



City of Highland

Gregory Hogan, Member
District 1

Larry McCallon, Member
District 5

Public Works Subcommittee Special Meeting Agenda

March 23, 2026 at 5:00 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
Lissette Nock, Deputy City Clerk
Michelle Gomez, Assistant Director of Administrative Services

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.highlandca.gov.

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 \$500 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

Roll Call

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 4:00 p.m. on March 23, 2026, to publiccomment@highlandca.gov. 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 - November 12, 2025 Public Works Subcommittee Meeting
Approve the Minutes as submitted.
2. Adjustment of Cart Sizes for Trash Collection Service
 1. Approve the addition of a 35-gallon cart for trash collection service
 2. Eliminate the senior discount service for new accounts
3. Grading Bond Release for "Greenspot Crossings (North)" Parcels 1-6 of P.M. 20382
Release the grading bond for "Greenspot Crossings (North)" Parcels 1-6 of P.M. 20382
4. Installation of a Rapid Rectangular Flashing Beacon (RRFB) at Base Line near Club View Dr
Approve the installation of a Rapid Rectangular Flashing Beacon (RRFB) at Base Line near Club View Dr.

Adjourn

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at www.highlandca.gov 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: March 23, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Minutes - November 12, 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 November 12, 2025, Public Works Subcommittee Meeting have been prepared and are submitted for the Public Works Subcommittee's review and approval.

Attachments:

1. Minutes - November 12, 2025 Public Works Subcommittee Meeting

Call to Order

The Public Works Subcommittee special meeting was called to order at 4:15 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 - June 24, 2025 Public Works Subcommittee Meeting
Approved the Minutes as submitted.
2. Bond Release: "Beazer Homes" Tract 20142
Released the grading and improvement bonds for Tract 20142; the required improvements have been completed.

Adjourn

There being no further business, Member McCallon adjourned the meeting at 4:19 p.m.

Submitted By:

Approved By:

Lisette Nock, Deputy City Clerk

Subcommittee Member



Staff Report

to the Public Works Subcommittee

Agenda
Item
No.2.

Date: March 23, 2026
From: Carlos Zamano, City Manager
Reviewed By: Octavio Duran, Public Works Director/City Engineer
Prepared By: Melissa Morgan, Public Services Manager
Subject: Adjustment of Cart Sizes for Trash Collection Service

Recommendation:

1. Approve the addition of a 35-gallon cart for trash collection service
2. Eliminate the senior discount service for new accounts

Fiscal Impact:

The addition of a 35-gallon trash cart option may result in a minor reduction in franchise fee revenues to the City. Staff anticipates that the overall fiscal impact would be minimal, as the 35-gallon option is expected to serve a relatively small portion of the customer base, primarily residents in compact housing developments or those with lower waste generation. For comparison, if an account switches from a 95-gallon residential service to a 35-gallon service, the reduction in franchise fee revenue would be approximately \$0.92 per month, or \$11.04 annually per parcel. As a result, any decrease in franchise fee revenue is not expected to significantly affect the City's overall solid waste revenue structure.

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 City currently provides residential solid waste collection using 95-gallon carts for all three waste streams: trash, recycling, and organics. These container sizes generally work well for most traditional single-family residential properties. Recent housing development proposals, including small-lot subdivisions, townhomes, accessory dwelling units (ADUs), and other compact residential formats often feature reduced or no yard areas with limited space for waste container storage and collection. As housing density increases and lot sizes decrease, the standard 95-gallon carts can create challenges for site planning, storage, and accessibility. Staff is proposing adding a 35-gallon trash cart as an optional service level.

Proposed 35-gallon Trash Cart

Potential benefits of a 35-gallon cart include:

- Improved compatibility with smaller lot sizes and reduced side yard areas
- Greater flexibility for developers designing higher-density housing projects
- Improved neighborhood aesthetics through easier storage within designated areas
- Potential waste reduction by encouraging recycling and diversion

This option would be particularly suitable for:

- Small-lot single-family developments
- Townhome communities
- ADU properties with limited storage space
- Cottage or cluster housing developments
- Other compact residential formats

While intended to address the needs of smaller housing developments, all residents would have the option to select a 35-gallon trash cart in place of larger containers if desired. Since the 35-gallon service level would be priced lower than the current larger cart sizes, customers who choose to downsize their trash service would generate slightly lower franchise fee payments. Based on this year's base rates, which reflects current disposal and service costs, the estimated rate for 35-gallon trash service rate is \$26.65 per month, or \$0.92 cents less than the 95-gallon service.

