

City Council Chambers
29844 Haun Road
Menifee, CA 92586



Menifee City Council
Regular Meeting Agenda

Wednesday, February 5, 2025
5:30 PM Closed Session
6:00 PM Regular Meeting

Ricky Estrada, Mayor
Bob Karwin, District 1
Ben Diederich, District 2
Dan Temple, District 3
Dean Deines, District 4

AGENDA

Armando G. Villa, City Manager
Jeffrey T. Melching, City Attorney
Stephanie Roseen, City Clerk

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

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.



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

Recording Requested By:
CITY OF MENIFEE

After Recording Mail To:
CITY CLERK
CITY OF MENIFEE
29844 HAUN ROAD
MENIFEE, CA 92586

Record without fee subject to Govt. Code 6103

NOTICE OF COMPLETION
(Public Works – Civil Code Sec. 9204)

Kay Cenicerros Senior Center Display Sign Installation, CIP No. 25-10

Notice is hereby given that:

Work of improvements on the project herein described were accepted as complete on December 4, 2024. The project consisted of the installation of an LED display sign. The project was completed at Kay Cenicerros Senior Center located at 29995 Evans Road in the City of Menifee, County of Riverside, State of California.

1. The full name of the Owner is: CITY OF MENIFEE
2. The full address of the Owner is: 29844 HAUN ROAD
MENIFEE, CA. 92586
3. The undersigned is a Corporate Officer of the Owner of the interest stated below in the property herein described:
29995 EVANS ROAD
MENIFEE, CA 92586
4. The name of the contractor for such work of construction is:
Encore Image, Inc.
303 West Main Street
Ontario, CA 91762
5. The property on which said work of improvement was completed is within the City of Menifee, County of Riverside, State of California.

STATE OF CALIFORNIA)

Ss

COUNTY OF RIVERSIDE)

I, Stephanie Roseen, hereby certify that I am the City Clerk of the City of Menifee, a municipal corporation, which is the owner of the properties described within this Notice of Completion, executed on behalf of the City; that I have read the notice and know the contents thereof and that the facts therein stated are true of my own knowledge under penalty of perjury under the laws of the state of California; that I make this verification on _____, 20__ for and on behalf of the City.

Stephanie Roseen, City Clerk