

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SECOND REINSPECTION	S-0335
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	BLDG INSPECTOR-BC		0.50	$89.26	1	$89
		TYPE SUBTOTAL	**0.50**	**$89.26**		**$89**
		TOTALS	**0.50**	**$89.00**		**$89**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
HAZARDOUS BLDG.& NUISANCE ABATEMENT	S-0343

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 including contract personnel, special equipment or supplies, other state or county fees applicable.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$238.71	TOTAL REVENUE:	$71,614
UNIT COST:	$232.36	TOTAL COST:	$69,707
UNIT PROFIT (SUBSIDY):	$6.35	TOTAL PROFIT (SUBSIDY):	$1,907
TOTAL UNITS:	300	PCT. COST RECOVERY:	102.74%

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.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
HAZARDOUS BLDG.& NUISANCE ABATEMENT	S-0343
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	$14.02	300	$4,206
CD-CODE ENFCMNT	ADMIN.ASSISTANT III		0.25	$26.69	300	$8,007
CD-CODE ENFCMNT	CODE COMP.OFF.		1.00	$115.26	300	$34,578
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	300	$21,600
		TYPE SUBTOTAL	**1.83**	**$227.97**		**$68,391**
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.50	$93.32	5	$467
		TYPE SUBTOTAL	**0.50**	**$93.32**		**$467**
CITY CLERK	CITY CLERK		0.25	$42.48	20	$850
		TYPE SUBTOTAL	**0.25**	**$42.48**		**$850**
		TOTALS	**2.58**	**$232.36**		**$69,707**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	S-0500

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Structure	

DESCRIPTION OF SERVICE

Review plans for proposed custom single family dwelling (SFD), tract model or duplex for compliance with fire/life safety standards. Includes a plan check & signature check, a written report of findings & and two (pre-constr.& final) on-site inspections.

CURRENT FEE STRUCTURE

Fixed Fee of $445

REVENUE AND COST COMPARISON

UNIT REVENUE:	$445.00	TOTAL REVENUE:	$12,460
UNIT COST:	$448.00	TOTAL COST:	$12,544
UNIT PROFIT (SUBSIDY):	$(3.00)	TOTAL PROFIT (SUBSIDY):	$(84)
TOTAL UNITS:	28	PCT. COST RECOVERY:	99.33%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305 for the 1st two hours plus $38 for each add'l 15 minutes
Inspection - $145

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-CSTM.SFD,TR.SFD+DPLX	S-0500
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	28

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	28	$4,032
FIRE-PREVENTION	PLANS EXAMINER-FC		2.00	$304.00	28	$8,512
		TYPE SUBTOTAL	**3.00**	**$448.00**		**$12,544**
		TOTALS	**3.00**	**$448.00**		**$12,544**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	S-0504

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Structure	

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 insp. of SFD, tract model or duplex incl. pln ck.& signature ck.& written report.

CURRENT FEE STRUCTURE

Plan Check - Actual time at $155 per hour with a two hour minimum of $310
Inspection - $345

REVENUE AND COST COMPARISON

UNIT REVENUE:	$655.00	TOTAL REVENUE:	$39,300
UNIT COST:	$592.00	TOTAL COST:	$35,520
UNIT PROFIT (SUBSIDY):	$63.00	TOTAL PROFIT (SUBSIDY):	$3,780
TOTAL UNITS:	60	PCT. COST RECOVERY:	110.64%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305 for the 1st two hours plus $38 for each add'l 15 minutes
Inspection - $290

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE PC+I-CSTM.SFD,TR.SFD+DP:FZ 1+2	S-0504
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	60

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	Inspection	2.00	$288.00	60	$17,280
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	60	$18,240
		TYPE SUBTOTAL	**4.00**	**$592.00**		**$35,520**
		TOTALS	**4.00**	**$592.00**		**$35,520**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	S-0508

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	DWELLING UNIT	

DESCRIPTION OF SERVICE

Inspect single family dwelling within fuel mod.zone 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

$140 per unit

REVENUE AND COST COMPARISON

UNIT REVENUE:	$140.00	TOTAL REVENUE:	$5,600
UNIT COST:	$144.00	TOTAL COST:	$5,760
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(160)
TOTAL UNITS:	40	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145 per unit

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-TRACT/FUEL MOD:F.ZONE 1+2	S-0508
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	40

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	40	$5,760
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$5,760**
		TOTALS	**1.00**	**$144.00**		**$5,760**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	S-0512

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 High Fire Zone 1 & 2.

CURRENT FEE STRUCTURE

Fixed Fee of $70 per unit

REVENUE AND COST COMPARISON

UNIT REVENUE:	$70.00	TOTAL REVENUE:	$4,200
UNIT COST:	$72.00	TOTAL COST:	$4,320
UNIT PROFIT (SUBSIDY):	$(2.00)	TOTAL PROFIT (SUBSIDY):	$(120)
TOTAL UNITS:	60	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$70 per unit

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-TR.SFD PROD.UNITS:FZ 1+2	S-0512
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	60

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	60	$4,320
		TYPE SUBTOTAL	**0.50**	**$72.00**		**$4,320**
		TOTALS	**0.50**	**$72.00**		**$4,320**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE PLAN CHECK+INSPECTION-MFD	S-0516

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	STRUCTURE/BUILDING	

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 inspections per building.

CURRENT FEE STRUCTURE

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$735.00	TOTAL REVENUE:	$147,000
UNIT COST:	$744.00	TOTAL COST:	$148,800
UNIT PROFIT (SUBSIDY):	$(9.00)	TOTAL PROFIT (SUBSIDY):	$(1,800)
TOTAL UNITS:	200	PCT. COST RECOVERY:	98.79%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $455 for the 1st 3 hours plus $38 per each additional 15 minutes of plan check
Inspection - $290 for the 1st 10 structures or buildings plus $29 for each additional structure/building

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE PLAN CHECK+INSPECTION-MFD	S-0516
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	200

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		2.00	$288.00	200	$57,600
FIRE-PREVENTION	PLANS EXAMINER-FC		3.00	$456.00	200	$91,200
		TYPE SUBTOTAL	**5.00**	**$744.00**		**$148,800**
		TOTALS	**5.00**	**$744.00**		**$148,800**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-TENANT IMPROVEMENT	S-0520

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 $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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$600.00	TOTAL REVENUE:	$3,000
UNIT COST:	$600.00	TOTAL COST:	$3,000
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	5	PCT. COST RECOVERY:	100.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $455 for the 1st 3 hours plus $38 per each additional 15 minutes of plan check
Inspection - $145 for the 1st hour plus $36 per each additional 15 minutes

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-TENANT IMPROVEMENT	S-0520
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	5	$720
FIRE-PREVENTION	PLANS EXAMINER-FC		3.00	$456.00	5	$2,280
		TYPE SUBTOTAL	**4.00**	**$600.00**		**$3,000**
		TOTALS	**4.00**	**$600.00**		**$3,000**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-NEW COM'L/IND'L SITE	S-0524

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	SITE ONLY	

DESCRIPTION OF SERVICE

To review plans for a proposed commercial/industrial site, without a building, 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 $155 per hour with a two-hour minimum of $310
Inspection - Fixed Fee of $275

REVENUE AND COST COMPARISON

UNIT REVENUE:	$585.00	TOTAL REVENUE:	$1,170
UNIT COST:	$592.00	TOTAL COST:	$1,184
UNIT PROFIT (SUBSIDY):	$(7.00)	TOTAL PROFIT (SUBSIDY):	$(14)
TOTAL UNITS:	2	PCT. COST RECOVERY:	98.82%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305 for the first two-hours plus $38 for each additional 15 minutes or portion thereof.
Inspection - $290

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-NEW COM'L/IND'L SITE	S-0524
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	Inspection	2.00	$288.00	2	$576
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	2	$608
		TYPE SUBTOTAL	**4.00**	**$592.00**		**$1,184**
		TOTALS	**4.00**	**$592.00**		**$1,184**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-NEW C/I CONSTRUCTION	S-0528

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 $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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$755.00	TOTAL REVENUE:	$3,775
UNIT COST:	$896.00	TOTAL COST:	$4,480
UNIT PROFIT (SUBSIDY):	$(141.00)	TOTAL PROFIT (SUBSIDY):	$(705)
TOTAL UNITS:	5	PCT. COST RECOVERY:	84.26%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $610 for the first four hours plus $38 for each additional 15 minutes or portion thereof.
Inspection - $290

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK+INSP-NEW C/I CONSTRUCTION	S-0528
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		2.00	$288.00	5	$1,440
FIRE-PREVENTION	PLANS EXAMINER-FC		4.00	$608.00	5	$3,040
		TYPE SUBTOTAL	**6.00**	**$896.00**		**$4,480**
		TOTALS	**6.00**	**$896.00**		**$4,480**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP:SFD OR ADDITION	S-0532

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review plans for fire sprinkler system (NFPA 13-D) 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 $520

REVENUE AND COST COMPARISON

UNIT REVENUE:	$520.00	TOTAL REVENUE:	$36,400
UNIT COST:	$524.00	TOTAL COST:	$36,680
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(280)
TOTAL UNITS:	70	PCT. COST RECOVERY:	99.24%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $380
Inspection - $145

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP:SFD OR ADDITION	S-0532
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	70

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	70	$10,080
FIRE-PREVENTION	PLANS EXAMINER-FC		2.50	$380.00	70	$26,600
		TYPE SUBTOTAL	**3.50**	**$524.00**		**$36,680**
		TOTALS	**3.50**	**$524.00**		**$36,680**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP.-RES'L ALTER'NS	S-0536

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 $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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$450.00	TOTAL REVENUE:	$2,250
UNIT COST:	$462.40	TOTAL COST:	$2,312
UNIT PROFIT (SUBSIDY):	$(12.40)	TOTAL PROFIT (SUBSIDY):	$(62)
TOTAL UNITS:	5	PCT. COST RECOVERY:	97.32%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305 for the 1st two hours of plan check plus $38 for each additional 15 minutes
Inspection - $145 for the 1st 15 heads plus $4.80 for each additional head

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP.-RES'L ALTER'NS	S-0536
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	5	$1,520
		TYPE SUBTOTAL	**2.00**	**$304.00**		**$1,520**
FIRE-PREVENTION	FIRE MARSHALL-FC	1st 15 Heads	1.00	$144.00	5	$720
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$720**
FIRE-PREVENTION	FIRE MARSHALL-FC	Ea.Add'l 15 Heads	0.50	$72.00	1	$72
		TYPE SUBTOTAL	**0.50**	**$72.00**		**$72**
		TOTALS	**3.50**	**$462.40**		**$2,312**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP FOR MFD	S-0540

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

Review fire sprinkler system (NFPA 13R) for multi-family dwellings per building 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 $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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$875.00	TOTAL REVENUE:	$4,375
UNIT COST:	$902.40	TOTAL COST:	$4,512
UNIT PROFIT (SUBSIDY):	$(27.40)	TOTAL PROFIT (SUBSIDY):	$(137)
TOTAL UNITS:	5	PCT. COST RECOVERY:	96.96%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $455 for the 1st three hours plus $38 for each additional 15 minutes
Inspection - $430 for the 1st 100 heads plus $4.80 for each additional head

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP FOR MFD	S-0540
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	PLANS EXAMINER-FC		3.00	$456.00	5	$2,280
		TYPE SUBTOTAL	**3.00**	**$456.00**		**$2,280**
FIRE-PREVENTION	FIRE MARSHALL-FC	1st 100 Heads	3.00	$432.00	5	$2,160
		TYPE SUBTOTAL	**3.00**	**$432.00**		**$2,160**
FIRE-PREVENTION	FIRE MARSHALL-FC	Ea.Add'l 15 Heads	0.50	$72.00	1	$72
		TYPE SUBTOTAL	**0.50**	**$72.00**		**$72**
		TOTALS	**6.50**	**$902.40**		**$4,512**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP-NFPA 13-COM/IND	S-0544

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 $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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$970.00	TOTAL REVENUE:	$4,850
UNIT COST:	$1,130.40	TOTAL COST:	$5,652
UNIT PROFIT (SUBSIDY):	$(160.40)	TOTAL PROFIT (SUBSIDY):	$(802)
TOTAL UNITS:	5	PCT. COST RECOVERY:	85.81%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $685 for the 1st 4-1/2 hours plus $38 for each additional 15 minutes
Inspection - $430 for the 1st 100 heads plus $4.80 for each additional head

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER P.CK/INSP-NFPA 13-COM/IND	S-0544
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	Inspection	3.00	$432.00	5	$2,160
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	4.50	$684.00	5	$3,420
		TYPE SUBTOTAL	**7.50**	**$1,116.00**		**$5,580**
FIRE-PREVENTION	FIRE MARSHALL-FC	Add'l 15 Heads	0.50	$72.00	1	$72
		TYPE SUBTOTAL	**0.50**	**$72.00**		**$72**
		TOTALS	**8.00**	**$1,130.40**		**$5,652**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	S-0548

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 $590

REVENUE AND COST COMPARISON

UNIT REVENUE:	$590.00	TOTAL REVENUE:	$590
UNIT COST:	$596.00	TOTAL COST:	$596
UNIT PROFIT (SUBSIDY):	$(6.00)	TOTAL PROFIT (SUBSIDY):	$(6)
TOTAL UNITS:	1	PCT. COST RECOVERY:	98.99%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $380
Inspection - $215

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER PC/I-ENG.AUTO.SUPP.SYS.	S-0548
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	Inspection	1.50	$216.00	1	$216
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.50	$380.00	1	$380
		TYPE SUBTOTAL	**4.00**	**$596.00**		**$596**
		TOTALS	**4.00**	**$596.00**		**$596**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	S-0552

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 $590

REVENUE AND COST COMPARISON

UNIT REVENUE:	$590.00	TOTAL REVENUE:	$1,180
UNIT COST:	$596.00	TOTAL COST:	$1,192
UNIT PROFIT (SUBSIDY):	$(6.00)	TOTAL PROFIT (SUBSIDY):	$(12)
TOTAL UNITS:	2	PCT. COST RECOVERY:	98.99%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $380
Inspection - $215

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPRINKLER PC/I-IND'L MULT.SUPP.SYS.	S-0552
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	Inspection	1.50	$216.00	2	$432
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.50	$380.00	2	$760
		TYPE SUBTOTAL	**4.00**	**$596.00**		**$1,192**
		TOTALS	**4.00**	**$596.00**		**$1,192**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE PLAN CK/INSP-MISC.REPAIR TEST	S-0556

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 $155 per hour, one-hour minimum
Inspection - Actual time at $140 per hour, one-hour minimum

REVENUE AND COST COMPARISON

UNIT REVENUE:	$295.00	TOTAL REVENUE:	$885
UNIT COST:	$296.00	TOTAL COST:	$888
UNIT PROFIT (SUBSIDY):	$(1.00)	TOTAL PROFIT (SUBSIDY):	$(3)
TOTAL UNITS:	3	PCT. COST RECOVERY:	99.66%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - Actual time at $150 for the 1st hour and $38 for each additional 15 minutes
Inspection - Actual time at $145 for the 1st hour plus $36 for each additional 15 minutes

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE PLAN CK/INSP-MISC.REPAIR TEST	S-0556
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	PLANS EXAMINER-FC	Plan Check	1.00	$152.00	3	$456
		TYPE SUBTOTAL	**1.00**	**$152.00**		**$456**
FIRE-PREVENTION	FIRE MARSHALL-FC	Inspection	1.00	$144.00	3	$432
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$432**
		TOTALS	**2.00**	**$296.00**		**$888**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	S-0560

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 issuing annual permit.

CURRENT FEE STRUCTURE

Fixed Fee of $275

REVENUE AND COST COMPARISON

UNIT REVENUE:	$275.00	TOTAL REVENUE:	$550
UNIT COST:	$288.00	TOTAL COST:	$576
UNIT PROFIT (SUBSIDY):	$(13.00)	TOTAL PROFIT (SUBSIDY):	$(26)
TOTAL UNITS:	2	PCT. COST RECOVERY:	95.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$290

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ANNUAL INSP.IND'L MULTI.SUPPRES.SYS	S-0560
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		2.00	$288.00	2	$576
		TYPE SUBTOTAL	**2.00**	**$288.00**		**$576**
		TOTALS	**2.00**	**$288.00**		**$576**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLAN CHK+INSP.OF FIRE ALARM SYSTEM	S-0564

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Device	

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 $735 for the 1st 20 fire devices
For more than 20 devices, $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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$735.00	TOTAL REVENUE:	$3,675
UNIT COST:	$744.00	TOTAL COST:	$3,720
UNIT PROFIT (SUBSIDY):	$(9.00)	TOTAL PROFIT (SUBSIDY):	$(45)
TOTAL UNITS:	5	PCT. COST RECOVERY:	98.79%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $455 for the 1st 3 hours plus $38 for each additional 15 minutes
Inspection - $290 for the 1st 20 devices plus $15 for each additional fire device

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PLAN CHK+INSP.OF FIRE ALARM SYSTEM	S-0564
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC	Inspection	2.00	$288.00	5	$1,440
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	3.00	$456.00	5	$2,280
		TYPE SUBTOTAL	**5.00**	**$744.00**		**$3,720**
		TOTALS	**5.00**	**$744.00**		**$3,720**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-UNDERGROUND FIRE SYS	S-0568

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 $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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$585.00	TOTAL REVENUE:	$1,170
UNIT COST:	$628.00	TOTAL COST:	$1,256
UNIT PROFIT (SUBSIDY):	$(43.00)	TOTAL PROFIT (SUBSIDY):	$(86)
TOTAL UNITS:	2	PCT. COST RECOVERY:	93.15%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305 for the 1st 2 hours plus $38 for each additional 15 minutes
Inspection - $290 for the initial inspection plus $70 for each additional inspection

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-UNDERGROUND FIRE SYS	S-0568
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	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	2	$608
		TYPE SUBTOTAL	**2.00**	**$304.00**		**$608**
FIRE-PREVENTION	FIRE MARSHALL-FC	Init.Insp.	2.00	$288.00	2	$576
		TYPE SUBTOTAL	**2.00**	**$288.00**		**$576**
FIRE-PREVENTION	FIRE MARSHALL-FC	Ea.Add'l Insp.	0.50	$72.00	1	$72
		TYPE SUBTOTAL	**0.50**	**$72.00**		**$72**
		TOTALS	**4.50**	**$628.00**		**$1,256**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LPG STORAGE/USE-INITIAL PERMIT	S-0572

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 annual permit.

