



City of Highland

John Timmer
Member District 4

Larry McCallon
Member District 5

Public Works Subcommittee Special Meeting Agenda

November 12, 2025 at 4:15 PM
City Hall Upright Conference Room
27215 Base Line, Highland, CA 92346

Staff

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

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 Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at www.cityofhighland.org.

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, at least 72 hours prior to the meeting for any requests for reasonable accommodations, including interpreters.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

Call to Order

Public Comment

Limited to items on this agenda only. To address the Public Works Subcommittee, please complete a speaker form located at the entrance prior to the beginning of the meeting. For those wishing to make public comments by email, please submit your comments by 3:15 p.m. on November 12, 2025, to publiccomment@cityofhighland.org. Please identify the agenda item number in the subject line. Emailed comments will be distributed to the Subcommittee and retained as part of the public record; however, submissions will not be read out loud during the meeting.

Business Items

1. Minutes - June 24, 2025 Public Works Subcommittee Meeting

Approve the Minutes as submitted.

2. Bond Release: "Beazer Homes" Tract 20142

Release the grading and improvement bonds for Tract 20142; the required improvements have been completed.

Adjourn

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted 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), and City Hall (27215 Base Line) at least twenty-four (24) hours prior to the meeting per Government Code Section 54956.



Staff Report

to the Public Works Subcommittee

Agenda
Item
No.1.

Date: November 12, 2025
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Minutes - June 24, 2025 Public Works Subcommittee Meeting

Recommendation:

Approve the Minutes as submitted.

Fiscal Impact:

None.

Public Notice:

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

Background:

The Public Works Subcommittee is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the Public Works Subcommittee and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the June 24, 2025 Public Works Subcommittee meeting have been prepared and are submitted for the Public Works Subcommittee's review and approval.

Attachments:

1. Minutes - June 24, 2025 Public Works Subcommittee Meeting

CALL TO ORDER

The Public Works Subcommittee special meeting was called to order at 5:32 p.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 the Minutes as submitted.
2. Bond Release Tractor Supply Store (Parcel 3, P.M. 20403)
The Subcommittee released the grading bond for Tractor Supply Store, the required improvements have been completed.
3. Bonds Release Costco (P.M. 20878)
The Subcommittee released two (2) grading bonds for Costco Warehouse and Fuel Facility, the required improvements have been completed.

ADJOURN

There being no further business, Member McCallon adjourned the meeting at 5:45 p.m.

Submitted by:

Approved by:

Lissette Nock, Deputy City Clerk

Subcommittee Member



Staff Report

to the Public Works Subcommittee

Agenda
Item
No.2.

Date: November 12, 2025
From: Carlos Zamano, City Manager
Reviewed By: Octavio Duran, Public Works Director/City Engineer
Prepared By: Brian Wolfe, Assistant Public Works Director
Subject: Bond Release: "Beazer Homes" Tract 20142

Recommendation:

Release the grading and improvement bonds for Tract 20142; the required improvements have been completed.

Fiscal Impact:

The maintenance of streets, storm drains and street lighting improvements within this subdivision will be the City's responsibility upon release of these improvement bonds and acceptance of said improvements by the City. Maintenance costs for streetlights, street, and storm drain maintenance district improvements will be funded out of annual assessments collected within this subdivision.

Public Notice:

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

Background:

Tract No. 20142 is a 54-lot single-family residential subdivision located north of Santa Ana Canyon Road, and west of Alta Vista (former Kiel property). This tract was developed by KL BZR AIV, LLC (Beazer Homes) who has provided bonding for all required improvements. The tentative map was originally approved by the Planning Commission on December 4, 2018. The final map, grading and improvement bonds for this project, were approved and accepted by the City Council on November 8, 2022. The grading and street and storm drain bonds required to guarantee construction and payment of the various improvements for Tract No. 20142, are listed individually in the attached Public Works Subcommittee Request for Bond Release Memo.

The Public Works/Engineering Department has inspected the improvements and confirmed that all required work has been completed satisfactorily. The applicable one-year Warranty Bonds maintenance periods will begin upon release of the Faithful Performance Bonds. Staff have reviewed the project file and is recommending the full release of the posted Faithful Performance bonds.

Attachments:

1. Vicinity Map - TR 20142
2. Bond Release Memo - TR 20142

Attachment A

NOW OPEN

7199 (Alberta)

LEGEND

	PUBLIC BUILDING		SHOPPING CENTERS
	FIRE STATION		POLICE STATION
	ELEMENTARY SCHOOL		PARKS
	MIDDLE SCHOOL		HOSPITAL
	HIGH SCHOOL		CEMETERY

0 MILES SCALE 1/2



ZIP CODE 92346

HIGHLAND
POPULATION 52,86

ZIP CODE 92346

SITE

VICINITY MAP

ZIP CODE 92374

REDLAND

This map cannot be used for legal purposes. It is not intended to be used as a substitute for a professional survey or other official government data. AD Publications as in cases of this report map data not contr

Attachment B



Public Works Subcommittee Request for Bond Release

MEETING DATE: November 12, 2025

DEVELOPER: KL BZR AIV, LLC (Beazer Homes)

PROJECT: Tract 20142

JUSTIFICATION: Completion of Required Improvements

BONDS HEREBY RELEASED:

<u>Improvement</u>	<u>Faithful Performance</u>	<u>Number</u>
Grading	\$339,500.00	K40569820
Street and Storm Drain	\$1,784,500.00	0249035

BOND RELEASED IN 6 MONTHS:

<u>Improvement</u>	<u>Labor & Material</u>	<u>Number</u>
Street and Storm Drain	\$892,250.00	0249035

BONDS RELEASED IN 1 YEAR:

<u>Improvement</u>	<u>Warranty</u>	<u>Number</u>
Street and Storm Drain	\$446,125.00	0249035

Approved by Public Works Subcommittee

BY: _____

DATE: _____

Notice/Copy To: Engineering _____ City Clerk _____ Developer _____ Surety _____