Senior Discount Service

The City currently offers a senior discount service level consisting of a 65-gallon trash cart at a reduced rate of approximately 20 percent. As part of an ongoing review of service options and rate structures, staff is proposing adjustments to simplify service offerings while continuing to accommodate existing customers. To streamline service offerings and align container sizes with the City's standard options, staff proposes eliminating this specific service configuration for new customers. To minimize impacts on existing residents, current customers enrolled in the senior discount program will be grandfathered into the program. These customers may retain their current cart sizes and discounted rate structure as long as they maintain their existing service configuration. If a grandfathered customer elects to change their service level in the future, they would transition to the standard service options and applicable rates in effect at that time.

The recycling and organics cart service is currently only offered in 95-gallons for regular and senior discount rates. The proposed changes are related only to trash carts. If approved, staff will bring a complete rate package to the subcommittee for review prior to a public hearing review by the City Council in June.

Attachments:

None



Staff Report

to the Public Works Subcommittee

Agenda
Item
No.3.

Date: March 23, 2026
From: Carlos Zamano, City Manager
Reviewed By: Octavio Duran, Public Works Director/City Engineer
Prepared By: Brian Wolfe, Assistant Public Works Director
Subject: Grading Bond Release for “Greenspot Crossings (North)” Parcels 1-6 of P.M. 20382

Recommendation:

Release the grading bond for “Greenspot Crossings (North)” Parcels 1-6 of P.M. 20382

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:

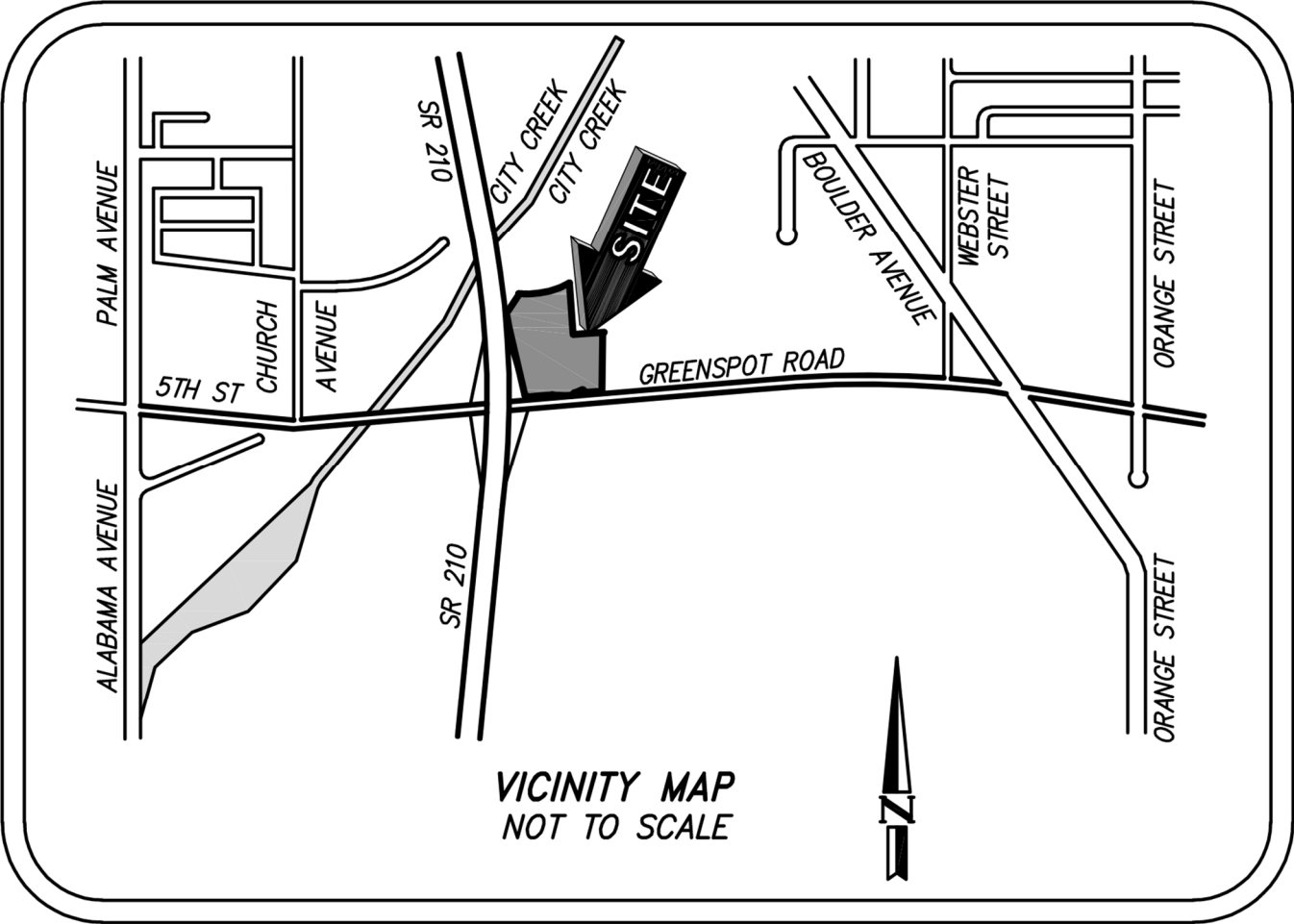
On July 2, 2024, the Planning Commission approved Design Review Application# DRA 024-004, for a commercial/retail development project consisting of (7) commercial tenant buildings. As a condition of project approval, the applicant was required to post a grading bond in accordance with city standards and approved plans. The developer’s contractors have completed the grading and construction of their site improvements pursuant to the City approved precise grading plans.

