



## Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Robert L. Vestal, City Engineer | Public Works Director  
**BY:** Leslie Pelayo, Management Analyst- Transit  
**DATE:** January 20, 2026  
**SUBJECT:** Notice of Completion for Shop Building Maintenance Project – Shade Structure Installation (CIP T-04)

---

**Description:** Notice of Completion (NOC) for the shop building maintenance project (CIP T-04) for the installation of a shade structure at the City's vehicle maintenance facility.

### **Background and Analysis:**

The Shop Building Maintenance Project (CIP T-04) is a multi-year capital improvement project intended to support improvements at the City's vehicle maintenance facility. Over multiple fiscal years, the project has included various equipment purchases to improve safety, functionality, and maintenance operations within the vehicle maintenance facility.

On February 4, 2025, City Council approved a Capital Improvement Program amendment to Project T-04 to add \$36,559 for the procurement and installation of a shade structure. As the project is funded with State Transit Assistance (STA) funds, a Short-Range Transit Plan amendment was required and approved by the Riverside County Transportation Commission on April 3, 2025.

### **Project Summary**

The Notice of Completion addressed in this staff report applies only to the procurement and installation of a permanent shade structure. Capital purchases from previous years were solely tools and equipment purchases that did not require construction or installation.

In May 2025, the City solicited a quote for the shade structure using the Alternative Procedure for Public Works Projects in accordance with City Ordinance No. 1160. Playground Boss submitted a quote dated May 20, 2025, in the amount of \$33,153, which included both materials and installation. As the contract amount was below the

City Council approval threshold, the Public Works Agreement (Contract No. C25-74) was executed under the City Manager's signing authority.

Following execution of the Public Works Agreement, the contractor indicated that installation could not be provided within the quoted amount and proposed an installation cost that exceeded the approved project budget. The City therefore limited the authorized scope of work to materials only for a total of \$19,198. No installation work was performed under this agreement.

In September 2025, the City solicited a quote for installation using the Alternative Procedure for Public Works Projects in accordance with City Ordinance No. 1160. Great Western Installations, Inc. (Contractor) submitted a quote dated September 29, 2025, in the amount of \$21,753. As the contract amount was below the City Council approval threshold, the Public Works Agreement (Contract No. C25-145) was executed under the City Manager's signing authority.

The total cost associated with the shade structure permits, procurement and installation is \$41,571. This amount represents the full scope of work subject to this Notice of Completion and includes materials, installation costs paid to date, and the remaining retention payment.

The Contractor has completed the Project's scope of work satisfactorily per the plans and specifications, and a Notice of Completion (NOC) has been provided as Attachment A. The retention payment will be paid 35 days after filing the Notice of Completion with the County of Riverside.

**Fiscal Impact:**

The total amount expended for the project is \$78,129.24, which includes the final retention. Of this amount, \$41,571 is associated with the shade structure procurement and installation, and subject to this Notice of Completion.

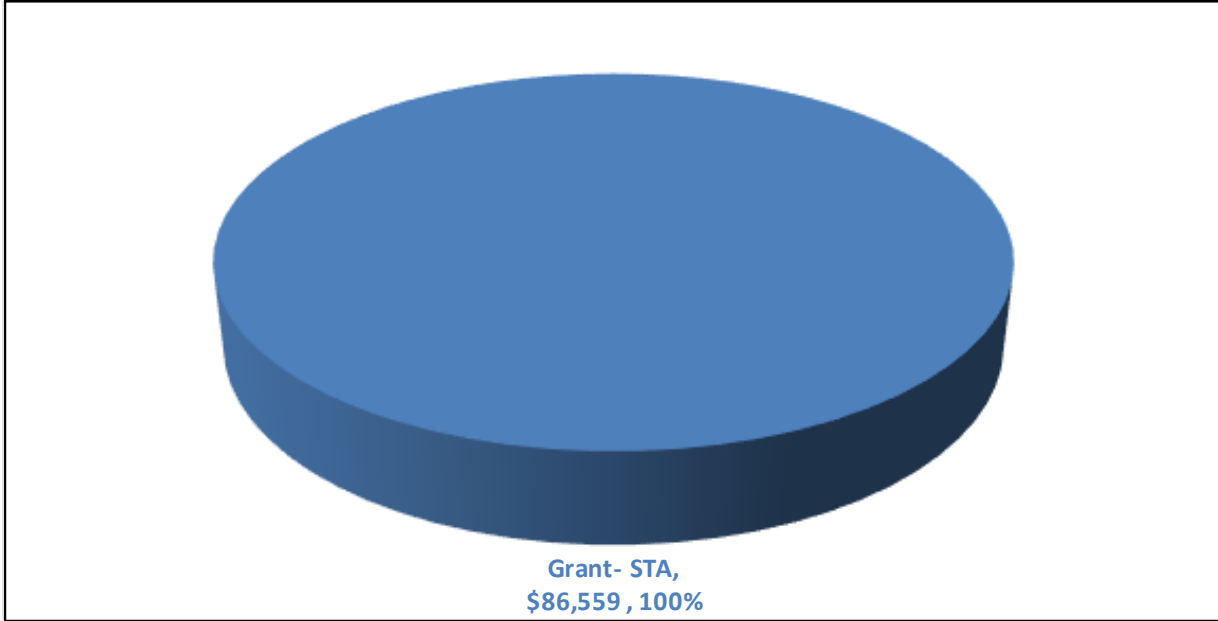
The cost to prepare this staff report is estimated to be \$250.

Please refer to the following project accounting summary table:

**CIP T-04 Shop Building Maintenance Project Funding Summary**

**Estimated Total Project Budget= \$86,559**

**Current Project Budget= \$86,559**



**CIP T-04 Shop Building Maintenance Project Budget Summary**

<b>Project Component</b>	<b>Est. Total Budget</b>	<b>Current Budget</b>	<b>Paid to Date</b>	<b>Remaining Budget</b>
Project Management				
Preliminary Services				
Environmental				
Design				
Permits	\$620	\$620	\$(620)	\$0
Right-of-Way				
Construction	\$48,939	\$48,939	\$(40,951)	\$7,988
Construction Management				
Equipment	\$37,000	\$37,000	\$(36,559)	\$442
<b>Total</b>	<b>\$86,559</b>	<b>\$86,559</b>	<b>\$(78,129)</b>	<b>\$8,430</b>

**Recommended Action:**

Authorize the Mayor to execute the Notice of Completion for CIP T-04 Shop Building Maintenance Project.

**Attachments:**

- A. Notice of Completion – CIP T-04 Shop Building Maintenance Project