CURRENT FEE STRUCTURE

Fixed Fee of $415

REVENUE AND COST COMPARISON

UNIT REVENUE:	$415.00	TOTAL REVENUE:	$415
UNIT COST:	$448.00	TOTAL COST:	$448
UNIT PROFIT (SUBSIDY):	$(33.00)	TOTAL PROFIT (SUBSIDY):	$(33)
TOTAL UNITS:	1	PCT. COST RECOVERY:	92.63%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305
Inspection - $145

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LPG STORAGE/USE-INITIAL PERMIT	S-0572
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	Inspection	1.00	$144.00	1	$144
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	1	$304
		TYPE SUBTOTAL	**3.00**	**$448.00**		**$448**
		TOTALS	**3.00**	**$448.00**		**$448**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LPG STORAGE/USE-ANNUAL RENEWAL	S-0576

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 $205

REVENUE AND COST COMPARISON

UNIT REVENUE:	$205.00	TOTAL REVENUE:	$410
UNIT COST:	$216.00	TOTAL COST:	$432
UNIT PROFIT (SUBSIDY):	$(11.00)	TOTAL PROFIT (SUBSIDY):	$(22)
TOTAL UNITS:	2	PCT. COST RECOVERY:	94.91%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$215

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LPG STORAGE/USE-ANNUAL RENEWAL	S-0576
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	$216.00	2	$432
		TYPE SUBTOTAL	**1.50**	**$216.00**		**$432**
		TOTALS	**1.50**	**$216.00**		**$432**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FLAMMABLE LIQUID STORAGE-INITIAL	S-0580

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 $415

REVENUE AND COST COMPARISON

UNIT REVENUE:	$415.00	TOTAL REVENUE:	$830
UNIT COST:	$448.00	TOTAL COST:	$896
UNIT PROFIT (SUBSIDY):	$(33.00)	TOTAL PROFIT (SUBSIDY):	$(66)
TOTAL UNITS:	2	PCT. COST RECOVERY:	92.63%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305
Inspection - $145

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FLAMMABLE LIQUID STORAGE-INITIAL	S-0580
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	Inspection	1.00	$144.00	2	$288
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	2	$608
		TYPE SUBTOTAL	**3.00**	**$448.00**		**$896**
		TOTALS	**3.00**	**$448.00**		**$896**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FLAMMABLE LIQUID STORAGE-RENEWAL	S-0584

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 $205

REVENUE AND COST COMPARISON

UNIT REVENUE:	$205.00	TOTAL REVENUE:	$205
UNIT COST:	$216.00	TOTAL COST:	$216
UNIT PROFIT (SUBSIDY):	$(11.00)	TOTAL PROFIT (SUBSIDY):	$(11)
TOTAL UNITS:	1	PCT. COST RECOVERY:	94.91%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$215

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FLAMMABLE LIQUID STORAGE-RENEWAL	S-0584
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	$216.00	1	$216
		TYPE SUBTOTAL	**1.50**	**$216.00**		**$216**
		TOTALS	**1.50**	**$216.00**		**$216**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-PLACES: ASSMBLY/CHURCH	S-0588

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 $275

REVENUE AND COST COMPARISON

UNIT REVENUE:	$275.00	TOTAL REVENUE:	$275
UNIT COST:	$288.00	TOTAL COST:	$288
UNIT PROFIT (SUBSIDY):	$(13.00)	TOTAL PROFIT (SUBSIDY):	$(13)
TOTAL UNITS:	1	PCT. COST RECOVERY:	95.49%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$290

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-PLACES: ASSMBLY/CHURCH	S-0588
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		2.00	$288.00	1	$288
		TYPE SUBTOTAL	**2.00**	**$288.00**		**$288**
		TOTALS	**2.00**	**$288.00**		**$288**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-RES'L CARE FACILITY	S-0592

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

$140 per hour, one-hour minimum

REVENUE AND COST COMPARISON

UNIT REVENUE:	$140.00	TOTAL REVENUE:	$840
UNIT COST:	$144.00	TOTAL COST:	$864
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(24)
TOTAL UNITS:	6	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145 for the 1st hour plus $36 for each additional 15 minutes

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-RES'L CARE FACILITY	S-0592
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		1.00	$144.00	6	$864
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$864**
		TOTALS	**1.00**	**$144.00**		**$864**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-COM'L CARE FACILITY	S-0596

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

$140 per hour, one-hour minimum

REVENUE AND COST COMPARISON

UNIT REVENUE:	$140.00	TOTAL REVENUE:	$280
UNIT COST:	$144.00	TOTAL COST:	$288
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(8)
TOTAL UNITS:	2	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145 for the 1st hour plus $36 for each additional 15 minutes

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CCR TITLE 19-COM'L CARE FACILITY	S-0596
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	$144.00	2	$288
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$288**
		TOTALS	**1.00**	**$144.00**		**$288**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP/PMT RES CARE FACILITY(6+)	S-0600

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.

CURRENT FEE STRUCTURE

Fixed Fee of $415

REVENUE AND COST COMPARISON

UNIT REVENUE:	$415.00	TOTAL REVENUE:	$415
UNIT COST:	$144.00	TOTAL COST:	$144
UNIT PROFIT (SUBSIDY):	$271.00	TOTAL PROFIT (SUBSIDY):	$271
TOTAL UNITS:	1	PCT. COST RECOVERY:	288.19%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145 for the 1st hour plus $36 for each additional 15 minutes

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP/PMT RES CARE FACILITY(6+)	S-0600
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	$144.00	1	$144
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$144**
		TOTALS	**1.00**	**$144.00**		**$144**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
HAZARDOUS MATERIALS PERMIT	S-0604

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

To review plans & data sheets, and perform 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

$430 - Initial Plan Check and Inspection
$290 - Annual Renewal of Permit to Operate

REVENUE AND COST COMPARISON

UNIT REVENUE:	$410.00	TOTAL REVENUE:	$4,100
UNIT COST:	$444.60	TOTAL COST:	$4,446
UNIT PROFIT (SUBSIDY):	$(34.60)	TOTAL PROFIT (SUBSIDY):	$(346)
TOTAL UNITS:	10	PCT. COST RECOVERY:	92.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

INITIAL:
Plan Check - $230
Inspection - $330

RENEWAL:
Inspection - $330

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
HAZARDOUS MATERIALS PERMIT	S-0604
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	Initial	1.00	$186.64	5	$933
FIRE-PREVENTION	FIRE MARSHALL-FC	Inspection	1.00	$144.00	5	$720
FIRE-PREVENTION	PLANS EXAMINER-FC	Initial Plan Ck	1.50	$228.00	5	$1,140
		TYPE SUBTOTAL	**3.50**	**$558.64**		**$2,793**
PW-PUBLIC SERVICES	PUB.SVCS.MGR	Renewal	1.00	$186.64	5	$933
FIRE-PREVENTION	FIRE MARSHALL-FC	Renewal Insp.	1.00	$144.00	5	$720
		TYPE SUBTOTAL	**2.00**	**$330.64**		**$1,653**
		TOTALS	**5.50**	**$444.60**		**$4,446**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GREEN WASTE OPERATIONS	S-0608

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

$690 - Initial Permit Issuance
$345 - Annual Permit Renewal

REVENUE AND COST COMPARISON

UNIT REVENUE:	$517.50	TOTAL REVENUE:	$1,035
UNIT COST:	$440.00	TOTAL COST:	$880
UNIT PROFIT (SUBSIDY):	$77.50	TOTAL PROFIT (SUBSIDY):	$155
TOTAL UNITS:	2	PCT. COST RECOVERY:	117.61%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

INITIAL:
Plan Check - $305
Inspection - $290

RENEWAL:
Inspection - $290

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GREEN WASTE OPERATIONS	**S-0608**
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	2.00	$288.00	1	$288
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	1	$304
		TYPE SUBTOTAL	**4.00**	**$592.00**		**$592**
FIRE-PREVENTION	FIRE MARSHALL-FC	Annual	2.00	$288.00	1	$288
		TYPE SUBTOTAL	**2.00**	**$288.00**		**$288**
		TOTALS	**6.00**	**$440.00**		**$880**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/ INSP-HIGH PILED STORAGE	S-0612

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

$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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$520.00	TOTAL REVENUE:	$520
UNIT COST:	$520.00	TOTAL COST:	$520
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305
Inspection - $145 for the 1st inspection plus $70 for each additional inspection

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/ INSP-HIGH PILED STORAGE	S-0612
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	$144.00	1	$144
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	1	$304
		TYPE SUBTOTAL	**3.00**	**$448.00**		**$448**
FIRE-PREVENTION	FIRE MARSHALL-FC	Add'l Insp.	0.50	$72.00	1	$72
		TYPE SUBTOTAL	**0.50**	**$72.00**		**$72**
		TOTALS	**3.50**	**$520.00**		**$520**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-HIGH HAZARD STORAGE	S-0616

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

$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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$520.00	TOTAL REVENUE:	$520
UNIT COST:	$520.00	TOTAL COST:	$520
UNIT PROFIT (SUBSIDY):	$0.00	TOTAL PROFIT (SUBSIDY):	$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Plan Check - $305
Inspection - $145 for the 1st inspection plus $70 for each additional inspection

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE P.CK/INSP-HIGH HAZARD STORAGE	S-0616
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	$144.00	1	$144
FIRE-PREVENTION	PLANS EXAMINER-FC	Plan Check	2.00	$304.00	1	$304
		TYPE SUBTOTAL	**3.00**	**$448.00**		**$448**
FIRE-PREVENTION	FIRE MARSHALL-FC	Add'l Insp.	0.50	$72.00	1	$72
		TYPE SUBTOTAL	**0.50**	**$72.00**		**$72**
		TOTALS	**3.50**	**$520.00**		**$520**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSPECTION-SPECIAL EVENT	S-0620

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 $140

REVENUE AND COST COMPARISON

UNIT REVENUE:	$140.00	TOTAL REVENUE:	$700
UNIT COST:	$144.00	TOTAL COST:	$720
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(20)
TOTAL UNITS:	5	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSPECTION-SPECIAL EVENT	S-0620
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	5	$720
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$720**
		TOTALS	**1.00**	**$144.00**		**$720**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE TECHNICAL RSCH.OR CONSULT.SVC.	S-0624

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

$140 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	$145.00	TOTAL REVENUE:	$145
UNIT COST:	$144.00	TOTAL COST:	$144
UNIT PROFIT (SUBSIDY):	$1.00	TOTAL PROFIT (SUBSIDY):	$1
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.69%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145 for the 1st hour plus $36 for each additional 15 minutes

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE TECHNICAL RSCH.OR CONSULT.SVC.	S-0624
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	$144.00	1	$144
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$144**
		TOTALS	**1.00**	**$144.00**		**$144**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REVIEW FIRE PLAN REV./MISC.PLN.CK.	S-0628

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	PLANS	

DESCRIPTION OF SERVICE

To review plans or revisions to previously approved plans of any type for code compliance..

CURRENT FEE STRUCTURE

$155 per hour for plan checking charged against an initial deposit determined by staff.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$155.00	TOTAL REVENUE:	$1,550
UNIT COST:	$152.00	TOTAL COST:	$1,520
UNIT PROFIT (SUBSIDY):	$3.00	TOTAL PROFIT (SUBSIDY):	$30
TOTAL UNITS:	10	PCT. COST RECOVERY:	101.97%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$150 for the 1st hour plus $38 for each additional 15 minutes charged against an initial deposit determined by staff. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REVIEW FIRE PLAN REV./MISC.PLN.CK.	S-0628
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	PLANS EXAMINER-FC		1.00	$152.00	10	$1,520
		TYPE SUBTOTAL	**1.00**	**$152.00**		**$1,520**
		TOTALS	**1.00**	**$152.00**		**$1,520**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-BUS.LIC./ CERT. OF OCCUP.	S-0632

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	BUSINESS	

DESCRIPTION OF SERVICE

On-site inspection and one additional inspection of fire/life safety standards for a new building occupancy, change of occupancy or new business license.

CURRENT FEE STRUCTURE

Fixed Fee of $140

REVENUE AND COST COMPARISON

UNIT REVENUE:	$140.00	TOTAL REVENUE:	$14,000
UNIT COST:	$144.00	TOTAL COST:	$14,400
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(400)
TOTAL UNITS:	100	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE INSP-BUS.LIC./ CERT. OF OCCUP.	S-0632
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	$144.00	100	$14,400
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$14,400**
		TOTALS	**1.00**	**$144.00**		**$14,400**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PRELIMINARY FIRE PREVENTION REVIEW	S-0636

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 $140

REVENUE AND COST COMPARISON

UNIT REVENUE:	$140.00	TOTAL REVENUE:	$140
UNIT COST:	$144.00	TOTAL COST:	$144
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(4)
TOTAL UNITS:	1	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PRELIMINARY FIRE PREVENTION REVIEW	S-0636
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	$144.00	1	$144
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$144**
		TOTALS	**1.00**	**$144.00**		**$144**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE FLOW TEST OVERSIGHT	S-0640

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE-PREVENTION	Application	

DESCRIPTION OF SERVICE

To witness the physical flow testing of one specific fire hydrant, verify calculations and review the written report of findings.

CURRENT FEE STRUCTURE

Fixed Fee of $140

REVENUE AND COST COMPARISON

UNIT REVENUE:	$140.00	TOTAL REVENUE:	$700
UNIT COST:	$144.00	TOTAL COST:	$720
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(20)
TOTAL UNITS:	5	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$145

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE FLOW TEST OVERSIGHT	S-0640
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	5	$720
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$720**
		TOTALS	**1.00**	**$144.00**		**$720**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE 2ND RE-INSPECTION SERVICE	S-0644

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 $105 per reinspection

REVENUE AND COST COMPARISON

UNIT REVENUE:	$105.00	TOTAL REVENUE:	$2,100
UNIT COST:	$108.00	TOTAL COST:	$2,160
UNIT PROFIT (SUBSIDY):	$(3.00)	TOTAL PROFIT (SUBSIDY):	$(60)
TOTAL UNITS:	20	PCT. COST RECOVERY:	97.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$110 per reinspection

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FIRE 2ND RE-INSPECTION SERVICE	S-0644
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		0.75	$108.00	20	$2,160
		TYPE SUBTOTAL	**0.75**	**$108.00**		**$2,160**
		TOTALS	**0.75**	**$108.00**		**$2,160**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY BANNER/FLAG PERMIT	S-1005

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing an application for a temporary banner or flag permit to ensure compliance with appropriate City requirements.

CURRENT FEE STRUCTURE

Fixed Fee of $55 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	$55.00	TOTAL REVENUE:	$550
UNIT COST:	$75.70	TOTAL COST:	$757
UNIT PROFIT (SUBSIDY):	$(20.70)	TOTAL PROFIT (SUBSIDY):	$(207)
TOTAL UNITS:	10	PCT. COST RECOVERY:	72.66%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75 per application

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY BANNER/FLAG PERMIT	S-1005
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	ASSISTANT PLANNER		0.50	$75.70	10	$757
		TYPE SUBTOTAL	0.50	$75.70		$757
		TOTALS	0.50	$75.70		$757

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CONSTRUCTION TRAILER OCCUPANCY PMT	S-1008

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

Reviewing an application for a construction trailer temporary occupancy permit to ensure compliance with appropriate City requirements.

CURRENT FEE STRUCTURE

Fixed Fee of $625 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	$520.00	TOTAL REVENUE:	$2,600
UNIT COST:	$615.80	TOTAL COST:	$3,079
UNIT PROFIT (SUBSIDY):	$(95.80)	TOTAL PROFIT (SUBSIDY):	$(479)
TOTAL UNITS:	5	PCT. COST RECOVERY:	84.44%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$615 per application

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CONSTRUCTION TRAILER OCCUPANCY PMT	S-1008
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	NPDES/Recycle Mand.	0.25	$46.66	5	$233
CD-PLANNING	ASSIST.CD DIR.		0.25	$67.37	5	$337
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	5	$757
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.00	$350.38	5	$1,752
		TYPE SUBTOTAL	**3.50**	**$615.81**		**$3,079**
		TOTALS	**3.50**	**$615.80**		**$3,079**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TREE REMOVAL REVIEW & PERMIT	S-1011

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 $575 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	$575.00	TOTAL REVENUE:	$575
UNIT COST:	$610.00	TOTAL COST:	$610
UNIT PROFIT (SUBSIDY):	$(35.00)	TOTAL PROFIT (SUBSIDY):	$(35)
TOTAL UNITS:	1	PCT. COST RECOVERY:	94.26%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$610 per application

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TREE REMOVAL REVIEW & PERMIT	S-1011
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	$213.57	1	$214
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	0.50	$93.32	1	$93
CD-PLANNING	ASSISTANT PLANNER		2.00	$302.80	1	$303
		TYPE SUBTOTAL	**4.00**	**$609.69**		**$610**
		TOTALS	**4.00**	**$610.00**		**$610**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY RV PARKING PERMIT	S-1014

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 $27

REVENUE AND COST COMPARISON

UNIT REVENUE:	$27.00	TOTAL REVENUE:	$270
UNIT COST:	$286.10	TOTAL COST:	$2,861
UNIT PROFIT (SUBSIDY):	$(259.10)	TOTAL PROFIT (SUBSIDY):	$(2,591)
TOTAL UNITS:	10	PCT. COST RECOVERY:	9.44%

SUGGESTED FEE FOR COST RECOVERY OF: 12%

$34 based on 12% cost recovery

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TEMPORARY RV PARKING PERMIT	S-1014
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	$134.73	10	$1,347
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	10	$1,514
		TYPE SUBTOTAL	**1.50**	**$286.13**		**$2,861**
		TOTALS	**1.50**	**$286.10**		**$2,861**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GENERAL PLAN AMENDMENT REVIEW	S-1020

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 including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $10,600.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$10,600.00	TOTAL REVENUE:	$21,200
UNIT COST:	$14,451.00	TOTAL COST:	$28,902
UNIT PROFIT (SUBSIDY):	$(3,851.00)	TOTAL PROFIT (SUBSIDY):	$(7,702)
TOTAL UNITS:	2	PCT. COST RECOVERY:	73.35%

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 $14,500. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GENERAL PLAN AMENDMENT REVIEW	S-1020
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	$221.13	2	$442
PW-ENGINEERING	ASST.P.W.DIRECTOR		5.00	$998.30	2	$1,997
PW-ENGINEERING	SR.CIVIL ENGINEER		1.00	$186.61	2	$373
PW-PUBLIC SERVICES	PUB.SVCS.MGR		2.00	$373.28	2	$747
CD-PLANNING	ASSIST.CD DIR.		15.00	$4,041.90	2	$8,084
CD-PLANNING	ASSOCIATE PLANNER		50.00	$8,406.50	2	$16,813
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	2	$303
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	2	$144
		TYPE SUBTOTAL	**75.00**	**$14,451.12**		**$28,902**
		TOTALS	**75.00**	**$14,451.00**		**$28,902**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ZONE CHANGE REVIEW	S-1023

