



CITY OF MENIFEE

SUBJECT: Notice of Completion and Acceptance for the Kay Cenicerros Senior Center Display Sign

MEETING DATE: February 5, 2025

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst II

REVIEWED BY: Rebekah Kramer, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Accept the improvements for the Kay Cenicerros Senior Center Display Sign, Capital Improvement Program (“CIP”) Project No. 25-10, located at 29995 Evans Road; and
2. Authorize the City Clerk to file a Notice of Completion with the Riverside County Recorder’s Office.

DISCUSSION

The Kay Cenicerros Senior Center Display Sign, CIP No. 25-10 (“Project”) consisted of the purchase and installation of a new display sign for the Kay Cenicerros Senior Center located at 29995 Evans Road, Menifee, CA. The sign that was previously located at the center had been broken and was inoperable for the last several years. The new LED sign will be used to communicate essential information to the community as well as highlight upcoming events and programs.

On September 25, 2025, the City of Menifee (“City”) entered into an agreement with Encore Image, Inc., for the purchase and installation of one 5’5”x10’x3” display sign per Sourcewell Contract 030223-WCH for a total not-to-exceed \$42,966. No change orders were necessary for this Project. The final construction cost for the Project was \$42,965.08.

Filing a Notice of Completion (“NOC”) protects the City from future claims against the Project by providing proper notification to each contractor, subcontractor, and material supplier that the Project has been completed. The payment bond (Labor and Materials Bond) and performance bond will be released 30 days following the date of the NOC recordation, provided no stop notices are filed preventing said releases.

STRATEGIC PLAN OBJECTIVE

Community Engagement and Social Infrastructure

FISCAL IMPACT

There is no fiscal impact associated with the recommended action. All expenses were paid out of the previously approved CIP budget.

ATTACHMENTS

1. Notice of Completion