The Public Works/Engineering Department has inspected the improvements and confirmed that all required work has been completed satisfactorily. Any applicable maintenance periods have also passed without issue. Staff have reviewed the project file and recommend the full release of the posted Faithful Performance Grading bond.

Attachments:

1. Vicinity Map
2. Grading Bond Release

ATTACHMENT 1



ATTACHMENT 2



Public Works Subcommittee Request for Bond Release

MEETING DATE: March 23, 2026

DEVELOPER: TREH Partners XV, LLC

PROJECT: Highland Crossing-North (Parcels 1-6, P.M. 20382)

JUSTIFICATION: Completion of Required Improvements

BOND HEREBY RELEASED:	<u>Improvement</u>	<u>Faithful Performance</u>	<u>Number</u>
	Grading	\$83,180	4465439

Approved by Public Works Subcommittee

BY: _____

DATE: _____

Notice/Copy To: Engineering_____ City Clerk_____ Developer_____ Surety_____



Staff Report

to the Public Works Subcommittee

Agenda
Item
No.4.

Date: March 23, 2026
From: Carlos Zamano, City Manager
Reviewed By: Carlos Zamano, City Manager
Prepared By: Octavio Duran, Public Works Director/City Engineer
Subject: Installation of a Rapid Rectangular Flashing Beacon (RRFB) at Base Line near Club View Dr

Recommendation:

Approve the installation of a Rapid Rectangular Flashing Beacon (RRFB) at Base Line near Club View Dr.

Fiscal Impact:

There is sufficient budget for this installation in the adopted budget for FY 2025-2027 under the Gas Tax, 4580 Contract Services - Traffic Signal Maintenance account. The approved budget includes \$40,000 for the repair, replacement or installation of traffic control devices.