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 including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $8,400.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$8,400.00	TOTAL REVENUE:	$8,400
UNIT COST:	$11,757.00	TOTAL COST:	$11,757
UNIT PROFIT (SUBSIDY):	$(3,357.00)	TOTAL PROFIT (SUBSIDY):	$(3,357)
TOTAL UNITS:	1	PCT. COST RECOVERY:	71.45%

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 $11,800. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ZONE CHANGE REVIEW	S-1023
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	$221.13	1	$221
PW-ENGINEERING	ASST.P.W.DIRECTOR		2.00	$399.32	1	$399
PW-ENGINEERING	SR.CIVIL ENGINEER		0.50	$93.31	1	$93
PW-ENGINEERING	ASSIST.ENGINEER		0.50	$71.19	1	$71
PW-PUBLIC SERVICES	PUB.SVCS.MGR		1.00	$186.64	1	$187
CD-PLANNING	ASSIST.CD DIR.		8.00	$2,155.68	1	$2,156
CD-PLANNING	ASSOCIATE PLANNER		50.00	$8,406.50	1	$8,407
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	1	$151
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	1	$72
		TYPE SUBTOTAL	**64.00**	**$11,757.17**		**$11,757**
		TOTALS	**64.00**	**$11,757.00**		**$11,757**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DEVELOPMENT CODE AMENDMENT REVIEW	S-1026

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 including contract personnel, special equipment or supplies, other state or county fees applicable charged against an initial deposit of $7,900.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$7,900.00	TOTAL REVENUE:	$7,900
UNIT COST:	$8,786.00	TOTAL COST:	$8,786
UNIT PROFIT (SUBSIDY):	$(886.00)	TOTAL PROFIT (SUBSIDY):	$(886)
TOTAL UNITS:	1	PCT. COST RECOVERY:	89.92%

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 $8,800. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DEVELOPMENT CODE AMENDMENT REVIEW	S-1026
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	$221.13	1	$221
CD-PLANNING	ASSIST.CD DIR.		6.00	$1,616.76	1	$1,617
CD-PLANNING	ASSOCIATE PLANNER		40.00	$6,725.20	1	$6,725
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	1	$151
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	1	$72
		TYPE SUBTOTAL	**48.00**	**$8,786.49**		**$8,786**
		TOTALS	**48.00**	**$8,786.00**		**$8,786**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MINOR CONDIT'L USE PMT-ABC LICENSE	S-1029

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 $3,735

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,735.00	TOTAL REVENUE:	$18,675
UNIT COST:	$3,903.00	TOTAL COST:	$19,515
UNIT PROFIT (SUBSIDY):	$(168.00)	TOTAL PROFIT (SUBSIDY):	$(840)
TOTAL UNITS:	5	PCT. COST RECOVERY:	95.70%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3,905

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MINOR CONDIT'L USE PMT-ABC LICENSE	S-1029
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	ASSIST.CD DIR.		1.00	$269.46	5	$1,347
CD-PLANNING	ASSISTANT PLANNER		24.00	$3,633.60	5	$18,168
		TYPE SUBTOTAL	**25.00**	**$3,903.06**		**$19,515**
		TOTALS	**25.00**	**$3,903.00**		**$19,515**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ALCOHOLIC BEVERAGE CONTROL LETTER	S-1032

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Application	

DESCRIPTION OF SERVICE

See note below.

CURRENT FEE STRUCTURE

Fixed Fee of $1,650

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 work is covered by S-1029.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ALCOHOLIC BEVERAGE CONTROL LETTER	S-1032
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT REVIEW-MAJOR	S-1035

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$12,300.00	TOTAL REVENUE:	$86,100
UNIT COST:	$13,877.14	TOTAL COST:	$97,140
UNIT PROFIT (SUBSIDY):	$(1,577.14)	TOTAL PROFIT (SUBSIDY):	$(11,040)
TOTAL UNITS:	7	PCT. COST RECOVERY:	88.63%

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 $13,900. (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-4180

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT REVIEW-MAJOR	S-1035
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		2.00	$399.32	7	$2,795
PW-ENGINEERING	SR.CIVIL ENGINEER		10.00	$1,866.10	7	$13,063
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$569.52	7	$3,987
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	5.00	$933.20	7	$6,532
CD-PLANNING	ASSIST.CD DIR.		4.00	$1,077.84	7	$7,545
CD-PLANNING	ASSOCIATE PLANNER		40.00	$6,725.20	7	$47,076
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	7	$1,060
CD-BLDG & SAFETY	BUILDING OFFICIAL		6.75	$1,182.53	7	$8,278
FIRE-PREVENTION	FIRE MARSHALL-FC		6.75	$972.00	7	$6,804
		TYPE SUBTOTAL	**79.50**	**$13,877.11**		**$97,140**
		TOTALS	**79.50**	**$13,877.14**		**$97,140**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MINOR VARIANCE REVIEW	S-1038

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 $2,715

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,715.00	TOTAL REVENUE:	$5,430
UNIT COST:	$2,371.50	TOTAL COST:	$4,743
UNIT PROFIT (SUBSIDY):	$343.50	TOTAL PROFIT (SUBSIDY):	$687
TOTAL UNITS:	2	PCT. COST RECOVERY:	114.48%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,370

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MINOR VARIANCE REVIEW	S-1038
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.		2.00	$538.92	2	$1,078
CD-PLANNING	ASSOCIATE PLANNER		10.00	$1,681.30	2	$3,363
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	2	$303
		TYPE SUBTOTAL	**13.00**	**$2,371.62**		**$4,743**
		TOTALS	**13.00**	**$2,371.50**		**$4,743**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MAJOR VARIANCE REVIEW	S-1041

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 $5,525

REVENUE AND COST COMPARISON

UNIT REVENUE:	$5,525.00	TOTAL REVENUE:	$5,525
UNIT COST:	$4,995.00	TOTAL COST:	$4,995
UNIT PROFIT (SUBSIDY):	$530.00	TOTAL PROFIT (SUBSIDY):	$530
TOTAL UNITS:	1	PCT. COST RECOVERY:	110.61%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4,995

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MAJOR VARIANCE REVIEW	**S-1041**
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.		3.00	$808.38	1	$808
CD-PLANNING	ASSOCIATE PLANNER		24.00	$4,035.12	1	$4,035
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	1	$151
		TYPE SUBTOTAL	**28.00**	**$4,994.90**		**$4,995**
		TOTALS	**28.00**	**$4,995.00**		**$4,995**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
HOME OCCUPATION PERMIT REVIEW	S-1044

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 $134 per permit based on 50% recovery of costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$134.00	TOTAL REVENUE:	$10,050
UNIT COST:	$237.71	TOTAL COST:	$17,828
UNIT PROFIT (SUBSIDY):	$(103.71)	TOTAL PROFIT (SUBSIDY):	$(7,778)
TOTAL UNITS:	75	PCT. COST RECOVERY:	56.37%

SUGGESTED FEE FOR COST RECOVERY OF: 50%

$119 per permit based on 50% recovery of costs.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
HOME OCCUPATION PERMIT REVIEW	S-1044
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	$39.65	75	$2,974
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.50	$64.73	75	$4,855
CD-PLANNING	ASSISTANT PLANNER		0.50	$75.70	75	$5,678
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$57.63	75	$4,322
		TYPE SUBTOTAL	**2.00**	**$237.71**		**$17,828**
		TOTALS	**2.00**	**$237.71**		**$17,828**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVIEW	S-1047

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$37,700.00	TOTAL REVENUE:	$37,700
UNIT COST:	$39,831.00	TOTAL COST:	$39,831
UNIT PROFIT (SUBSIDY):	$(2,131.00)	TOTAL PROFIT (SUBSIDY):	$(2,131)
TOTAL UNITS:	1	PCT. COST RECOVERY:	94.65%

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 $39,800. 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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVIEW	**S-1047**
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	$1,326.78	1	$1,327
POLICE DEPARTMENT	LIEUTENANT		3.00	$949.74	1	$950
PW-ENGINEERING	ASST.P.W.DIRECTOR		8.00	$1,597.28	1	$1,597
PW-ENGINEERING	SR.CIVIL ENGINEER		20.00	$3,732.20	1	$3,732
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$569.52	1	$570
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	5.00	$933.20	1	$933
CD-PLANNING	ASSIST.CD DIR.		100.00	$26,946.00	1	$26,946
CD-PLANNING	ASSOCIATE PLANNER		10.00	$1,681.30	1	$1,681
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	1	$151
FIRE-PREVENTION	FIRE MARSHALL-FC		13.50	$1,944.00	1	$1,944
		TYPE SUBTOTAL	**167.50**	**$39,831.42**		**$39,831**
		TOTALS	**167.50**	**$39,831.00**		**$39,831**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVISION REVIEW	S-1050

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 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.)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$17,900.00	TOTAL REVENUE:	$17,900
UNIT COST:	$20,965.00	TOTAL COST:	$20,965
UNIT PROFIT (SUBSIDY):	$(3,065.00)	TOTAL PROFIT (SUBSIDY):	$(3,065)
TOTAL UNITS:	1	PCT. COST RECOVERY:	85.38%

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 $21,000. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVISION REVIEW	**S-1050**
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	$798.64	1	$799
PW-ENGINEERING	SR.CIVIL ENGINEER		4.00	$746.44	1	$746
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$854.28	1	$854
PW-ENGINEERING	ENG.TECH II-C		8.00	$1,356.16	1	$1,356
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	4.00	$746.56	1	$747
CD-PLANNING	ASSIST.CD DIR.		60.00	$16,167.60	1	$16,168
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	1	$151
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	1	$144
		TYPE SUBTOTAL	**88.00**	**$20,965.08**		**$20,965**
		TOTALS	**88.00**	**$20,965.00**		**$20,965**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DESIGN REVIEW PERMIT-MINOR	S-1053

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 $3,965

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,965.00	TOTAL REVENUE:	$27,755
UNIT COST:	$5,309.57	TOTAL COST:	$37,167
UNIT PROFIT (SUBSIDY):	$(1,344.57)	TOTAL PROFIT (SUBSIDY):	$(9,412)
TOTAL UNITS:	7	PCT. COST RECOVERY:	74.68%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$5,310

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DESIGN REVIEW PERMIT-MINOR	**S-1053**
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		4.00	$798.64	7	$5,590
PW-ENGINEERING	SR.CIVIL ENGINEER		4.00	$746.44	7	$5,225
PW-ENGINEERING	ASSIST.ENGINEER		1.50	$213.57	7	$1,495
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	4.00	$746.56	7	$5,226
CD-PLANNING	ASSIST.CD DIR.		0.50	$134.73	7	$943
CD-PLANNING	ASSISTANT PLANNER		16.00	$2,422.40	7	$16,957
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$175.19	7	$1,226
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	7	$504
		TYPE SUBTOTAL	**31.50**	**$5,309.53**		**$37,167**
		TOTALS	**31.50**	**$5,309.57**		**$37,167**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DESIGN REVIEW PERMIT-MAJOR	S-1056

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$9,900.00	TOTAL REVENUE:	$79,200
UNIT COST:	$8,980.13	TOTAL COST:	$71,841
UNIT PROFIT (SUBSIDY):	$919.87	TOTAL PROFIT (SUBSIDY):	$7,359
TOTAL UNITS:	8	PCT. COST RECOVERY:	110.24%

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 $9,000. (Applicable when project does not require separate CUP approval.) For less complex projects per the Project Review Committee (PRC), the initial deposit may be reduced by the Community Development Director. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DESIGN REVIEW PERMIT-MAJOR	**S-1056**
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	$598.98	8	$4,792
PW-ENGINEERING	SR.CIVIL ENGINEER		6.00	$1,119.66	8	$8,957
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$569.52	8	$4,556
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	5.00	$933.20	8	$7,466
CD-PLANNING	ASSIST.CD DIR.		4.00	$1,077.84	8	$8,623
CD-PLANNING	ASSOCIATE PLANNER		24.00	$4,035.12	8	$32,281
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	8	$1,211
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.00	$350.38	8	$2,803
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	8	$1,152
		TYPE SUBTOTAL	**50.00**	**$8,980.10**		**$71,841**
		TOTALS	**50.00**	**$8,980.13**		**$71,841**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ANNEXATION REQUEST REVIEW (TO CITY)	S-1059

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$16,300.00	TOTAL REVENUE:	$16,300
UNIT COST:	$15,547.00	TOTAL COST:	$15,547
UNIT PROFIT (SUBSIDY):	$753.00	TOTAL PROFIT (SUBSIDY):	$753
TOTAL UNITS:	1	PCT. COST RECOVERY:	104.84%

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, other state or county fees applicable charged against an initial deposit of $15,500. 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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ANNEXATION REQUEST REVIEW (TO CITY)	S-1059
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	$679.64	1	$680
PW-ENGINEERING	ASST.P.W.DIRECTOR		7.00	$1,397.62	1	$1,398
PW-ENGINEERING	SR.CIVIL ENGINEER		10.00	$1,866.10	1	$1,866
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$569.52	1	$570
PW-PUBLIC SERVICES	PUB.SVCS.MGR		2.00	$373.28	1	$373
CD-PLANNING	ASSIST.CD DIR.		30.00	$8,083.80	1	$8,084
CD-PLANNING	ASSOCIATE PLANNER		11.00	$1,849.43	1	$1,849
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	1	$151
FIRE-PREVENTION	FIRE MARSHALL-FC		4.00	$576.00	1	$576
		TYPE SUBTOTAL	**73.00**	**$15,546.79**		**$15,547**
		TOTALS	**73.00**	**$15,547.00**		**$15,547**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ENVIRONMENTAL IMPACT REPORT REVIEW	S-1062

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$19,346.50	TOTAL REVENUE:	$38,693
UNIT COST:	$23,715.00	TOTAL COST:	$47,430
UNIT PROFIT (SUBSIDY):	$(4,368.50)	TOTAL PROFIT (SUBSIDY):	$(8,737)
TOTAL UNITS:	2	PCT. COST RECOVERY:	81.58%

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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ENVIRONMENTAL IMPACT REPORT REVIEW	S-1062
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		8.00	$1,597.28	2	$3,195
PW-ENGINEERING	SR.CIVIL ENGINEER		5.00	$933.05	2	$1,866
PW-ENGINEERING	ENGINEER III-C		24.00	$5,812.08	2	$11,624
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$569.52	2	$1,139
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	4.00	$746.56	2	$1,493
CD-PLANNING	ASSIST.CD DIR.		50.00	$13,473.00	2	$26,946
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	2	$303
FIRE-PREVENTION	FIRE MARSHALL-FC		3.00	$432.00	2	$864
		TYPE SUBTOTAL	**99.00**	**$23,714.89**		**$47,430**
		TOTALS	**99.00**	**$23,715.00**		**$47,430**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
INITIAL STUDY	S-1065

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 $4,750

REVENUE AND COST COMPARISON

UNIT REVENUE:	$4,750.00	TOTAL REVENUE:	$38,000
UNIT COST:	$5,132.25	TOTAL COST:	$41,058
UNIT PROFIT (SUBSIDY):	$(382.25)	TOTAL PROFIT (SUBSIDY):	$(3,058)
TOTAL UNITS:	8	PCT. COST RECOVERY:	92.55%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$5,130

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
INITIAL STUDY	S-1065
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	8

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ASSIST.CD DIR.		5.00	$1,347.30	8	$10,778
CD-PLANNING	ASSISTANT PLANNER		25.00	$3,785.00	8	$30,280
		TYPE SUBTOTAL	**30.00**	**$5,132.30**		**$41,058**
		TOTALS	**30.00**	**$5,132.25**		**$41,058**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TENTATIVE TRACT MAP REVIEW	S-1068

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$17,900.00	TOTAL REVENUE:	$35,800
UNIT COST:	$17,875.50	TOTAL COST:	$35,751
UNIT PROFIT (SUBSIDY):	$24.50	TOTAL PROFIT (SUBSIDY):	$49
TOTAL UNITS:	2	PCT. COST RECOVERY:	100.14%

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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TENTATIVE TRACT MAP REVIEW	S-1068
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		1.00	$442.26	2	$885
PW-ENGINEERING	ASST.P.W.DIRECTOR		9.00	$1,796.94	2	$3,594
PW-ENGINEERING	SR.CIVIL ENGINEER		18.00	$3,358.98	2	$6,718
PW-ENGINEERING	ASSIST.ENGINEER		5.00	$711.90	2	$1,424
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	5.00	$933.20	2	$1,866
CD-PLANNING	ASSIST.CD DIR.		5.00	$1,347.30	2	$2,695
CD-PLANNING	ASSOCIATE PLANNER		40.00	$6,725.20	2	$13,450
CD-PLANNING	ASSISTANT PLANNER		6.00	$908.40	2	$1,817
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$175.19	2	$350
FIRE-PREVENTION	FIRE MARSHALL-FC		10.25	$1,476.00	2	$2,952
		TYPE SUBTOTAL	**100.25**	**$17,875.37**		**$35,751**
		TOTALS	**100.25**	**$17,875.50**		**$35,751**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ENTITLEMENT EXTENSION	S-1071

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 $4,800.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$4,800.00	TOTAL REVENUE:	$9,600
UNIT COST:	$5,192.00	TOTAL COST:	$10,384
UNIT PROFIT (SUBSIDY):	$(392.00)	TOTAL PROFIT (SUBSIDY):	$(784)
TOTAL UNITS:	2	PCT. COST RECOVERY:	92.45%

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 $5,200. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ENTITLEMENT EXTENSION	S-1071
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		2.00	$399.32	2	$799
PW-ENGINEERING	SR.CIVIL ENGINEER		2.00	$373.22	2	$746
PW-ENGINEERING	ASSIST.ENGINEER		1.00	$142.38	2	$285
PW-PUBLIC SERVICES	PUB.SVCS.MGR		1.00	$186.64	2	$373
CD-PLANNING	ASSIST.CD DIR.		1.00	$269.46	2	$539
CD-PLANNING	ASSISTANT PLANNER		25.00	$3,785.00	2	$7,570
FIRE-PREVENTION	FIRE MARSHALL-FC		0.25	$36.00	2	$72
		TYPE SUBTOTAL	**32.25**	**$5,192.02**		**$10,384**
		TOTALS	**32.25**	**$5,192.00**		**$10,384**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TENTATIVE PARCEL MAP REVIEW	S-1074

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 $8,000.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$8,000.00	TOTAL REVENUE:	$40,000
UNIT COST:	$8,973.00	TOTAL COST:	$44,865
UNIT PROFIT (SUBSIDY):	$(973.00)	TOTAL PROFIT (SUBSIDY):	$(4,865)
TOTAL UNITS:	5	PCT. COST RECOVERY:	89.16%

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 $9,000. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TENTATIVE PARCEL MAP REVIEW	S-1074
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	5

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		0.50	$221.13	5	$1,106
PW-ENGINEERING	ASST.P.W.DIRECTOR		4.00	$798.64	5	$3,993
PW-ENGINEERING	SR.CIVIL ENGINEER		12.00	$2,239.32	5	$11,197
PW-ENGINEERING	ASSIST.ENGINEER		2.50	$355.95	5	$1,780
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	2.00	$373.28	5	$1,866
CD-PLANNING	ASSIST.CD DIR.		1.00	$269.46	5	$1,347
CD-PLANNING	ASSISTANT PLANNER		20.00	$3,028.00	5	$15,140
CD-BLDG & SAFETY	BUILDING OFFICIAL		4.00	$700.76	5	$3,504
FIRE-PREVENTION	FIRE MARSHALL-FC		6.85	$986.40	5	$4,932
		TYPE SUBTOTAL	**52.85**	**$8,972.94**		**$44,865**
		TOTALS	**52.85**	**$8,973.00**		**$44,865**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DEVELOPMENT AGREEMENT REVIEW	S-1077

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$10,000.00	TOTAL REVENUE:	$10,000
UNIT COST:	$11,869.00	TOTAL COST:	$11,869
UNIT PROFIT (SUBSIDY):	$(1,869.00)	TOTAL PROFIT (SUBSIDY):	$(1,869)
TOTAL UNITS:	1	PCT. COST RECOVERY:	84.25%

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 $11,900 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. Plus S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DEVELOPMENT AGREEMENT REVIEW	S-1077
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	$1,597.28	1	$1,597
CD-PLANNING	ASSIST.CD DIR.		35.00	$9,431.10	1	$9,431
CD-PLANNING	ASSOCIATE PLANNER		5.00	$840.65	1	$841
		TYPE SUBTOTAL	**48.00**	**$11,869.03**		**$11,869**
		TOTALS	**48.00**	**$11,869.00**		**$11,869**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DIF DEFERRAL PROCESSING	S-1080

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Agreement	

DESCRIPTION OF SERVICE

See note below.

