STAFF REPORT
CITY OF SOLANA BEACH

TO:	Honorable Mayor and City Councilmembers
FROM:	Alyssa Muto, City Manager
MEETING DATE:	September 3, 2025
ORIGINATING DEPT:	Public Works Department – Luis Carrillo, Deputy Director of Public Works
SUBJECT:	**Authorizing the City Clerk to File a Notice of Completion for the Elevator Modernization Project at City Hall**

BACKGROUND:

On April 10, 2024, the City Council awarded a construction contract for the Elevator Modernization Project to 24-Hour Elevator, Inc., through Resolution 2024-033 (Attachment 2).

This item is before the City Council for consideration of Resolution 2025-097 (Attachment 1), reporting the final project costs, accepting the project as complete and directing the City Clerk to file a Notice of Completion.

DISCUSSION:

24-Hour Elevator has successfully completed all work associated with this project in accordance with the approved plans and specifications, and to the satisfaction of the City Engineer. In accordance with contract terms, the City will release the 5% retention amounting to $4,602.25 thirty-five (35) days following City Council approval of the Notice of Completion.

The following are highlights of the Elevator Modernization project:

- Replacing the elevator controller with a new microprocessor controller
- Installing a new submersible power unit consisting of an IMO hydraulic pump, Imperial Motor, Maxton Valeve, and Chamber Muffler
- Installing an ADA compliant lantern
- Installing new state of the art closed GAL MOVFR II door operator
- Installing a code compliant car apron; and installing new limit switches in the hoist way

CITY COUNCIL ACTION:

_____

_____

Change Order No. 1 was executed to add the following additional work:

- Performance and Payment Bond (Attachment 3)

CEQA COMPLIANCE STATEMENT:

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(a) of the State CEQA Guidelines.

FISCAL IMPACT:

At the time of the award, project funding was allocated through the Fiscal Year (FY) 2023/24 Capital Improvement Plan Budget, which included $100,000 designated for the City Hall Elevator Modernization Project.

The construction base contract was awarded in the amount of $89,800. City Council also authorized a construction contingency of $8,980, bringing the total authorized project budget to $98,780. Change Order No. 1 was issued in the amount of $2,245, remaining within the approved contingency.

Table 1 – Construction Cost Accounting

Item Description	**Company**	**Cost**
Elevator Modernization	24-Hour Elevator	$89,800
Change Order No. 1	24-Hour Elevator	$2,245
Total Project Costs		$92,045
Appropriated Funds		**$100,000**
Remaining Appropriated Funds		**$7,955**

The remaining appropriated funds will be returned to Facilities Replacement – Fund Balance for future project use.

WORK PLAN:

This project was listed in the FY 2023/24 Work Plan under Item B.7 of the Community Character priorities. The elevator repair will restore full accessibility and reliability at the facility, ensuring compliance with ADA standards and maintaining safe public access.

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments/modifications.
- Do not approve Staff recommendations.

CITY STAFF RECOMMENDATION:

Staff recommends the City Council consider adoption of Resolution 2025-097:

1. Authorizing the City Council to accept, as complete, the FY 2023-24 Elevator Modernization Project, performed by 24-Hour Elevator, Inc.

2. Authorizing the City Clerk to file a Notice of Completion for the project.

Alyssa Muto, City Manager

Attachments:

1.Resolution 2025-097
2.Resolution 2024-033
3.Change Order No.1

RESOLUTION 2025-097

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ACCEPTING AS COMPLETE THE ELEVATOR MODERNIZATION PROJECT AT CITY HALL AND AUTHORIZING THE CITY CLERK TO FILE A NOTICE OF COMPLETION

WHEREAS, on April 10, 2024, the City Council awarded a construction contract for the Elevator Modernization Project to 24-Hour Elevator, Inc., through Resolution 2024-033; and

WHEREAS, 24-Hour Elevator has successfully completed all work associated with this project in accordance with the approved plans and specifications, and to the satisfaction of the City Engineer; and

WHEREAS, at the time of the award, project funding was allocated through the Fiscal Year 2023/24 Capital Improvement Plan Budget, which included $100,000 designated for the City Hall Elevator Modernization Project. In accordance with contract terms, the City will release the 5% retention amounting to $4,602.25 thirty-five (35) days following City Council approval of the Notice of Completion; and

WHEREAS, the construction base contract was awarded in the amount of $89,800. City Council also authorized a construction contingency of $8,980, bringing the total authorized project budget to $98,780. Change Order No. 1 was issued in the amount of $2,245, utilizing contingency budget. The final project cost is $92,045.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.