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 City's Public Works Department is responsible for maintenance and operation of the City's roadway system, including review of traffic requests such as new crosswalks or improvements to existing crosswalks. A common enhancement for crosswalks includes the use of different types of flashing systems, such as the in-pavement lighting system or the rectangular rapid flashing beacon (RRFB). The City has historically used in-pavement lighting systems. However, the City shifted towards the use of a RRFB as recommended by the California Manual on Uniform Traffic Control Devices (CA MUTCD). The City's existing in-road lighted crosswalk system has presented ongoing maintenance challenges, including frequent damage from traffic, reduced visibility due to debris and wear, and recurring electrical and hardware repairs. These issues can result in inconsistent operation and higher long-term maintenance costs while limiting driver awareness at critical times. For comparison, the cost of repairing an existing location is about \$25,000 compared to an average cost of \$10,000 for a new RRFB system.

RRFBs have been shown to significantly improve pedestrian safety at uncontrolled crossings. According to Federal Highway Administration (FHWA) research, RRFB installations can increase driver yielding rates to pedestrians to as high as 90–98 percent, compared to substantially lower yielding rates at uncontrolled crosswalks without active warning devices.

Additional national studies indicate that RRFBs are associated with a reduction in pedestrian-involved crashes of up to 47 percent, making them one of FHWA's proven safety countermeasures. Implementing an RRFB at the uncontrolled crosswalk on Base Line near Club View Drive would provide a highly visible, MUTCD-recognized warning to motorists, improve driver compliance, and offer a more durable and maintainable solution compared to the in-pavement lighting system. Two in-pavement systems were replaced with RRFBs as part of City pavement rehab projects last year at Streater Dr/Canyon Oaks Dr and at Greenspot Rd/Club View Dr.

The City received a request for safety improvements at an existing mid-block crosswalk at Base Line approximately 500 feet west of Club View Dr. The crosswalk is along an existing pedestrian path known as the Ranch Meadow Path in East Highland Ranch spanning from from Love St (near Arroyo Verde Elementary) to the Highland Ave. Base Line has a posted speed limit of 40 miles per hour with an estimated average daily traffic of over 12,000 vehicles per day in this segment. Staff is recommending enhancement of the existing crosswalk with a RRFB for improved safety due to the speed and traffic volumes along Base Line and an established pedestrian path that connects to various neighborhood destinations.

The cost of installing a new RRFB at the proposed location is higher than average due to constraints on the site. This segment of Base Line has a large tree canopy and the vendor performed a solar analysis to ensure sufficient sunlight was available to power the system. The recommended build includes larger solar panels than typical and allows for tree to be preserved. However, larger poles with a foundation to support weight and wind loads are required. The cost of the new poles with a foundation is \$10,200 and the cost of the RRFB equipment is \$11,600 for a total estimated cost of \$21,800.