CURRENT FEE STRUCTURE

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.

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 service as it is not performed.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DIF DEFERRAL PROCESSING	S-1080
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT REVIEW	S-1086

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 $2,455

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,455.00	TOTAL REVENUE:	$4,910
UNIT COST:	$2,721.00	TOTAL COST:	$5,442
UNIT PROFIT (SUBSIDY):	$(266.00)	TOTAL PROFIT (SUBSIDY):	$(532)
TOTAL UNITS:	2	PCT. COST RECOVERY:	90.22%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,720

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT REVIEW	S-1086
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		1.00	$199.66	2	$399
PW-ENGINEERING	SR.CIVIL ENGINEER		6.00	$1,119.66	2	$2,239
PW-ENGINEERING	ASSIST.ENGINEER		1.00	$142.38	2	$285
CD-PLANNING	ASSISTANT PLANNER		7.50	$1,135.50	2	$2,271
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$87.60	2	$175
FIRE-PREVENTION	FIRE MARSHALL-FC		0.25	$36.00	2	$72
		TYPE SUBTOTAL	**16.25**	**$2,720.80**		**$5,442**
		TOTALS	**16.25**	**$2,721.00**		**$5,442**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SIGN PLAN PROGRAM REVIEW	S-1089

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 $2,470

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,470.00	TOTAL REVENUE:	$7,410
UNIT COST:	$3,140.00	TOTAL COST:	$9,420
UNIT PROFIT (SUBSIDY):	$(670.00)	TOTAL PROFIT (SUBSIDY):	$(2,010)
TOTAL UNITS:	3	PCT. COST RECOVERY:	78.66%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3,140

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SIGN PLAN PROGRAM REVIEW	**S-1089**
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	SR.CIVIL ENGINEER		1.00	$186.61	3	$560
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.50	$93.32	3	$280
CD-PLANNING	ASSIST.CD DIR.		0.50	$134.73	3	$404
CD-PLANNING	ASSISTANT PLANNER		18.00	$2,725.20	3	$8,176
		TYPE SUBTOTAL	**20.00**	**$3,139.86**		**$9,420**
		TOTALS	**20.00**	**$3,140.00**		**$9,420**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT REVIEW-MINOR	S-1092

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$1,015.25	TOTAL COST:	$4,061
UNIT PROFIT (SUBSIDY):	$(1,015.25)	TOTAL PROFIT (SUBSIDY):	$(4,061)
TOTAL UNITS:	4	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.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT REVIEW-MINOR	S-1092
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	4

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	LIEUTENANT		1.00	$316.58	4	$1,266
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.25	$46.66	4	$187
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.50	$64.73	4	$259
CD-PLANNING	ASSIST.CD DIR.		0.25	$67.37	4	$269
CD-PLANNING	ASSISTANT PLANNER		2.00	$302.80	4	$1,211
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$87.60	4	$350
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$57.63	4	$231
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	4	$288
		TYPE SUBTOTAL	**5.50**	**$1,015.37**		**$4,061**
		TOTALS	**5.50**	**$1,015.25**		**$4,061**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT REVIEW-MAJOR	S-1095

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$3,336.57	TOTAL COST:	$23,356
UNIT PROFIT (SUBSIDY):	$(3,336.57)	TOTAL PROFIT (SUBSIDY):	$(23,356)
TOTAL UNITS:	7	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.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT REVIEW-MAJOR	**S-1095**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**7**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE DEPARTMENT	CAPTAIN		1.00	$442.26	7	$3,096
POLICE DEPARTMENT	LIEUTENANT		2.00	$633.16	7	$4,432
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	7	$1,993
PW-PUBLIC SERVICES	PUB.SVCS.MGR		0.75	$139.98	7	$980
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		1.00	$129.45	7	$906
CD-PLANNING	ASSIST.CD DIR.		0.25	$67.37	7	$472
CD-PLANNING	ASSISTANT PLANNER		8.00	$1,211.20	7	$8,478
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.50	$262.79	7	$1,840
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$57.63	7	$403
FIRE-PREVENTION	FIRE MARSHALL-FC		0.75	$108.00	7	$756
		TYPE SUBTOTAL	**17.75**	**$3,336.60**		**$23,356**
		TOTALS	**17.75**	**$3,336.57**		**$23,356**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PARCEL MERGER REVIEW	S-1101

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 $1,830

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,830.00	TOTAL REVENUE:	$3,660
UNIT COST:	$1,419.00	TOTAL COST:	$2,838
UNIT PROFIT (SUBSIDY):	$411.00	TOTAL PROFIT (SUBSIDY):	$822
TOTAL UNITS:	2	PCT. COST RECOVERY:	128.96%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,420

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PARCEL MERGER REVIEW	**S-1101**
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		1.00	$199.66	2	$399
PW-ENGINEERING	SR.CIVIL ENGINEER		2.00	$373.22	2	$746
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	2	$570
CD-PLANNING	ASSIST.CD DIR.		0.50	$134.73	2	$269
CD-PLANNING	ASSISTANT PLANNER		2.00	$302.80	2	$606
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$87.60	2	$175
FIRE-PREVENTION	FIRE MARSHALL-FC		0.25	$36.00	2	$72
		TYPE SUBTOTAL	**8.25**	**$1,418.77**		**$2,838**
		TOTALS	**8.25**	**$1,419.00**		**$2,838**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STAFF REVIEW PERMIT	S-1107

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 $53

REVENUE AND COST COMPARISON

UNIT REVENUE:	$53.00	TOTAL REVENUE:	$636
UNIT COST:	$913.25	TOTAL COST:	$10,959
UNIT PROFIT (SUBSIDY):	$(860.25)	TOTAL PROFIT (SUBSIDY):	$(10,323)
TOTAL UNITS:	12	PCT. COST RECOVERY:	5.80%

SUGGESTED FEE FOR COST RECOVERY OF: 11%

$100 based on 11% cost recovery

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STAFF REVIEW PERMIT	S-1107
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	ASSIST.CD DIR.		0.50	$134.73	12	$1,617
CD-PLANNING	ASSISTANT PLANNER		4.00	$605.60	12	$7,267
CD-BLDG & SAFETY	PERMIT TECH		0.50	$43.25	12	$519
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$57.63	12	$692
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	12	$864
		TYPE SUBTOTAL	**6.00**	**$913.21**		**$10,959**
		TOTALS	**6.00**	**$913.25**		**$10,959**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REV.TO CONDITIONS OF APPROVAL-PLNG.	S-1110

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 $1,770

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,770.00	TOTAL REVENUE:	$1,770
UNIT COST:	$1,934.00	TOTAL COST:	$1,934
UNIT PROFIT (SUBSIDY):	$(164.00)	TOTAL PROFIT (SUBSIDY):	$(164)
TOTAL UNITS:	1	PCT. COST RECOVERY:	91.52%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,935

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REV.TO CONDITIONS OF APPROVAL-PLNG.	S-1110
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	$269.46	1	$269
CD-PLANNING	ASSOCIATE PLANNER		9.00	$1,513.17	1	$1,513
CD-PLANNING	ASSISTANT PLANNER		1.00	$151.40	1	$151
		TYPE SUBTOTAL	**11.00**	**$1,934.03**		**$1,934**
		TOTALS	**11.00**	**$1,934.00**		**$1,934**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT (CODE REVIEW)	S-1116

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 $160 per permit. If change in the sign copy, the cost is 25% of the permit.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$160.00	TOTAL REVENUE:	$1,600
UNIT COST:	$227.10	TOTAL COST:	$2,271
UNIT PROFIT (SUBSIDY):	$(67.10)	TOTAL PROFIT (SUBSIDY):	$(671)
TOTAL UNITS:	10	PCT. COST RECOVERY:	70.45%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $225 per permit. If change is just sign copy, the cost is $57 (25%)

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SIGN PERMIT (CODE REVIEW)	S-1116
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	ASSISTANT PLANNER		1.50	$227.10	10	$2,271
		TYPE SUBTOTAL	**1.50**	**$227.10**		**$2,271**
		TOTALS	**1.50**	**$227.10**		**$2,271**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PROPERTY INFORMATION PREPARATION	S-1119

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Planning	Review	

DESCRIPTION OF SERVICE

See note below.

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.

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 service as it is not being used.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PROPERTY INFORMATION PREPARATION	S-1119
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
APPEAL OF P.C. DECISION TO COUNCIL	S-1122

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 $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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,645.00	TOTAL REVENUE:	$3,290
UNIT COST:	$2,090.50	TOTAL COST:	$4,181
UNIT PROFIT (SUBSIDY):	$(445.50)	TOTAL PROFIT (SUBSIDY):	$(891)
TOTAL UNITS:	2	PCT. COST RECOVERY:	78.69%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $330 - for Highland residents or persons with no personal financial involvement in project. (10% recovery)

All Others:
Fixed Fee of $3,295 for a Planning issue
Fixed Fee of $885 for an Engineering issue.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
APPEAL OF P.C. DECISION TO COUNCIL	S-1122
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		0.50	$84.96	1	$85
PW-ENGINEERING	ASST.P.W.DIRECTOR	1 Eng.Condition	4.00	$798.64	1	$799
		TYPE SUBTOTAL	**4.50**	**$883.60**		**$884**
CITY CLERK	CITY CLERK		0.50	$84.96	1	$85
CD-PLANNING	ASSIST.CD DIR.	Planning Issue	2.00	$538.92	1	$539
CD-PLANNING	ASSOCIATE PLANNER	Planning Issue	15.00	$2,521.95	1	$2,522
CD-PLANNING	ASSISTANT PLANNER	Planning Issue	1.00	$151.40	1	$151
		TYPE SUBTOTAL	**18.50**	**$3,297.23**		**$3,297**
		TOTALS	**23.00**	**$2,090.50**		**$4,181**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SMARA ANNUAL REVIEW	S-1130

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,800.00	TOTAL REVENUE:	$1,800
UNIT COST:	$2,156.00	TOTAL COST:	$2,156
UNIT PROFIT (SUBSIDY):	$(356.00)	TOTAL PROFIT (SUBSIDY):	$(356)
TOTAL UNITS:	1	PCT. COST RECOVERY:	83.49%

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 $2,200 or as determined by the Director of Community Development. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SMARA ANNUAL REVIEW	S-1130
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	$2,155.68	1	$2,156
		TYPE SUBTOTAL	**8.00**	**$2,155.68**		**$2,156**
		TOTALS	**8.00**	**$2,156.00**		**$2,156**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
HISTORIC/CULTURAL SITE DESIGNATION	S-1135

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 $1,900 per review.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,900.00	TOTAL REVENUE:	$1,900
UNIT COST:	$2,220.00	TOTAL COST:	$2,220
UNIT PROFIT (SUBSIDY):	$(320.00)	TOTAL PROFIT (SUBSIDY):	$(320)
TOTAL UNITS:	1	PCT. COST RECOVERY:	85.59%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,220 per review.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
HISTORIC/CULTURAL SITE DESIGNATION	S-1135
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	$538.92	1	$539
CD-PLANNING	ASSOCIATE PLANNER		10.00	$1,681.30	1	$1,681
		TYPE SUBTOTAL	**12.00**	**$2,220.22**		**$2,220**
		TOTALS	**12.00**	**$2,220.00**		**$2,220**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
OUTDOOR DISPLAY PERMIT	S-1140

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

$55 per Permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	$55.00	TOTAL REVENUE:	$550
UNIT COST:	$75.70	TOTAL COST:	$757
UNIT PROFIT (SUBSIDY):	$(20.70)	TOTAL PROFIT (SUBSIDY):	$(207)
TOTAL UNITS:	10	PCT. COST RECOVERY:	72.66%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$75 per Permit

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
OUTDOOR DISPLAY PERMIT	S-1140
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	ASSISTANT PLANNER		0.50	$75.70	10	$757
		TYPE SUBTOTAL	**0.50**	**$75.70**		**$757**
		TOTALS	**0.50**	**$75.70**		**$757**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RESIDENTIAL PARKING PERMIT	S-1145

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$35.00	TOTAL REVENUE:	$175
UNIT COST:	$113.60	TOTAL COST:	$568
UNIT PROFIT (SUBSIDY):	$(78.60)	TOTAL PROFIT (SUBSIDY):	$(393)
TOTAL UNITS:	5	PCT. COST RECOVERY:	30.81%

SUGGESTED FEE FOR COST RECOVERY OF: 44%

$50 per permit based on 44% cost recovery

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RESIDENTIAL PARKING PERMIT	S-1145
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	ASSISTANT PLANNER		0.75	$113.55	5	$568
		TYPE SUBTOTAL	**0.75**	**$113.55**		**$568**
		TOTALS	**0.75**	**$113.60**		**$568**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STAFF DECISION APPEAL REVIEW	S-1191

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 $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)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$660.00	TOTAL REVENUE:	$1,320
UNIT COST:	$750.50	TOTAL COST:	$1,501
UNIT PROFIT (SUBSIDY):	$(90.50)	TOTAL PROFIT (SUBSIDY):	$(181)
TOTAL UNITS:	2	PCT. COST RECOVERY:	87.94%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $110 - for Highland residents or persons with no personal financial involvement in project. (10% recovery)
Fixed Fee of $1,100 - all other Planning appeals (100% recovery)
Fixed Fee of $400 - all other Engineering appeals (100% recovery)

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STAFF DECISION APPEAL REVIEW	S-1191
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	$399.32	1	$399
		TYPE SUBTOTAL	**2.00**	**$399.32**		**$399**
CD-PLANNING	ASSIST.CD DIR.	Planning Action	1.00	$269.46	1	$269
CD-PLANNING	ASSOCIATE PLANNER	Planning Action	4.50	$756.59	1	$757
CD-PLANNING	ASSISTANT PLANNER		0.50	$75.70	1	$76
		TYPE SUBTOTAL	**6.00**	**$1,101.75**		**$1,102**
		TOTALS	**8.00**	**$750.50**		**$1,501**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN CHECK-ROUGH	S-1200

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$7,900.00	TOTAL REVENUE:	$31,600
UNIT COST:	$5,087.25	TOTAL COST:	$20,349
UNIT PROFIT (SUBSIDY):	$2,812.75	TOTAL PROFIT (SUBSIDY):	$11,251
TOTAL UNITS:	4	PCT. COST RECOVERY:	155.29%

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 $5,100 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN CHECK-ROUGH	**S-1200**
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	$598.98	4	$2,396
PW-ENGINEERING	SR.CIVIL ENGINEER		20.00	$3,732.20	4	$14,929
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	4	$1,139
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$175.19	4	$701
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	4	$896
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	4	$288
		TYPE SUBTOTAL	**27.50**	**$5,087.16**		**$20,349**
		TOTALS	**27.50**	**$5,087.25**		**$20,349**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN CHECK-PRECISE	S-1204

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$6,000.00	TOTAL REVENUE:	$60,000
UNIT COST:	$3,641.80	TOTAL COST:	$36,418
UNIT PROFIT (SUBSIDY):	$2,358.20	TOTAL PROFIT (SUBSIDY):	$23,582
TOTAL UNITS:	10	PCT. COST RECOVERY:	164.75%

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 $3,600 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN CHECK-PRECISE	S-1204
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	$399.32	10	$3,993
PW-ENGINEERING	SR.CIVIL ENGINEER		12.00	$2,239.32	10	$22,393
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	10	$2,848
CD-BLDG & SAFETY	BUILDING OFFICIAL		2.00	$350.38	10	$3,504
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	10	$2,240
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	10	$1,440
		TYPE SUBTOTAL	**20.00**	**$3,641.81**		**$36,418**
		TOTALS	**20.00**	**$3,641.80**		**$36,418**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN REVISION-PRECISE	S-1208

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,100.00	TOTAL REVENUE:	$11,000
UNIT COST:	$1,099.70	TOTAL COST:	$10,997
UNIT PROFIT (SUBSIDY):	$0.30	TOTAL PROFIT (SUBSIDY):	$3
TOTAL UNITS:	10	PCT. COST RECOVERY:	100.03%

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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING PLAN REVISION-PRECISE	S-1208
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	$199.66	10	$1,997
PW-ENGINEERING	SR.CIVIL ENGINEER		2.00	$373.22	10	$3,732
PW-ENGINEERING	ASSIST.ENGINEER		0.50	$71.19	10	$712
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.50	$87.60	10	$876
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	10	$2,240
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	10	$1,440
		TYPE SUBTOTAL	**6.00**	**$1,099.70**		**$10,997**
		TOTALS	**6.00**	**$1,099.70**		**$10,997**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING INSPECTION-ROUGH	S-1212

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$7,700.00	TOTAL REVENUE:	$30,800
UNIT COST:	$7,870.75	TOTAL COST:	$31,483
UNIT PROFIT (SUBSIDY):	$(170.75)	TOTAL PROFIT (SUBSIDY):	$(683)
TOTAL UNITS:	4	PCT. COST RECOVERY:	97.83%

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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING INSPECTION-ROUGH	S-1212
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		4.00	$798.64	4	$3,195
PW-ENGINEERING	SR.CIVIL ENGINEER		3.00	$559.83	4	$2,239
PW-ENGINEERING	ASSIST.ENGINEER		3.00	$427.14	4	$1,709
PW-ENGINEERING	SR.INSPECTOR-C		32.00	$5,682.56	4	$22,730
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	4	$714
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	4	$896
		TYPE SUBTOTAL	**44.00**	**$7,870.72**		**$31,483**
		TOTALS	**44.00**	**$7,870.75**		**$31,483**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING INSPECTION-PRECISE	S-1216

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$4,100.00	TOTAL REVENUE:	$164,000
UNIT COST:	$3,833.10	TOTAL COST:	$153,324
UNIT PROFIT (SUBSIDY):	$266.90	TOTAL PROFIT (SUBSIDY):	$10,676
TOTAL UNITS:	40	PCT. COST RECOVERY:	106.96%

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 $3,800 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GRADING INSPECTION-PRECISE	**S-1216**
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		0.50	$99.83	40	$3,993
PW-ENGINEERING	SR.CIVIL ENGINEER		3.00	$559.83	40	$22,393
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	40	$11,390
PW-ENGINEERING	SR.INSPECTOR-C		14.00	$2,486.12	40	$99,445
CD-BLDG & SAFETY	BLDG INSPECTOR-BC		1.00	$178.52	40	$7,141
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	40	$8,961
		TYPE SUBTOTAL	**21.50**	**$3,833.09**		**$153,324**
		TOTALS	**21.50**	**$3,833.10**		**$153,324**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
WALL INSPECTION	S-1220

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,800.00	TOTAL REVENUE:	$18,000
UNIT COST:	$2,006.40	TOTAL COST:	$20,064
UNIT PROFIT (SUBSIDY):	$(206.40)	TOTAL PROFIT (SUBSIDY):	$(2,064)
TOTAL UNITS:	10	PCT. COST RECOVERY:	89.71%

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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
WALL INSPECTION	**S-1220**
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	$399.32	10	$3,993
PW-ENGINEERING	ASSIST.ENGINEER		1.00	$142.38	10	$1,424
PW-ENGINEERING	SR.INSPECTOR-C		6.00	$1,065.48	10	$10,655
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$175.19	10	$1,752
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	10	$2,240
		TYPE SUBTOTAL	**11.00**	**$2,006.40**		**$20,064**
		TOTALS	**11.00**	**$2,006.40**		**$20,064**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GROVE REMOVAL REVIEW & PERMIT	S-1224

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,300.00	TOTAL REVENUE:	$4,600
UNIT COST:	$2,558.00	TOTAL COST:	$5,116
UNIT PROFIT (SUBSIDY):	$(258.00)	TOTAL PROFIT (SUBSIDY):	$(516)
TOTAL UNITS:	2	PCT. COST RECOVERY:	89.91%

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 $2,600 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GROVE REMOVAL REVIEW & PERMIT	S-1224
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	$299.49	2	$599
PW-ENGINEERING	ASSIST.ENGINEER		3.00	$427.14	2	$854
PW-ENGINEERING	SR.INSPECTOR-C		8.00	$1,420.64	2	$2,841
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES/Recycle Mand.	1.00	$186.64	2	$373
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	2	$448
		TYPE SUBTOTAL	**14.50**	**$2,557.94**		**$5,116**
		TOTALS	**14.50**	**$2,558.00**		**$5,116**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
IMPORT PLAN REVIEW AND INSPECTION	S-1228

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,900.00	TOTAL REVENUE:	$1,900
UNIT COST:	$2,090.00	TOTAL COST:	$2,090
UNIT PROFIT (SUBSIDY):	$(190.00)	TOTAL PROFIT (SUBSIDY):	$(190)
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.91%

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 $2,100 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
IMPORT PLAN REVIEW AND INSPECTION	S-1228
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	SR.CIVIL ENGINEER		2.00	$373.22	1	$373
PW-ENGINEERING	ASSIST.ENGINEER		3.00	$427.14	1	$427
PW-ENGINEERING	SR.INSPECTOR-C		6.00	$1,065.48	1	$1,065
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	1	$224
		TYPE SUBTOTAL	**12.00**	**$2,089.87**		**$2,090**
		TOTALS	**12.00**	**$2,090.00**		**$2,090**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CERTIFICATE OF COMPLIANCE REVIEW	S-1230

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	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 $640

REVENUE AND COST COMPARISON

UNIT REVENUE:	$640.00	TOTAL REVENUE:	$1,920
UNIT COST:	$909.33	TOTAL COST:	$2,728
UNIT PROFIT (SUBSIDY):	$(269.33)	TOTAL PROFIT (SUBSIDY):	$(808)
TOTAL UNITS:	3	PCT. COST RECOVERY:	70.38%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$910

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CERTIFICATE OF COMPLIANCE REVIEW	S-1230
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	DEPUTY CITY CLERK		1.50	$222.86	3	$669
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$199.66	3	$599
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	3	$854
CD-PLANNING	ASSIST.CD DIR.		0.75	$202.10	3	$606
		TYPE SUBTOTAL	**5.25**	**$909.38**		**$2,728**
		TOTALS	**5.25**	**$909.33**		**$2,728**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REV.TO CONDITIONS OF APPROVAL-ENG.	S-1231

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,400.00	TOTAL REVENUE:	$1,400
UNIT COST:	$1,499.00	TOTAL COST:	$1,499
UNIT PROFIT (SUBSIDY):	$(99.00)	TOTAL PROFIT (SUBSIDY):	$(99)
TOTAL UNITS:	1	PCT. COST RECOVERY:	93.40%

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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REV.TO CONDITIONS OF APPROVAL-ENG.	S-1231
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		3.00	$598.98	1	$599
PW-ENGINEERING	SR.CIVIL ENGINEER		2.00	$373.22	1	$373
PW-ENGINEERING	ASSIST.ENGINEER		0.25	$35.60	1	$36
PW-ENGINEERING	ENG.TECH II-C		0.25	$42.38	1	$42
PW-ENGINEERING	SR.INSPECTOR-C		0.25	$44.40	1	$44
CD-PLANNING	ASSIST.CD DIR.		1.50	$404.19	1	$404
		TYPE SUBTOTAL	**7.25**	**$1,498.77**		**$1,499**
		TOTALS	**7.25**	**$1,499.00**		**$1,499**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FINAL TRACT MAP REVIEW	S-1232

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$8,500.00	TOTAL REVENUE:	$17,000
UNIT COST:	$7,016.50	TOTAL COST:	$14,033
UNIT PROFIT (SUBSIDY):	$1,483.50	TOTAL PROFIT (SUBSIDY):	$2,967
TOTAL UNITS:	2	PCT. COST RECOVERY:	121.14%

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 $7,000 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FINAL TRACT MAP REVIEW	**S-1232**
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	$798.64	2	$1,597
PW-ENGINEERING	SR.CIVIL ENGINEER		24.00	$4,478.64	2	$8,957
PW-ENGINEERING	LICENSED SURVEYOR-C		2.00	$629.60	2	$1,259
PW-ENGINEERING	SR.ENGIN'G TECH-C		4.00	$710.32	2	$1,421
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$175.19	2	$350
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	2	$448
		TYPE SUBTOTAL	**36.00**	**$7,016.42**		**$14,033**
		TOTALS	**36.00**	**$7,016.50**		**$14,033**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FINAL PARCEL MAP REVIEW	S-1236

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$4,300.00	TOTAL REVENUE:	$12,900
UNIT COST:	$3,803.00	TOTAL COST:	$11,409
UNIT PROFIT (SUBSIDY):	$497.00	TOTAL PROFIT (SUBSIDY):	$1,491
TOTAL UNITS:	3	PCT. COST RECOVERY:	113.07%

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 $3,800 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FINAL PARCEL MAP REVIEW	**S-1236**
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	$798.64	3	$2,396
PW-ENGINEERING	SR.CIVIL ENGINEER		10.00	$1,866.10	3	$5,598
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	3	$854
PW-ENGINEERING	LICENSED SURVEYOR-C		2.00	$629.60	3	$1,889
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	3	$672
		TYPE SUBTOTAL	**19.00**	**$3,803.13**		**$11,409**
		TOTALS	**19.00**	**$3,803.00**		**$11,409**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FINAL/PARCEL MAP REVISION	S-1240

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,800.00	TOTAL REVENUE:	$1,800
UNIT COST:	$1,764.00	TOTAL COST:	$1,764
UNIT PROFIT (SUBSIDY):	$36.00	TOTAL PROFIT (SUBSIDY):	$36
TOTAL UNITS:	1	PCT. COST RECOVERY:	102.04%

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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FINAL/PARCEL MAP REVISION	**S-1240**
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	$199.66	1	$200
PW-ENGINEERING	SR.CIVIL ENGINEER		5.00	$933.05	1	$933
PW-ENGINEERING	ASSIST.ENGINEER		0.50	$71.19	1	$71
CD-PLANNING	ASSOCIATE PLANNER		2.00	$336.26	1	$336
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	1	$224
		TYPE SUBTOTAL	**9.50**	**$1,764.19**		**$1,764**
		TOTALS	**9.50**	**$1,764.00**		**$1,764**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ENGINEERING PLAN REVISION	S-1244

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,500.00	TOTAL REVENUE:	$6,000
UNIT COST:	$1,604.50	TOTAL COST:	$6,418
UNIT PROFIT (SUBSIDY):	$(104.50)	TOTAL PROFIT (SUBSIDY):	$(418)
TOTAL UNITS:	4	PCT. COST RECOVERY:	93.49%

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 $1,600 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ENGINEERING PLAN REVISION	**S-1244**
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	$598.98	4	$2,396
PW-ENGINEERING	SR.CIVIL ENGINEER		3.00	$559.83	4	$2,239
PW-ENGINEERING	ASSIST.ENGINEER		1.25	$177.98	4	$712
CD-BLDG & SAFETY	BUILDING OFFICIAL		0.25	$43.80	4	$175
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	4	$896
		TYPE SUBTOTAL	**8.50**	**$1,604.62**		**$6,418**
		TOTALS	**8.50**	**$1,604.50**		**$6,418**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PUBLIC/STREET IMPROVEMENT PLAN CHK.	S-1248

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$22,600.00	TOTAL REVENUE:	$90,400
UNIT COST:	$6,941.50	TOTAL COST:	$27,766
UNIT PROFIT (SUBSIDY):	$15,658.50	TOTAL PROFIT (SUBSIDY):	$62,634
TOTAL UNITS:	4	PCT. COST RECOVERY:	325.58%

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 $6,900 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PUBLIC/STREET IMPROVEMENT PLAN CHK.	S-1248
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	$1,197.96	4	$4,792
PW-ENGINEERING	SR.CIVIL ENGINEER		25.00	$4,665.25	4	$18,661
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$854.28	4	$3,417
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	4	$896
		TYPE SUBTOTAL	**38.00**	**$6,941.52**		**$27,766**
		TOTALS	**38.00**	**$6,941.50**		**$27,766**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DRAINAGE IMPROVEMENT PLAN CHECK	S-1252

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$6,300.00	TOTAL REVENUE:	$25,200
UNIT COST:	$5,339.25	TOTAL COST:	$21,357
UNIT PROFIT (SUBSIDY):	$960.75	TOTAL PROFIT (SUBSIDY):	$3,843
TOTAL UNITS:	4	PCT. COST RECOVERY:	117.99%

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 $5,300 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DRAINAGE IMPROVEMENT PLAN CHECK	S-1252
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	$1,098.13	4	$4,393
PW-ENGINEERING	SR.CIVIL ENGINEER		19.00	$3,545.59	4	$14,182
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	4	$1,139
PW-PUBLIC SERVICES	PUB.SVCS.MGR	NPDES	1.00	$186.64	4	$747
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	4	$896
		TYPE SUBTOTAL	**28.50**	**$5,339.15**		**$21,357**
		TOTALS	**28.50**	**$5,339.25**		**$21,357**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LEGAL DESCRIPTION REVIEW	S-1256

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 $3,300. Fee covers review of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,300.00	TOTAL REVENUE:	$19,800
UNIT COST:	$2,986.67	TOTAL COST:	$17,920
UNIT PROFIT (SUBSIDY):	$313.33	TOTAL PROFIT (SUBSIDY):	$1,880
TOTAL UNITS:	6	PCT. COST RECOVERY:	110.49%

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 $3,000. Fee covers review of legal description by City for single lot residence. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LEGAL DESCRIPTION REVIEW	S-1256
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	CITY CLERK		0.75	$127.43	6	$765
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$199.66	6	$1,198
PW-ENGINEERING	SR.CIVIL ENGINEER		10.00	$1,866.10	6	$11,197
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$569.52	6	$3,417
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	6	$1,344
		TYPE SUBTOTAL	**16.75**	**$2,986.74**		**$17,920**
		TOTALS	**16.75**	**$2,986.67**		**$17,920**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LEGAL DESCRIPTION PREPARATION	S-1260

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 $3,600. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,600.00	TOTAL REVENUE:	$36,000
UNIT COST:	$2,563.20	TOTAL COST:	$25,632
UNIT PROFIT (SUBSIDY):	$1,036.80	TOTAL PROFIT (SUBSIDY):	$10,368
TOTAL UNITS:	10	PCT. COST RECOVERY:	140.45%

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 $2,600. Fee covers preparation of legal description by City for single lot residence. (Not part of a tract map or parcel map application.) Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LEGAL DESCRIPTION PREPARATION	S-1260
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	$127.43	10	$1,274
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$199.66	10	$1,997
PW-ENGINEERING	SR.CIVIL ENGINEER		6.50	$1,212.97	10	$12,130
PW-ENGINEERING	SR.ENGIN'G TECH-C		4.50	$799.11	10	$7,991
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	10	$2,240
		TYPE SUBTOTAL	**13.75**	**$2,563.20**		**$25,632**
		TOTALS	**13.75**	**$2,563.20**		**$25,632**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RETAINING WALL CALCULATION REVIEW	S-1264

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,000.00	TOTAL REVENUE:	$10,000
UNIT COST:	$1,863.80	TOTAL COST:	$9,319
UNIT PROFIT (SUBSIDY):	$136.20	TOTAL PROFIT (SUBSIDY):	$681
TOTAL UNITS:	5	PCT. COST RECOVERY:	107.31%

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 $1,900 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RETAINING WALL CALCULATION REVIEW	S-1264
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	$199.66	5	$998
PW-ENGINEERING	SR.CIVIL ENGINEER		6.00	$1,119.66	5	$5,598
PW-ENGINEERING	ASSIST.ENGINEER		2.25	$320.36	5	$1,602
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	5	$1,120
		TYPE SUBTOTAL	**10.25**	**$1,863.71**		**$9,319**
		TOTALS	**10.25**	**$1,863.80**		**$9,319**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RIGHT-OF-WAY ENCROACHMENT REQUEST	S-1268

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,100.00	TOTAL REVENUE:	$5,500
UNIT COST:	$1,149.00	TOTAL COST:	$5,745
UNIT PROFIT (SUBSIDY):	$(49.00)	TOTAL PROFIT (SUBSIDY):	$(245)
TOTAL UNITS:	5	PCT. COST RECOVERY:	95.74%

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 $1,100 or as determined by the Director of Public Works plus the Finance deposit surcharge - S-4180. Amounts determined to be $1,100 and less will be a fixed fee of $1,100.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RIGHT-OF-WAY ENCROACHMENT REQUEST	S-1268
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		1.50	$299.49	5	$1,497
PW-ENGINEERING	SR.CIVIL ENGINEER		1.50	$279.92	5	$1,400
PW-ENGINEERING	ASSIST.ENGINEER		4.00	$569.52	5	$2,848
		TYPE SUBTOTAL	**7.00**	**$1,148.93**		**$5,745**
		TOTALS	**7.00**	**$1,149.00**		**$5,745**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
EXCAV.INSP.-IN EXISTING STREETS	S-1272

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$800.00	TOTAL REVENUE:	$16,000
UNIT COST:	$784.15	TOTAL COST:	$15,683
UNIT PROFIT (SUBSIDY):	$15.85	TOTAL PROFIT (SUBSIDY):	$317
TOTAL UNITS:	20	PCT. COST RECOVERY:	102.02%

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 plus the Finance deposit surcharge - S-4180. Amounts determined to be $800 and less will be a fixed fee of $800.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
EXCAV.INSP.-IN EXISTING STREETS	S-1272
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	$99.83	20	$1,997
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	20	$5,695
PW-ENGINEERING	SR.INSPECTOR-C		2.25	$399.56	20	$7,991
		TYPE SUBTOTAL	**4.75**	**$784.15**		**$15,683**
		TOTALS	**4.75**	**$784.15**		**$15,683**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
EXCAV.INSP.-WITHIN NEW DEVELOPMENT	S-1276

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$800.00	TOTAL REVENUE:	$16,000
UNIT COST:	$828.55	TOTAL COST:	$16,571
UNIT PROFIT (SUBSIDY):	$(28.55)	TOTAL PROFIT (SUBSIDY):	$(571)
TOTAL UNITS:	20	PCT. COST RECOVERY:	96.55%

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 $800 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
EXCAV.INSP.-WITHIN NEW DEVELOPMENT	S-1276
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	$99.83	20	$1,997
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	20	$5,695
PW-ENGINEERING	SR.INSPECTOR-C		2.50	$443.95	20	$8,879
		TYPE SUBTOTAL	**5.00**	**$828.54**		**$16,571**
		TOTALS	**5.00**	**$828.55**		**$16,571**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PUBLIC WKS.CONSTRUCTION INSPECTION	S-1280