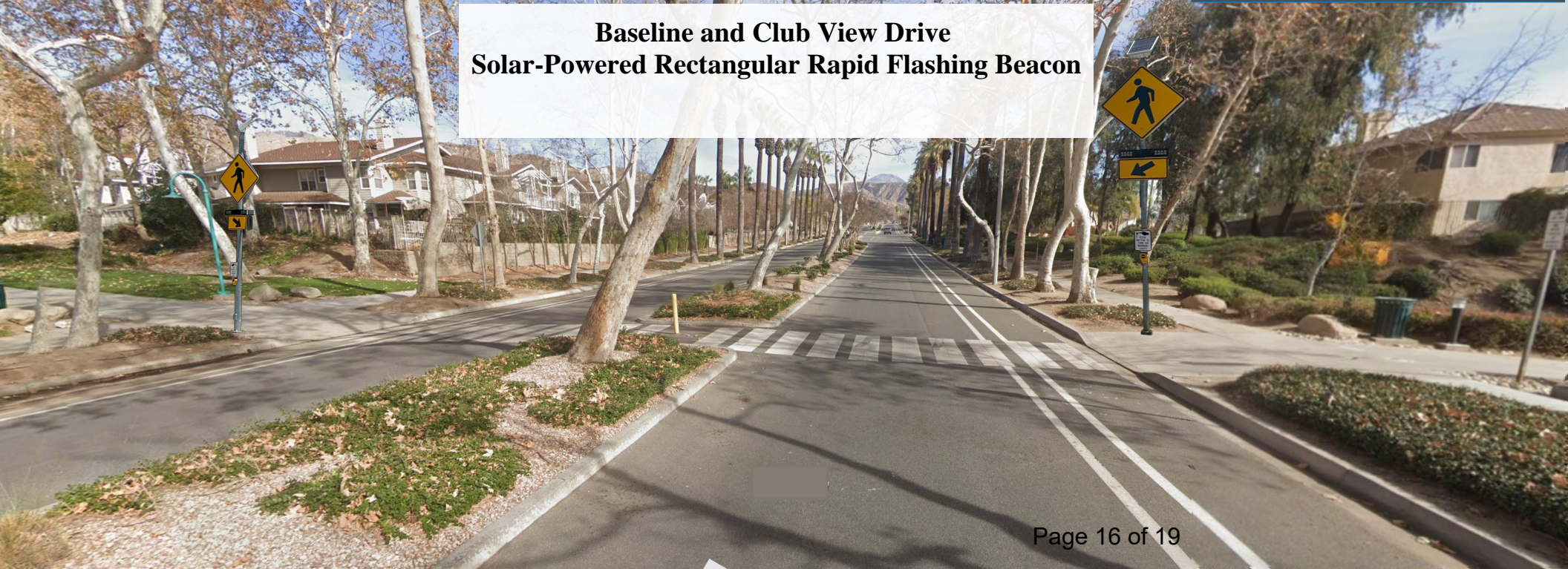
The City currently maintains 13 lighted crosswalks, two of which are RRFBs. If approved, this would increase the number of lighted crosswalks to 14.

Attachments:

1. Exhibit
2. RRFB Installation Quotes

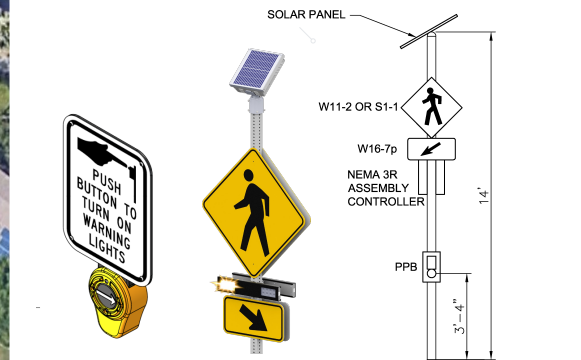
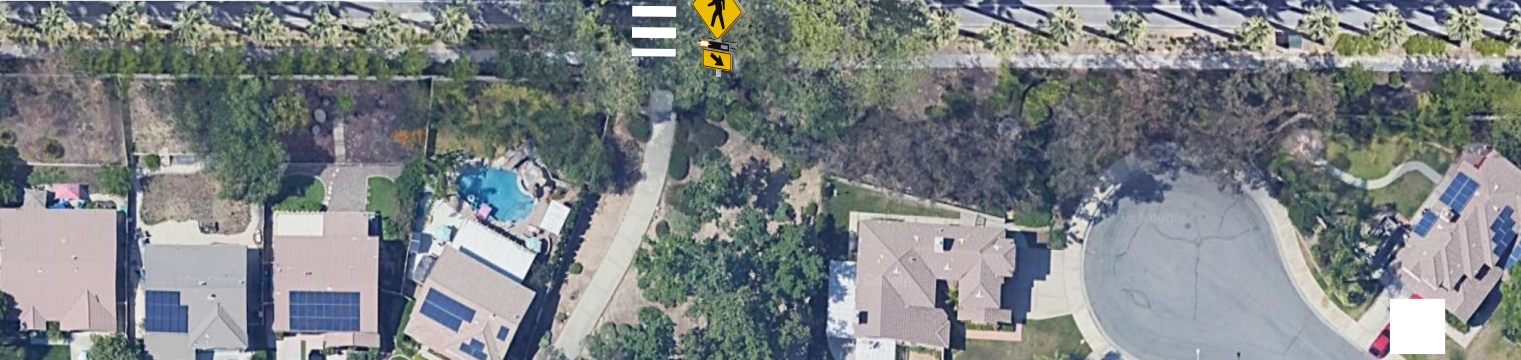
Attachment 1