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$25,000.00	TOTAL REVENUE:	$100,000
UNIT COST:	$22,074.00	TOTAL COST:	$88,296
UNIT PROFIT (SUBSIDY):	$2,926.00	TOTAL PROFIT (SUBSIDY):	$11,704
TOTAL UNITS:	4	PCT. COST RECOVERY:	113.26%

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 $22,000 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PUBLIC WKS.CONSTRUCTION INSPECTION	S-1280
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		5.00	$998.30	4	$3,993
PW-ENGINEERING	SR.CIVIL ENGINEER		12.00	$2,239.32	4	$8,957
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$854.28	4	$3,417
PW-ENGINEERING	SR.INSPECTOR-C		100.00	$17,758.00	4	$71,032
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	4	$896
		TYPE SUBTOTAL	**124.00**	**$22,073.93**		**$88,296**
		TOTALS	**124.00**	**$22,074.00**		**$88,296**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TRAFF.CONTROL PLAN REV.& INSPECTION	S-1284

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,700.00	TOTAL REVENUE:	$13,600
UNIT COST:	$1,749.50	TOTAL COST:	$13,996
UNIT PROFIT (SUBSIDY):	$(49.50)	TOTAL PROFIT (SUBSIDY):	$(396)
TOTAL UNITS:	8	PCT. COST RECOVERY:	97.17%

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. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
TRAFF.CONTROL PLAN REV.& INSPECTION	S-1284
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	$399.32	8	$3,195
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	8	$2,278
PW-ENGINEERING	SR.INSPECTOR-C		6.00	$1,065.48	8	$8,524
		TYPE SUBTOTAL	**10.00**	**$1,749.56**		**$13,996**
		TOTALS	**10.00**	**$1,749.50**		**$13,996**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STREET LIGHTING SYSTEM PLAN CHECK	S-1288

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$11,800.00	TOTAL REVENUE:	$35,400
UNIT COST:	$7,675.00	TOTAL COST:	$23,025
UNIT PROFIT (SUBSIDY):	$4,125.00	TOTAL PROFIT (SUBSIDY):	$12,375
TOTAL UNITS:	3	PCT. COST RECOVERY:	153.75%

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 $7,700 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STREET LIGHTING SYSTEM PLAN CHECK	S-1288
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	$998.30	3	$2,995
PW-ENGINEERING	SR.CIVIL ENGINEER		30.00	$5,598.30	3	$16,795
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$854.28	3	$2,563
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	3	$672
		TYPE SUBTOTAL	**42.00**	**$7,674.91**		**$23,025**
		TOTALS	**42.00**	**$7,675.00**		**$23,025**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ST.LIGHTING SYS.CONSTRUCTION INSP.	S-1292

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$22,900.00	TOTAL REVENUE:	$68,700
UNIT COST:	$22,331.33	TOTAL COST:	$66,994
UNIT PROFIT (SUBSIDY):	$568.67	TOTAL PROFIT (SUBSIDY):	$1,706
TOTAL UNITS:	3	PCT. COST RECOVERY:	102.55%

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 $22,300 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ST.LIGHTING SYS.CONSTRUCTION INSP.	S-1292
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		7.00	$1,397.62	3	$4,193
PW-ENGINEERING	ASSIST.ENGINEER		12.00	$1,708.56	3	$5,126
PW-ENGINEERING	SR.INSPECTOR-C		100.00	$17,758.00	3	$53,274
PW-ENGINEERING	SR.ENGIN'G TECH-C		7.00	$1,243.06	3	$3,729
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	3	$672
		TYPE SUBTOTAL	**127.00**	**$22,331.27**		**$66,994**
		TOTALS	**127.00**	**$22,331.33**		**$66,994**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	S-1296

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$16.00	TOTAL REVENUE:	$1,920
UNIT COST:	$106.79	TOTAL COST:	$12,815
UNIT PROFIT (SUBSIDY):	$(90.79)	TOTAL PROFIT (SUBSIDY):	$(10,895)
TOTAL UNITS:	120	PCT. COST RECOVERY:	14.98%

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 investigaton, escort, tree trimming, etc.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
OVERSIZED/OVERWEIGHT VEH.PMT.REVIEW	S-1296
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	$106.79	120	$12,815
		TYPE SUBTOTAL	**0.75**	**$106.79**		**$12,815**
		TOTALS	**0.75**	**$106.79**		**$12,815**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STREET VACATION-SUMMARY	S-1300

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$2,700.00	TOTAL REVENUE:	$5,400
UNIT COST:	$2,843.00	TOTAL COST:	$5,686
UNIT PROFIT (SUBSIDY):	$(143.00)	TOTAL PROFIT (SUBSIDY):	$(286)
TOTAL UNITS:	2	PCT. COST RECOVERY:	94.97%

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 $2,800 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STREET VACATION-SUMMARY	S-1300
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	$221.13	2	$442
PW-ENGINEERING	ASST.P.W.DIRECTOR		6.00	$1,197.96	2	$2,396
PW-ENGINEERING	ASSIST.ENGINEER		10.00	$1,423.80	2	$2,848
		TYPE SUBTOTAL	**16.50**	**$2,842.89**		**$5,686**
		TOTALS	**16.50**	**$2,843.00**		**$5,686**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STREET VACATION-FULL	S-1304

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$4,000.00	TOTAL REVENUE:	$4,000
UNIT COST:	$3,652.00	TOTAL COST:	$3,652
UNIT PROFIT (SUBSIDY):	$348.00	TOTAL PROFIT (SUBSIDY):	$348
TOTAL UNITS:	1	PCT. COST RECOVERY:	109.53%

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 $3,700 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STREET VACATION-FULL	S-1304
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	$221.13	1	$221
PW-ENGINEERING	ASST.P.W.DIRECTOR		4.00	$798.64	1	$799
PW-ENGINEERING	SR.CIVIL ENGINEER		8.00	$1,492.88	1	$1,493
PW-ENGINEERING	ASSIST.ENGINEER		8.00	$1,139.04	1	$1,139
		TYPE SUBTOTAL	**20.50**	**$3,651.69**		**$3,652**
		TOTALS	**20.50**	**$3,652.00**		**$3,652**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SMALL WIRELESS FAC. IN PUBLIC ROW	S-1308

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

Flat Fee of $660

REVENUE AND COST COMPARISON

UNIT REVENUE:	$660.00	TOTAL REVENUE:	$2,640
UNIT COST:	$668.50	TOTAL COST:	$2,674
UNIT PROFIT (SUBSIDY):	$(8.50)	TOTAL PROFIT (SUBSIDY):	$(34)
TOTAL UNITS:	4	PCT. COST RECOVERY:	98.73%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$670

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SMALL WIRELESS FAC. IN PUBLIC ROW	S-1308
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	$99.83	4	$399
PW-ENGINEERING	ASSIST.ENGINEER		1.50	$213.57	4	$854
PW-ENGINEERING	SR.INSPECTOR-C		2.00	$355.16	4	$1,421
		TYPE SUBTOTAL	**4.00**	**$668.56**		**$2,674**
		TOTALS	**4.00**	**$668.50**		**$2,674**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ANNEXATION PROCESS'G (TO DISTRICTS)	S-1312

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,100.00	TOTAL REVENUE:	$11,000
UNIT COST:	$1,597.40	TOTAL COST:	$15,974
UNIT PROFIT (SUBSIDY):	$(497.40)	TOTAL PROFIT (SUBSIDY):	$(4,974)
TOTAL UNITS:	10	PCT. COST RECOVERY:	68.86%

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 $1,600 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ANNEXATION PROCESS'G (TO DISTRICTS)	S-1312
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	$199.66	10	$1,997
PW-ENGINEERING	ASSIST.ENGINEER		3.00	$427.14	10	$4,271
PW-PUBLIC SERVICES	PUB.SVCS.MGR		4.00	$746.56	10	$7,466
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	10	$2,240
		TYPE SUBTOTAL	**9.00**	**$1,597.39**		**$15,974**
		TOTALS	**9.00**	**$1,597.40**		**$15,974**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BOND PROCESSING-SWR/WTR/STR/GRDG	S-1316

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,100.00	TOTAL REVENUE:	$16,500
UNIT COST:	$1,181.40	TOTAL COST:	$17,721
UNIT PROFIT (SUBSIDY):	$(81.40)	TOTAL PROFIT (SUBSIDY):	$(1,221)
TOTAL UNITS:	15	PCT. COST RECOVERY:	93.11%

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 $1,200 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BOND PROCESSING-SWR/WTR/STR/GRDG	S-1316
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		0.75	$127.43	15	$1,911
PW-ENGINEERING	ASST.P.W.DIRECTOR		1.00	$199.66	15	$2,995
PW-ENGINEERING	ASSIST.ENGINEER		6.00	$854.28	15	$12,814
		TYPE SUBTOTAL	**7.75**	**$1,181.37**		**$17,721**
		TOTALS	**7.75**	**$1,181.40**		**$17,721**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BOND PROCESSING-LANDSCAPE	S-1320

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$900.00	TOTAL REVENUE:	$13,500
UNIT COST:	$1,023.73	TOTAL COST:	$15,356
UNIT PROFIT (SUBSIDY):	$(123.73)	TOTAL PROFIT (SUBSIDY):	$(1,856)
TOTAL UNITS:	15	PCT. COST RECOVERY:	87.91%

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 $1,000 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BOND PROCESSING-LANDSCAPE	S-1320
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	$99.83	15	$1,497
PW-ENGINEERING	ASSIST.ENGINEER		3.65	$519.69	15	$7,795
CD-PLANNING	ASSIST.CD DIR.		1.50	$404.19	15	$6,063
		TYPE SUBTOTAL	**5.65**	**$1,023.71**		**$15,356**
		TOTALS	**5.65**	**$1,023.73**		**$15,356**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PROFESSIONAL REPORT REVIEW	S-1324

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$5,400.00	TOTAL REVENUE:	$21,600
UNIT COST:	$4,492.75	TOTAL COST:	$17,971
UNIT PROFIT (SUBSIDY):	$907.25	TOTAL PROFIT (SUBSIDY):	$3,629
TOTAL UNITS:	4	PCT. COST RECOVERY:	120.19%

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 $4,500 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PROFESSIONAL REPORT REVIEW	S-1324
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		5.00	$998.30	4	$3,993
PW-ENGINEERING	SR.CIVIL ENGINEER		16.00	$2,985.76	4	$11,943
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	4	$1,139
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	4	$896
		TYPE SUBTOTAL	**24.00**	**$4,492.85**		**$17,971**
		TOTALS	**24.00**	**$4,492.75**		**$17,971**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
WQMP REVIEW & INSPECTION	S-1328

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 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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$9,200.00	TOTAL REVENUE:	$73,600
UNIT COST:	$6,056.13	TOTAL COST:	$48,449
UNIT PROFIT (SUBSIDY):	$3,143.87	TOTAL PROFIT (SUBSIDY):	$25,151
TOTAL UNITS:	8	PCT. COST RECOVERY:	151.91%

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 $6,100 or as determined by the Director of Public Works. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
WQMP REVIEW & INSPECTION	S-1328
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	$598.98	8	$4,792
PW-ENGINEERING	SR.CIVIL ENGINEER		12.00	$2,239.32	8	$17,915
PW-ENGINEERING	ASSIST.ENGINEER		2.00	$284.76	8	$2,278
PW-ENGINEERING	SR.INSPECTOR-C		10.00	$1,775.80	8	$14,206
PW-PUBLIC SERVICES	PUB.SVCS.MGR		5.00	$933.20	8	$7,466
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	8	$1,792
		TYPE SUBTOTAL	**33.00**	**$6,056.09**		**$48,449**
		TOTALS	**33.00**	**$6,056.13**		**$48,449**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GIS MAP UPDATE	S-1332

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Project	

DESCRIPTION OF SERVICE

See note below.

CURRENT FEE STRUCTURE

See comment under Suggested Fee.

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 service as it is no longer provided.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
GIS MAP UPDATE	S-1332
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MICROFILMING OF MAPS AND PLANS	S-1336

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Engineering	Project	

DESCRIPTION OF SERVICE

Microfilming of maps and plans

CURRENT FEE STRUCTURE

Fixed Fee of $105 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$115.00	TOTAL REVENUE:	$460
UNIT COST:	$127.25	TOTAL COST:	$509
UNIT PROFIT (SUBSIDY):	$(12.25)	TOTAL PROFIT (SUBSIDY):	$(49)
TOTAL UNITS:	4	PCT. COST RECOVERY:	90.37%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $125 per project phase plus $2 per sheet of map/plan. (Revenues and costs exclude "per sheet" information.)

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
MICROFILMING OF MAPS AND PLANS	S-1336
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 II-C		0.75	$127.14	4	$509
		TYPE SUBTOTAL	**0.75**	**$127.14**		**$509**
		TOTALS	**0.75**	**$127.25**		**$509**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
NPDES INSPECTION	S-1348

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PW-PUBLIC SERVICES	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

$180 - Commercial
$355 - Industrial
$355 - WQMP (Water Quality Management Plan)

Note: The fee includes one initial inspection and two follow-up inspections. Any additional inspections required thereafter will be subject to a new fee.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$157.14	TOTAL REVENUE:	$34,100
UNIT COST:	$209.39	TOTAL COST:	$45,438
UNIT PROFIT (SUBSIDY):	$(52.25)	TOTAL PROFIT (SUBSIDY):	$(11,338)
TOTAL UNITS:	217	PCT. COST RECOVERY:	75.05%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$195 - Commercial
$390 - Industrial
$390 - WQMP (Water Quality Management Plan)

Note: The fee includes one initial inspection and two follow-up inspections. Any additional inspections required thereafter will be subject to a new fee.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
NPDES INSPECTION	S-1348
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	$194.18	200	$38,836
		TYPE SUBTOTAL	**1.50**	**$194.18**		**$38,836**
PW-PUBLIC SERVICES	PUB.SVCS.COORD.	Industrial	3.00	$388.35	10	$3,884
		TYPE SUBTOTAL	**3.00**	**$388.35**		**$3,884**
PW-PUBLIC SERVICES	PUB.SVCS.COORD.	WQMP	3.00	$388.35	7	$2,718
		TYPE SUBTOTAL	**3.00**	**$388.35**		**$2,718**
		TOTALS	**7.50**	**$209.39**		**$45,438**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DIF CREDIT APPLICATION PROCESSING	S-1352

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$3,500.00	TOTAL REVENUE:	$7,000
UNIT COST:	$4,128.50	TOTAL COST:	$8,257
UNIT PROFIT (SUBSIDY):	$(628.50)	TOTAL PROFIT (SUBSIDY):	$(1,257)
TOTAL UNITS:	2	PCT. COST RECOVERY:	84.78%

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. Plus Finance deposit surcharge - S-4180.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DIF CREDIT APPLICATION PROCESSING	S-1352
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	$1,197.96	2	$2,396
PW-ENGINEERING	ENGINEER III-C	First Fee	10.00	$2,421.70	2	$4,843
PW-ENGINEERING	ASSIST.ENGINEER	First Fee	1.50	$213.57	2	$427
PW-FACILITIES CONST.	CITY ENG/PW.DIR		1.00	$224.03	2	$448
		TYPE SUBTOTAL	**18.50**	**$4,057.26**		**$8,115**
PW-ENGINEERING	ASSIST.ENGINEER	Each Add'l	1.00	$142.38	1	$142
		TYPE SUBTOTAL	**1.00**	**$142.38**		**$142**
		TOTALS	**19.50**	**$4,128.50**		**$8,257**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
COM'L REGULATORY APPLICATION REV.	S-2006

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

Fixed Fee of $310

REVENUE AND COST COMPARISON

UNIT REVENUE:	$310.00	TOTAL REVENUE:	$4,960
UNIT COST:	$358.38	TOTAL COST:	$5,734
UNIT PROFIT (SUBSIDY):	$(48.38)	TOTAL PROFIT (SUBSIDY):	$(774)
TOTAL UNITS:	16	PCT. COST RECOVERY:	86.50%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$360

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
COM'L REGULATORY APPLICATION REV.	S-2006
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	16

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.75	$59.47	16	$952
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.50	$64.73	16	$1,036
CD-PLANNING	ASSISTANT PLANNER		0.50	$75.70	16	$1,211
CD-CODE ENFCMNT	CODE COMP.OFF.		0.75	$86.45	16	$1,383
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	16	$1,152
		TYPE SUBTOTAL	**3.00**	**$358.35**		**$5,734**
		TOTALS	**3.00**	**$358.38**		**$5,734**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE RENEWAL PROC'G	S-2010

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 $50

REVENUE AND COST COMPARISON

UNIT REVENUE:	$50.00	TOTAL REVENUE:	$180,500
UNIT COST:	$39.65	TOTAL COST:	$143,137
UNIT PROFIT (SUBSIDY):	$10.35	TOTAL PROFIT (SUBSIDY):	$37,363
TOTAL UNITS:	3,610	PCT. COST RECOVERY:	126.10%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$40 annually

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE RENEWAL PROC'G	S-2010
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		0.50	$39.65	3,610	$143,137
		TYPE SUBTOTAL	**0.50**	**$39.65**		**$143,137**
		TOTALS	**0.50**	**$39.65**		**$143,137**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-INFO.CHANGE	S-2014

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

$35 - Change of owner and/or business name change
$90 - Change of location

REVENUE AND COST COMPARISON

UNIT REVENUE:	$47.69	TOTAL REVENUE:	$620
UNIT COST:	$104.00	TOTAL COST:	$1,352
UNIT PROFIT (SUBSIDY):	$(56.31)	TOTAL PROFIT (SUBSIDY):	$(732)
TOTAL UNITS:	13	PCT. COST RECOVERY:	45.86%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$70 - Change of owner and/or business name change
$210 - Change of location

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-INFO.CHANGE	S-2014
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	Name/Owner Chge	0.50	$39.65	10	$397
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.25	$32.36	10	$324
		TYPE SUBTOTAL	**0.75**	**$72.01**		**$720**
FINANCE	ACCTG ASSIST II	Location Chge	0.50	$39.65	3	$119
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.25	$32.36	3	$97
CD-PLANNING	ASSISTANT PLANNER		0.25	$37.85	3	$114
CD-CODE ENFCMNT	CODE COMP.OFF.		0.25	$28.82	3	$86
FIRE-PREVENTION	FIRE MARSHALL-FC		0.50	$72.00	3	$216
		TYPE SUBTOTAL	**1.75**	**$210.68**		**$632**
		TOTALS	**2.50**	**$104.00**		**$1,352**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-BOOTH RENTAL	S-2018

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 $65

REVENUE AND COST COMPARISON

UNIT REVENUE:	$65.00	TOTAL REVENUE:	$845
UNIT COST:	$109.85	TOTAL COST:	$1,428
UNIT PROFIT (SUBSIDY):	$(44.85)	TOTAL PROFIT (SUBSIDY):	$(583)
TOTAL UNITS:	13	PCT. COST RECOVERY:	59.17%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$110

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-BOOTH RENTAL	S-2018
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	$39.65	13	$515
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.25	$32.36	13	$421
CD-PLANNING	ASSISTANT PLANNER		0.25	$37.85	13	$492
		TYPE SUBTOTAL	**1.00**	**$109.86**		**$1,428**
		TOTALS	**1.00**	**$109.85**		**$1,428**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-MOBILE VENDOR	S-2022

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 $175 plus an additional $120 if a mobile water user plus the cost of fingerprinting (currently $34)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$235.00	TOTAL REVENUE:	$2,350
UNIT COST:	$411.70	TOTAL COST:	$4,117
UNIT PROFIT (SUBSIDY):	$(176.70)	TOTAL PROFIT (SUBSIDY):	$(1,767)
TOTAL UNITS:	10	PCT. COST RECOVERY:	57.08%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Annual - Fixed Fee of $345, plus an additional $130 if a mobile water user, plus the cost of fingerprinting

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-MOBILE VENDOR	S-2022
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	$39.65	10	$397
POLICE DEPARTMENT	LIEUTENANT		0.25	$79.15	10	$792
POLICE DEPARTMENT	SERGEANT		0.50	$129.10	10	$1,291
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.25	$32.36	10	$324
CD-PLANNING	ASSISTANT PLANNER		0.25	$37.85	10	$379
CD-CODE ENFCMNT	CODE COMP.OFF.		0.25	$28.82	10	$288
		TYPE SUBTOTAL	**2.00**	**$346.93**		**$3,469**
PW-PUBLIC SERVICES	PUB.SVCS.COORD.	Mobile Wtr User	1.00	$129.45	5	$647
		TYPE SUBTOTAL	**1.00**	**$129.45**		**$647**
		TOTALS	**3.00**	**$411.70**		**$4,117**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-DELINQUENT	S-2026

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

$25 per notice
$50 per visit

REVENUE AND COST COMPARISON

UNIT REVENUE:	$28.10	TOTAL REVENUE:	$14,750
UNIT COST:	$38.40	TOTAL COST:	$20,159
UNIT PROFIT (SUBSIDY):	$(10.30)	TOTAL PROFIT (SUBSIDY):	$(5,409)
TOTAL UNITS:	525	PCT. COST RECOVERY:	73.17%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$35 per notice
$60 per visit

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-DELINQUENT	S-2026
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	0.45	$35.68	460	$16,413
		TYPE SUBTOTAL	**0.45**	**$35.68**		**$16,413**
CD-CODE ENFCMNT	CODE COMP.OFF.	Visit	0.50	$57.63	65	$3,746
		TYPE SUBTOTAL	**0.50**	**$57.63**		**$3,746**
		TOTALS	**0.95**	**$38.40**		**$20,159**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SOLICITING/PEDDLING PERMIT	S-2030

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 $175 plus the cost of fingerprinting (currently $34)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$175.00	TOTAL REVENUE:	$700
UNIT COST:	$254.25	TOTAL COST:	$1,017
UNIT PROFIT (SUBSIDY):	$(79.25)	TOTAL PROFIT (SUBSIDY):	$(317)
TOTAL UNITS:	4	PCT. COST RECOVERY:	68.83%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$255 plus the cost of fingerprinting

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
SOLICITING/PEDDLING PERMIT	S-2030
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	$39.65	4	$159
POLICE DEPARTMENT	LIEUTENANT		0.25	$79.15	4	$317
POLICE DEPARTMENT	SERGEANT		0.50	$129.10	4	$516
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.05	$6.47	4	$26
		TYPE SUBTOTAL	**1.30**	**$254.37**		**$1,017**
		TOTALS	**1.30**	**$254.25**		**$1,017**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RES'L RENTAL ENHANCEMENT PROG.LIC.	S-2038

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

Fixed Fee of $120

REVENUE AND COST COMPARISON

UNIT REVENUE:	$120.00	TOTAL REVENUE:	$2,400
UNIT COST:	$149.00	TOTAL COST:	$2,980
UNIT PROFIT (SUBSIDY):	$(29.00)	TOTAL PROFIT (SUBSIDY):	$(580)
TOTAL UNITS:	20	PCT. COST RECOVERY:	80.54%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$150

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RES'L RENTAL ENHANCEMENT PROG.LIC.	S-2038
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	20

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.25	$19.82	20	$396
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.10	$12.95	20	$259
CD-PLANNING	ADMIN.ASSIST III		0.50	$58.61	20	$1,172
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$57.63	20	$1,153
		TYPE SUBTOTAL	**1.35**	**$149.01**		**$2,980**
		TOTALS	**1.35**	**$149.00**		**$2,980**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-OUT OF CITY	S-2042

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

Fixed Fee of $180

REVENUE AND COST COMPARISON

UNIT REVENUE:	$180.00	TOTAL REVENUE:	$50,220
UNIT COST:	$59.07	TOTAL COST:	$16,481
UNIT PROFIT (SUBSIDY):	$120.93	TOTAL PROFIT (SUBSIDY):	$33,739
TOTAL UNITS:	279	PCT. COST RECOVERY:	304.71%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $60

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REGULATORY LICENSE-OUT OF CITY	S-2042
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	279

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.50	$39.65	279	$11,062
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.15	$19.42	279	$5,418
		TYPE SUBTOTAL	**0.65**	**$59.07**		**$16,481**
		TOTALS	**0.65**	**$59.07**		**$16,481**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BUSINESS REGULATION (MAJOR)	S-2046

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 Renewal Fixed Fee of $310

REVENUE AND COST COMPARISON

UNIT REVENUE:	$345.00	TOTAL REVENUE:	$1,380
UNIT COST:	$428.00	TOTAL COST:	$1,712
UNIT PROFIT (SUBSIDY):	$(83.00)	TOTAL PROFIT (SUBSIDY):	$(332)
TOTAL UNITS:	4	PCT. COST RECOVERY:	80.61%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Initial Fee - $465
Annual Renewal - $390

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BUSINESS REGULATION (MAJOR)	**S-2046**
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	$39.65	4	$159
POLICE DEPARTMENT	LIEUTENANT		0.25	$79.15	4	$317
POLICE DEPARTMENT	SERGEANT		0.50	$129.10	4	$516
		TYPE SUBTOTAL	**1.25**	**$247.90**		**$992**
FIRE-PREVENTION	FIRE MARSHALL-FC	Initial	1.50	$216.00	2	$432
		TYPE SUBTOTAL	**1.50**	**$216.00**		**$432**
FIRE-PREVENTION	FIRE MARSHALL-FC	Annual	1.00	$144.00	2	$288
		TYPE SUBTOTAL	**1.00**	**$144.00**		**$288**
		TOTALS	**3.75**	**$428.00**		**$1,712**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BUSINESS REGULATION (MINOR)	S-2050

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 $175 plus the cost of fingerprinting (currently $34)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$175.00	TOTAL REVENUE:	$1,050
UNIT COST:	$290.00	TOTAL COST:	$1,740
UNIT PROFIT (SUBSIDY):	$(115.00)	TOTAL PROFIT (SUBSIDY):	$(690)
TOTAL UNITS:	6	PCT. COST RECOVERY:	60.34%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$290 plus the cost of fingerprinting

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BUSINESS REGULATION (MINOR)	S-2050
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	$39.65	6	$238
POLICE DEPARTMENT	LIEUTENANT		0.25	$79.15	6	$475
POLICE DEPARTMENT	SERGEANT		0.50	$129.10	6	$775
PW-PUBLIC SERVICES	PUB.SVCS.COORD.		0.15	$19.42	6	$117
CD-PLANNING	ASSISTANT PLANNER		0.15	$22.71	6	$136
		TYPE SUBTOTAL	**1.55**	**$290.03**		**$1,740**
		TOTALS	**1.55**	**$290.00**		**$1,740**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FILM PERMIT	S-2054

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

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1,000.00	TOTAL REVENUE:	$1,000
UNIT COST:	$1,669.00	TOTAL COST:	$1,669
UNIT PROFIT (SUBSIDY):	$(669.00)	TOTAL PROFIT (SUBSIDY):	$(669)
TOTAL UNITS:	1	PCT. COST RECOVERY:	59.92%

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 $1,700. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FILM PERMIT	S-2054
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	$316.58	1	$317
POLICE DEPARTMENT	SERGEANT		1.00	$258.19	1	$258
PW-ENGINEERING	ENG.TECH II-C		1.00	$169.52	1	$170
CD-PLANNING	ASSISTANT PLANNER		4.00	$605.60	1	$606
CD-BLDG & SAFETY	BUILDING OFFICIAL		1.00	$175.19	1	$175
FIRE-PREVENTION	FIRE MARSHALL-FC		1.00	$144.00	1	$144
		TYPE SUBTOTAL	**9.00**	**$1,669.08**		**$1,669**
		TOTALS	**9.00**	**$1,669.00**		**$1,669**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BINGO PERMIT REVIEW	S-2058

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 $60 per permit. (Does not include business license fee.)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$60.00	TOTAL REVENUE:	$60
UNIT COST:	$84.00	TOTAL COST:	$84
UNIT PROFIT (SUBSIDY):	$(24.00)	TOTAL PROFIT (SUBSIDY):	$(24)
TOTAL UNITS:	1	PCT. COST RECOVERY:	71.43%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85 per permit. (Does not include business license fee.)

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BINGO PERMIT REVIEW	S-2058
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	$19.82	1	$20
POLICE DEPARTMENT	SERGEANT		0.25	$64.55	1	$65
		TYPE SUBTOTAL	**0.50**	**$84.37**		**$84**
		TOTALS	**0.50**	**$84.00**		**$84**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BINGO PERMIT RENEWAL	S-2062

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 $18

REVENUE AND COST COMPARISON

UNIT REVENUE:	$18.00	TOTAL REVENUE:	$18
UNIT COST:	$20.00	TOTAL COST:	$20
UNIT PROFIT (SUBSIDY):	$(2.00)	TOTAL PROFIT (SUBSIDY):	$(2)
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$20

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
BINGO PERMIT RENEWAL	S-2062
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	$19.82	1	$20
		TYPE SUBTOTAL	**0.25**	**$19.82**		**$20**
		TOTALS	**0.25**	**$20.00**		**$20**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ADMINISTRATIVE CITATION HEARING	S-2066

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 $35

REVENUE AND COST COMPARISON

UNIT REVENUE:	$25.00	TOTAL REVENUE:	$75
UNIT COST:	$688.00	TOTAL COST:	$2,064
UNIT PROFIT (SUBSIDY):	$(663.00)	TOTAL PROFIT (SUBSIDY):	$(1,989)
TOTAL UNITS:	3	PCT. COST RECOVERY:	3.63%

SUGGESTED FEE FOR COST RECOVERY OF: 6%

$41 based on a 6% cost recovery

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ADMINISTRATIVE CITATION HEARING	S-2066
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	$13.48	3	$40
CD-CODE ENFCMNT	ADMIN.ASSISTANT III		2.00	$213.52	3	$641
CD-CODE ENFCMNT	CODE COMP.OFF.		4.00	$461.04	3	$1,383
		TYPE SUBTOTAL	**6.17**	**$688.04**		**$2,064**
		TOTALS	**6.17**	**$688.00**		**$2,064**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FORECLOSED/VACANT PROPERTY REG.	S-2070

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Code Enforcement	PROPERTY	

DESCRIPTION OF SERVICE

Inspect, research, process and monitor foreclosed or vacant properties for compliance with Highland City Code Chapter 8.54.

CURRENT FEE STRUCTURE

Fixed Fee of $140 per property per year or fraction thereof

REVENUE AND COST COMPARISON

UNIT REVENUE:	$140.00	TOTAL REVENUE:	$14,000
UNIT COST:	$164.39	TOTAL COST:	$16,439
UNIT PROFIT (SUBSIDY):	$(24.39)	TOTAL PROFIT (SUBSIDY):	$(2,439)
TOTAL UNITS:	100	PCT. COST RECOVERY:	85.16%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $165 per property per year or fraction thereof

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FORECLOSED/VACANT PROPERTY REG.	S-2070
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	$106.76	100	$10,676
CD-CODE ENFCMNT	CODE COMP.OFF.		0.50	$57.63	100	$5,763
		TYPE SUBTOTAL	**1.50**	**$164.39**		**$16,439**
		TOTALS	**1.50**	**$164.39**		**$16,439**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
YARD AND GARAGE SALE REVIEW	S-2074

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$10.00	TOTAL REVENUE:	$10,000
UNIT COST:	$13.48	TOTAL COST:	$13,480
UNIT PROFIT (SUBSIDY):	$(3.48)	TOTAL PROFIT (SUBSIDY):	$(3,480)
TOTAL UNITS:	1,000	PCT. COST RECOVERY:	74.18%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$13 (payable only at City Hall)
Limited to 3 permits annually

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
YARD AND GARAGE SALE REVIEW	S-2074
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	1,000

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCTG ASSIST II		0.17	$13.48	1,000	$13,480
		TYPE SUBTOTAL	**0.17**	**$13.48**		**$13,480**
		TOTALS	**0.17**	**$13.48**		**$13,480**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CITATION SIGN-OFF	S-2078

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)
$24 - Non resident (50% Recovery)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$24.00	TOTAL REVENUE:	$24
UNIT COST:	$65.00	TOTAL COST:	$65
UNIT PROFIT (SUBSIDY):	$(41.00)	TOTAL PROFIT (SUBSIDY):	$(41)
TOTAL UNITS:	1	PCT. COST RECOVERY:	36.92%

SUGGESTED FEE FOR COST RECOVERY OF: 50%

$0 - Resident (0% Recovery)
$32 - Non resident (50% Recovery)

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CITATION SIGN-OFF	S-2078
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	$46.93	1	$47
POLICE DEPARTMENT	SVC.SPECIALIST		0.25	$17.77	1	$18
		TYPE SUBTOTAL	**0.50**	**$64.70**		**$65**
		TOTALS	**0.50**	**$65.00**		**$65**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
NOTICE OF VEHICLE TO BE DISMANTLED	S-2082

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$56.67	TOTAL REVENUE:	$170
UNIT COST:	$81.33	TOTAL COST:	$244
UNIT PROFIT (SUBSIDY):	$(24.66)	TOTAL PROFIT (SUBSIDY):	$(74)
TOTAL UNITS:	3	PCT. COST RECOVERY:	69.67%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$65 - Passenger vehicle, leisure craft, single/double axle trailer
$85 - Commercial vehicle
$95 - Motor Home

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
NOTICE OF VEHICLE TO BE DISMANTLED	S-2082
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	$65.70	1	$66
		TYPE SUBTOTAL	**0.35**	**$65.70**		**$66**
POLICE DEPARTMENT	DEPUTY	Commercial	0.45	$84.47	1	$84
		TYPE SUBTOTAL	**0.45**	**$84.47**		**$84**
POLICE DEPARTMENT	DEPUTY	Motor Home	0.50	$93.85	1	$94
		TYPE SUBTOTAL	**0.50**	**$93.85**		**$94**
		TOTALS	**1.30**	**$81.33**		**$244**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LOUD PARTY RESPONSE	S-2086

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.

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.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LOUD PARTY RESPONSE	S-2086
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PARKING ADMINISTRATIVE HEARING REV.	S-2090

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 $25 per appeal

REVENUE AND COST COMPARISON

UNIT REVENUE:	$25.00	TOTAL REVENUE:	$25
UNIT COST:	$29.00	TOTAL COST:	$29
UNIT PROFIT (SUBSIDY):	$(4.00)	TOTAL PROFIT (SUBSIDY):	$(4)
TOTAL UNITS:	1	PCT. COST RECOVERY:	86.21%

SUGGESTED FEE FOR COST RECOVERY OF: 58%

Fixed Fee of $30 per appeal

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PARKING ADMINISTRATIVE HEARING REV.	S-2090
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	$29.11	1	$29
		TYPE SUBTOTAL	**0.25**	**$29.11**		**$29**
		TOTALS	**0.25**	**$29.00**		**$29**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FALSE ALARM RESPONSE-SHERIFF	S-2094

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 " " " " - $ 90
Fifth " " " " - $185
Sixth or more " " " " - $370

REVENUE AND COST COMPARISON

UNIT REVENUE:	$1.75	TOTAL REVENUE:	$175
UNIT COST:	$234.30	TOTAL COST:	$23,430
UNIT PROFIT (SUBSIDY):	$(232.55)	TOTAL PROFIT (SUBSIDY):	$(23,255)
TOTAL UNITS:	100	PCT. COST RECOVERY:	0.75%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First Three False Alarms in a 12 month period - no charge
Fourth " " " " - $100
Fifth " " " " - $200
Sixth or more " " " " - $450

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FALSE ALARM RESPONSE-SHERIFF	S-2094
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		0.40	$46.58	100	$4,658
POLICE DEPARTMENT	DEPUTY		1.00	$187.72	100	$18,772
		TYPE SUBTOTAL	**1.40**	**$234.30**		**$23,430**
		TOTALS	**1.40**	**$234.30**		**$23,430**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FALSE ALARM RESPONSE-FIRE	S-2098

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 " " " " - $ 60
Fourth " " " " - $120
Fifth or more " " " " - $180

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$108.00	TOTAL COST:	$108
UNIT PROFIT (SUBSIDY):	$(108.00)	TOTAL PROFIT (SUBSIDY):	$(108)
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 " " " " - $100
Fourth " " " " - $200
Fifth or more " " " " - $300

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
FALSE ALARM RESPONSE-FIRE	S-2098
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	$39.82	1	$40
FIRE-SUPPRESSION	FIRE ENGINEER		0.25	$34.61	1	$35
FIRE-SUPPRESSION	FIREFIGHTER 2		0.26	$33.49	1	$33
		TYPE SUBTOTAL	**0.76**	**$107.92**		**$108**
		TOTALS	**0.76**	**$108.00**		**$108**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ANIMAL REGULATION	S-3007

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. Service is provided by San Bernardino Animal Control and the City adopts the County fee.