Baseline and Club View Drive Solar-Powered Rectangular Rapid Flashing Beacon



500' West of Club View Dr

Baseline (40 MPH)



Attachment 2

YUNEX TRAFFIC

Yunex Traffic
2240 Business Way
Riverside, Ca. 92501
(800) 229-6090
www.yunextraffic.com

March 17, 2026

Jim Richardson
City of Highland
27215 Base Line
Highland, Ca. 92346

RE: Base Line & Club View – Install 1A Poles & City Supplied RRFB

Dear Mr. Richardson:

We offer to perform the following work, on the terms and conditions stated below, and at the prices shown, as follows:

Upon your authorization Yunex Traffic will install 2 – 16’ 1A poles on a new foundation and City Supplied RRFB at the location listed above.

Item #	Item Description	Unit	Quantity	Unit Price	Total Price
1	Baseline & Clubview - Install City Supplied RRFB	LS	1	\$10,173.20	\$10,173.20
Total Bid					\$10,173.20

This proposal is an estimate, if unexpected problems arise we will notify you before we proceed and a change order for the extra work will be provided. Additionally, the price listed above does not include any bond or permit fees.

This offer shall expire 60 days from the date hereof and may be withdrawn by us at any time prior thereto with or without notice. This offer supersedes any prior offers, commitment or orders, contains all terms, conditions and warranties and when accepted, constitutes the entire contract between the parties. The resulting contract shall not be modified except by formal written amendment. This offer shall be accepted by delivery to us of a copy of this offer duly signed by you in the space provided.

The foregoing offer is hereby accepted this _____ day of _____, 2026.

CITY OF HIGHLAND

YUNEX TRAFFIC

By: _____

Candace Gallaher

Title: _____

Service Project Manager

Restricted



NexTech Systems, Inc.
Traffic & Safety Solutions

13885 Alton Parkway, Suite A, Irvine, CA 92618 (T) 949-916-2664

Quote

#2026-078

3/16/2026

Customer

City of Highland
Jim Richardson
7935 Central Avenue
Highland, CA 92346
(909) 841-6839

Project	Project Location
Baseline and Pedestrian Path RRFB Crosswalk	City of Highland

Qty	Item	Description
4	90499	MX RRFB Module, yellow LEDs, side of pole mount included, black
4	90542-16	Flasher module harness, 16 ft.
2	91602	Polara iNX audible information device, R10-25 MUTCD 10th Ed. 9 x 12 in. sign and mount, yellow
2	90541-16	Push button harness, iNX, Cable 6c 20AWG 16 ft.
2	90468	MX 300 Solar Cabinet Module, side of pole mount
2	88055	Battery, 35 Ahr.
2	74334	Solar panel, 80 W
2	90458-16	Harness solar 16ft MC4 to wire MX solar cabinet
2	91842	MX Lite subscription, first 3 yrs.
4	89799	Sign, W11-2 Pedestrian, 30", HIP, YLW
2	89800	Sign, W16-7pR MUTCD 10th Ed. right downward diagonal arrow plaque, 24 x 12", HIP, YLW
2	89801	Sign, W16-7pL MUTCD 10th Ed. left downward diagonal arrow plaque, 24 x 12", HIP, YLW
8	92261	Sign side of pole mount, banding to pole, not incl. banding

Quote is valid for 120 days

Subtotal	\$10,318.96
Est. Shipping Cost	\$450.00
Tax Total (7.75%)	\$799.72
Total	\$11,568.68

General Terms & Conditions

1. Quotes are valid for 30 days unless otherwise noted. Quoted prices do not include potential future tariffs.
2. Shipping is estimated; actual costs, including any special handling, will be prepaid and added to the invoice if not quoted.
3. Payment terms: prepaid or net 30 with approved credit. Credit card payments incur a 3% fee.
4. Technical support (not installation), if not included in the quote, is \$800 per location and must be scheduled 2-3 weeks in advance.
5. Minimum order is \$500.
6. All orders are non-cancellable, non-returnable unless otherwise stated.