CURRENT FEE STRUCTURE

Unaltered Dog: $96 for a 1-year license.
Altered Dog: $24 for a 1-year license, $54 for a 3-year license.
Senior/Disabled/Veteran Altered Dog: $12 for a 1-year license, $36 for a 3-year license.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$35.99	TOTAL REVENUE:	$55,000
UNIT COST:	$352.02	TOTAL COST:	$537,887
UNIT PROFIT (SUBSIDY):	$(316.03)	TOTAL PROFIT (SUBSIDY):	$(482,887)
TOTAL UNITS:	1,528	PCT. COST RECOVERY:	10.23%

SUGGESTED FEE FOR COST RECOVERY OF: 10%

Unaltered Dog: $96 for a 1-year license.
Altered Dog: $24 for a 1-year license, $54 for a 3-year license.
Senior/Disabled/Veteran Altered Dog: $12 for a 1-year license, $36 for a 3-year license.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
ANIMAL REGULATION	S-3007
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	$13.48	1,528	$20,597
CD-ANIMAL CARE		Program Costs	0.00	$338.54	1,528	$517,289
		TYPE SUBTOTAL	**0.17**	**$352.02**		**$537,887**
		TOTALS	**0.17**	**$352.02**		**$537,887**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PRIVATE PROPERTY AUTO ABATEMENT	S-3014

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.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$197.30	TOTAL REVENUE:	$1,973
UNIT COST:	$230.50	TOTAL COST:	$2,305
UNIT PROFIT (SUBSIDY):	$(33.20)	TOTAL PROFIT (SUBSIDY):	$(332)
TOTAL UNITS:	10	PCT. COST RECOVERY:	85.60%

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.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PRIVATE PROPERTY AUTO ABATEMENT	S-3014
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	$230.52	10	$2,305
		TYPE SUBTOTAL	**2.00**	**$230.52**		**$2,305**
		TOTALS	**2.00**	**$230.50**		**$2,305**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
VEHICLE ABATEMENT APPEALS PROCESS'G	S-3021

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 $400 per Appeal

REVENUE AND COST COMPARISON

UNIT REVENUE:	$400.00	TOTAL REVENUE:	$800
UNIT COST:	$465.00	TOTAL COST:	$930
UNIT PROFIT (SUBSIDY):	$(65.00)	TOTAL PROFIT (SUBSIDY):	$(130)
TOTAL UNITS:	2	PCT. COST RECOVERY:	86.02%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $465 per Appeal

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
VEHICLE ABATEMENT APPEALS PROCESS'G	S-3021
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	$234.42	2	$469
CD-CODE ENFCMNT	CODE COMP.OFF.		2.00	$230.52	2	$461
		TYPE SUBTOTAL	**4.00**	**$464.94**		**$930**
		TOTALS	**4.00**	**$465.00**		**$930**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STORAGE IMPOUND RELEASE PROCESSING	S-3028

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 $280 per Vehicle

REVENUE AND COST COMPARISON

UNIT REVENUE:	$280.00	TOTAL REVENUE:	$71,400
UNIT COST:	$399.27	TOTAL COST:	$101,814
UNIT PROFIT (SUBSIDY):	$(119.27)	TOTAL PROFIT (SUBSIDY):	$(30,414)
TOTAL UNITS:	255	PCT. COST RECOVERY:	70.13%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $400 per Vehicle

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
STORAGE IMPOUND RELEASE PROCESSING	S-3028
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	$129.10	255	$32,921
POLICE DEPARTMENT	DEPUTY		1.25	$234.63	255	$59,831
POLICE DEPARTMENT	SVC.SPECIALIST		0.50	$35.54	255	$9,063
		TYPE SUBTOTAL	**2.25**	**$399.27**		**$101,814**
		TOTALS	**2.25**	**$399.27**		**$101,814**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
NUISANCE ABATEMENT HEARING	S-3035

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.

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 2025-2026 BUDGET

SERVICE	REFERENCE NO.
NUISANCE ABATEMENT HEARING	S-3035
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REFUSE EXEMPTION PERMIT	S-3056

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 $30 per exemption

REVENUE AND COST COMPARISON

UNIT REVENUE:	$30.00	TOTAL REVENUE:	$150
UNIT COST:	$32.40	TOTAL COST:	$162
UNIT PROFIT (SUBSIDY):	$(2.40)	TOTAL PROFIT (SUBSIDY):	$(12)
TOTAL UNITS:	5	PCT. COST RECOVERY:	92.59%

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 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REFUSE EXEMPTION PERMIT	S-3056
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.COORD.		0.25	$32.36	5	$162
		TYPE SUBTOTAL	**0.25**	**$32.36**		**$162**
		TOTALS	**0.25**	**$32.40**		**$162**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
EMERGENCY SERVICES TO DEVELOPERS	S-3063

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.

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 2025-2026 BUDGET

SERVICE	REFERENCE NO.
EMERGENCY SERVICES TO DEVELOPERS	S-3063
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RETURNED CHECK PROCESSING	S-4008

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

$22 plus bank charges

REVENUE AND COST COMPARISON

UNIT REVENUE:	$22.00	TOTAL REVENUE:	$396
UNIT COST:	$22.78	TOTAL COST:	$410
UNIT PROFIT (SUBSIDY):	$(0.78)	TOTAL PROFIT (SUBSIDY):	$(14)
TOTAL UNITS:	18	PCT. COST RECOVERY:	96.59%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$23 plus bank charges

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RETURNED CHECK PROCESSING	S-4008
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	18

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNTANT		0.08	$9.32	18	$168
FINANCE	ACCTG ASSIST II		0.17	$13.48	18	$243
		TYPE SUBTOTAL	**0.25**	**$22.80**		**$410**
		TOTALS	**0.25**	**$22.78**		**$410**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RECORDS RESEARCH SERVICE	S-4019

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.

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 2025-2026 BUDGET

SERVICE	REFERENCE NO.
RECORDS RESEARCH SERVICE	S-4019
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE		REFERENCE NO.
DOCUMENT PRINTING & COPYING		S-4030
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.

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.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DOCUMENT PRINTING & COPYING	S-4030
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
COPYING SERVICE	S-4041

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.

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%

$.35 for each page.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
COPYING SERVICE	S-4041
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DOCUMENT CERTIFICATION	S-4063

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

$38 per certification per document plus copying services

REVENUE AND COST COMPARISON

UNIT REVENUE:	$38.00	TOTAL REVENUE:	$190
UNIT COST:	$42.40	TOTAL COST:	$212
UNIT PROFIT (SUBSIDY):	$(4.40)	TOTAL PROFIT (SUBSIDY):	$(22)
TOTAL UNITS:	5	PCT. COST RECOVERY:	89.62%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$42 per certification per document plus copying services

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DOCUMENT CERTIFICATION	S-4063
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	$42.48	5	$212
		TYPE SUBTOTAL	**0.25**	**$42.48**		**$212**
		TOTALS	**0.25**	**$42.40**		**$212**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CD/AUDIO TAPE COPYING SERVICE	S-4074

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

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

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CD/AUDIO TAPE COPYING SERVICE	S-4074
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CANDIDATE FILING ASSISTANCE	S-4085

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)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$25.00	TOTAL REVENUE:	$125
UNIT COST:	$339.80	TOTAL COST:	$1,699
UNIT PROFIT (SUBSIDY):	$(314.80)	TOTAL PROFIT (SUBSIDY):	$(1,574)
TOTAL UNITS:	5	PCT. COST RECOVERY:	7.36%

SUGGESTED FEE FOR COST RECOVERY OF: 7%

Deposit of $25 refundable upon submission of final papers. (Election Code 10228 mandates a $25 maximum)

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CANDIDATE FILING ASSISTANCE	S-4085
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	$339.82	5	$1,699
		TYPE SUBTOTAL	**2.00**	**$339.82**		**$1,699**
		TOTALS	**2.00**	**$339.80**		**$1,699**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DELINQUENT REFUSE LIEN ADMIN.	S-4096

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
City Clerk	Lien	

DESCRIPTION OF SERVICE

See note below.

CURRENT FEE STRUCTURE

Fixed Fee of $190

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 service as it is no longer provided.

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CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DELINQUENT REFUSE LIEN ADMIN.	S-4096
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

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LIEN RELEASE	S-4107

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 $45 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$45.00	TOTAL REVENUE:	$1,125
UNIT COST:	$201.96	TOTAL COST:	$5,049
UNIT PROFIT (SUBSIDY):	$(156.96)	TOTAL PROFIT (SUBSIDY):	$(3,924)
TOTAL UNITS:	25	PCT. COST RECOVERY:	22.28%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $200 Plus Notary Fee (currently $15) and County Recorder Fee (currently $20)

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
LIEN RELEASE	**S-4107**
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	DEPUTY CITY CLERK		1.00	$148.57	25	$3,714
CD-CODE ENFCMNT	ADMIN.ASSISTANT III		0.50	$53.38	25	$1,335
		TYPE SUBTOTAL	**1.50**	**$201.95**		**$5,049**
		TOTALS	**1.50**	**$201.96**		**$5,049**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REQUESTED STUDY SESSION PREPARATION	S-4118

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 $600.

REVENUE AND COST COMPARISON

UNIT REVENUE:	$600.00	TOTAL REVENUE:	$600
UNIT COST:	$657.00	TOTAL COST:	$657
UNIT PROFIT (SUBSIDY):	$(57.00)	TOTAL PROFIT (SUBSIDY):	$(57)
TOTAL UNITS:	1	PCT. COST RECOVERY:	91.32%

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 $660. Plus Finance deposit surcharge - S-4180.

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
REQUESTED STUDY SESSION PREPARATION	S-4118
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	$84.96	1	$85
CD-PLANNING	ASSIST.CD DIR.		1.00	$269.46	1	$269
CD-PLANNING	ASSISTANT PLANNER		2.00	$302.80	1	$303
		TYPE SUBTOTAL	**3.50**	**$657.22**		**$657**
		TOTALS	**3.50**	**$657.00**		**$657**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PASSPORT SERVICE	S-4129

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

Maximum authorized by the State Department (currently $35) plus any State fees, if applicable

REVENUE AND COST COMPARISON

UNIT REVENUE:	$35.00	TOTAL REVENUE:	$3,850
UNIT COST:	$74.29	TOTAL COST:	$8,172
UNIT PROFIT (SUBSIDY):	$(39.29)	TOTAL PROFIT (SUBSIDY):	$(4,322)
TOTAL UNITS:	110	PCT. COST RECOVERY:	47.11%

SUGGESTED FEE FOR COST RECOVERY OF: 47%

Maximum authorized by the State Department (currently $35) plus any State fees, if applicable

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
PASSPORT SERVICE	S-4129
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	110

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEPUTY CITY CLERK		0.50	$74.29	110	$8,172
		TYPE SUBTOTAL	**0.50**	**$74.29**		**$8,172**
		TOTALS	**0.50**	**$74.29**		**$8,172**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
NOTARY PUBLIC SERVICE	S-4140

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

REVENUE AND COST COMPARISON

UNIT REVENUE:	$15.00	TOTAL REVENUE:	$600
UNIT COST:	$37.15	TOTAL COST:	$1,486
UNIT PROFIT (SUBSIDY):	$(22.15)	TOTAL PROFIT (SUBSIDY):	$(886)
TOTAL UNITS:	40	PCT. COST RECOVERY:	40.38%

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Fixed Fee of $15 per Notarized form - Maximum Allowed by State

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
NOTARY PUBLIC SERVICE	S-4140
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	40

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEPUTY CITY CLERK		0.25	$37.14	40	$1,486
		TYPE SUBTOTAL	**0.25**	**$37.14**		**$1,486**
		TOTALS	**0.25**	**$37.15**		**$1,486**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
INITIATIVE-NOTICE OF INTENT	S-4162

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)

REVENUE AND COST COMPARISON

UNIT REVENUE:	$200.00	TOTAL REVENUE:	$200
UNIT COST:	$1,359.00	TOTAL COST:	$1,359
UNIT PROFIT (SUBSIDY):	$(1,159.00)	TOTAL PROFIT (SUBSIDY):	$(1,159)
TOTAL UNITS:	1	PCT. COST RECOVERY:	14.72%

SUGGESTED FEE FOR COST RECOVERY OF: 15%

$200 (maximum per Election Code Sec.9202)

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
INITIATIVE-NOTICE OF INTENT	S-4162
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	$1,359.28	1	$1,359
		TYPE SUBTOTAL	**8.00**	**$1,359.28**		**$1,359**
		TOTALS	**8.00**	**$1,359.00**		**$1,359**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DELINQUENT PENALTY RECEIVABLES	S-4173

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
Finance	Receivable	

DESCRIPTION OF SERVICE

Penalty charge on all delinquent payments.

CURRENT FEE STRUCTURE

Fixed Fee of $55 per receivable

REVENUE AND COST COMPARISON

UNIT REVENUE:	$55.00	TOTAL REVENUE:	$2,750
UNIT COST:	$17.48	TOTAL COST:	$874
UNIT PROFIT (SUBSIDY):	$37.52	TOTAL PROFIT (SUBSIDY):	$1,876
TOTAL UNITS:	50	PCT. COST RECOVERY:	314.65%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Fixed Fee of $55 per receivable (Amount over the cost is a fine charged against the customer.)

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DELINQUENT PENALTY RECEIVABLES	S-4173
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	50

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNTANT		0.15	$17.47	50	$874
		TYPE SUBTOTAL	**0.15**	**$17.47**		**$874**
		TOTALS	**0.15**	**$17.48**		**$874**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DEPOSIT SURCHARGE	S-4180

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	DEPOSIT	

DESCRIPTION OF SERVICE

To recover the cost of establishing, tracking and reconciling a deposit for services. This should be charged to all services where a deposit is obtained for services.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	$0.00	TOTAL REVENUE:	$0
UNIT COST:	$87.34	TOTAL COST:	$25,329
UNIT PROFIT (SUBSIDY):	$(87.34)	TOTAL PROFIT (SUBSIDY):	$(25,329)
TOTAL UNITS:	290	PCT. COST RECOVERY:	0.00%

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1.5% of the deposit or $85 whichever is greater

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
DEPOSIT SURCHARGE	S-4180
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	290

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	ACCOUNTANT		0.75	$87.34	290	$25,329
		TYPE SUBTOTAL	**0.75**	**$87.34**		**$25,329**
		TOTALS	**0.75**	**$87.34**		**$25,329**

CITY OF HIGHLAND, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CREDIT CARD CHARGE RECOVERY	S-4184

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

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

May 4, 2025

CITY OF HIGHLAND, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2025-2026 BUDGET

SERVICE	REFERENCE NO.
CREDIT CARD CHARGE RECOVERY	S-4184
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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CITY OF HIGHLAND, CALIFORNIA
POSITION LISTING IN POSITION TITLE SEQUENCE - SUMMARY
FISCAL YEAR 2025-2026 BUDGET

Position Title	Ref #	FTE's	Average Hourly Rate
ACCOUNTANT	170-03	0.950	$103.92
ACCTG ASSIST II	170-06	2.000	$79.29
ADMIN.ASSIST III	410-05	1.000	$117.21
ADMIN.ASSISTANT I	120-05	1.000	$74.95
ADMIN.ASSISTANT III	120-07	2.000	$100.47
ADMIN.SVCS.MANAGER	310-07	1.000	$111.91
ASSIST.CD DIR.	410-02	1.000	$270.50
ASSIST.ENGINEER	320-81A	1.000	$142.38
ASSISTANT PLANNER	410-04	2.000	$149.61
ASSOCIATE PLANNER	410-03	1.000	$168.13
ASST.DIR.ADM.SVCS	170-02	1.000	$209.52
ASST.P.W.DIRECTOR	309-05	1.000	$180.48
BLDG INSPECTOR-BC	450-93	1.220	$178.52
BUILDING OFFICIAL	450-01	1.000	$175.19
CAPTAIN	200-89	1.000	$442.26
CITY CLERK	120-01	1.000	$169.60
CITY ENG/PW.DIR	309-01	1.000	$220.36
CITY MANAGER	145-01	1.000	$329.46

CITY OF HIGHLAND, CALIFORNIA
POSITION LISTING IN POSITION TITLE SEQUENCE - SUMMARY
FISCAL YEAR 2025-2026 BUDGET

Position Title	Ref #	FTE's	Average Hourly Rate
CODE COMP.OFF.	460-05	3.000	$112.66
COMM. DEVELOP. DIR.	410-01	1.000	$297.54
DEPUTY	200-93	28.000	$187.70
DEPUTY CITY CLERK	120-03	1.000	$148.16
DIR.OF ADMIN.SVCS.	145-02	1.000	$230.28
ENG.TECH II-C	320-83	0.007	$169.52
ENGINEER III-C	320-81	0.034	$242.17
ENGINEERING TECH II	320-80	1.000	$77.80
FIRE CAPTAIN	210-83	3.000	$159.27
FIRE ENGINEER	210-85	3.000	$138.45
FIRE MARSHALL-FC	210-22	0.639	$144.00
FIRE PERSONNEL-OTHER	210-95	1.500	$95.02
FIREFIGHTER 2	210-87	7.000	$128.80
LICENSED SURVEYOR-C	320-82	0.005	$314.80
LIEUTENANT	200-90	1.000	$316.58
MAINT. WORKER II	310-06	3.000	$73.95
MAINT.SUPERINTENDENT	310-05	1.000	$117.98
PERMIT TECH	450-02	2.000	$86.49

CITY OF HIGHLAND, CALIFORNIA
POSITION LISTING IN POSITION TITLE SEQUENCE - SUMMARY
FISCAL YEAR 2025-2026 BUDGET

Position Title	Ref #	FTE's	Average Hourly Rate
PLAN CHECK ENG-BC	450-91B	0.159	$246.53
PLANS EXAMINER-FC	450-92	0.549	$152.00
PUB.SVCS.COORD.	420-15	1.000	$129.45
PUB.SVCS.MGR	420-10	1.000	$176.65
PUB.WKS.MANAGER	310-02	1.000	$140.63
REC.MGMT INTERN	470-20	1.000	$53.43
SERGEANT	200-91	6.000	$258.19
SR. MAINT. WORKER	310-03	2.000	$87.78
SR.CIVIL ENGINEER	320-79	1.000	$186.01
SR.CODE COMP.OFFICER	460-04	1.000	$132.36
SR.ENGIN'G TECH-C	320.83A	0.037	$177.58
SR.INSPECTOR-C	320-84	0.851	$177.58
SR.PLANS EXAMINER-BC	450-91	0.085	$212.53
SVC.SPECIALIST	200-95	4.000	$71.07
VOLUNTEER COORD.	310-22	1.000	$84.60
	TOTAL	99.036	