2. That the City Council accepts the Elevator Modernization Project as complete, modernized by 24-Hour Elevator, Inc.

3. That the City Council authorizes the City Clerk to file a Notice of Completion for the project.

PASSED AND ADOPTED this 3rd day of September 2025, at a special meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

ATTACHMENT 1

_____
LESA HEEBNER, Mayor

APPROVED AS TO FORM:

_____
JOHANNA N. CANLAS, City Attorney

ATTEST:

_____
ANGELA IVEY, City Clerk

RESOLUTION 2024-033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO AWARD A PROFESSIONAL SERVICES AGREEMENT AND CONSTRUCTION CONTRACT TO 24 HOUR ELEVATOR, INC. FOR ON-CALL, AS-NEEDED REPAIR SERVICES AND MODERNIZATION UPGRADES

WHEREAS, as part of the annual elevator inspection performed by the State of California, several required upgrades to the City Hall elevator were noted. To stay in compliance with elevator safety regulations, the elevator requires a modernization upgrade; and

WHEREAS, a Request for Bid (RFB) for as needed, on-call Elevator Maintenance Services and Modernization was posted in February 2024; and

WHEREAS, Staff posted the RFB to the City's electronic procurement system to solicit proposals from private industry service providers. No proposals were received by March 12, 2024, the closing date; and

WHEREAS, since the City did not receive any construction bids for the modernization upgrades to the passenger elevator, Staff negotiated a contract directly with 24 Hour Elevator, Inc. for the required upgrades. Per Section 20166 of the California Public Contract Code, if no bids are received in response to an advertisement for construction bids, the City may proceed with the project without further complying with that section of the California Public Contract Code; and

WHEREAS, the proposal submitted by 24 Hour Elevator, Inc., for the modernization upgrades to the City Hall Passenger Elevator is $89,800. Staff is recommending a contingency of $8,980 (10%). The estimated construction contract, including contingency, is $98,780; and

WHEREAS, in addition to the construction contract with 24 Hour Elevator, Staff recommends awarding a PSA to 24 Hour Elevator, Inc., for monthly inspections and maintenance services in the annual proposal amount for each subsequent year. In addition, Staff recommends adding $2,500, to the annual maintenance services amount, to each subsequent year, for as-needed services; and

WHEREAS, the Capital Improvement Plan (CIP) budget includes $100,000 for the City Hall Elevator modernization upgrades. As noted above, the estimated construction cost, including contingency, should not exceed $98,780; and

WHEREAS, the Facilities Maintenance of Building and Grounds fund includes around $2,500 for the City Hall Elevator monthly inspections in the FY 2024/25 Adopted Budget. Staff recommends an additional $2,500 be included in Facilities Maintenance of

Building and Grounds fund for on-call, as-needed Elevator Maintenance Services, in each subsequent year.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the foregoing recitations are true and correct.

2. That the City Council authorizes the City Manager to award a construction contract to 24 Hour Elevator Inc., in the amount of $89,800, and a contingency amount of $8,980, for a total, not to exceed amount of $98,780 for FY 2024/25 for elevator modernization upgrades to account 4596510-66610.

3. That the City Council authorizes the City Manager to approve cumulative change orders up to the construction contingency amount

4. That the City Council authorizes the City Manager to execute a Professional Services Agreement with 24 Hour Elevator, Inc., in the amount not to exceed $4,833.76 for FY 2024/25, $4,950.40 for FY 2025/26, $5,072.92 for FY 2026/27, $5,201.68 for FY 2027/28, $5,336.80 for FY 2028/29 for monthly inspections, and for on-call, as-needed services to account 1006570-65260.

5. That the City Council authorizes the City Treasurer to amend the Fiscal Year 2024/25 Adopted Budget accordingly.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 10th day of April 2024 by the following vote.

AYES: Councilmembers –
NOES: Councilmembers –
ABSENT: Councilmembers –
ABSTAIN: Councilmembers –

_____
LESA HEEBNER, Mayor

APPROVED AS TO FORM:

_____
JOHANNA N. CANLAS, City Attorney

ATTEST:

_____
ANGELA IVEY, City Clerk

CITY OF SOLANA BEACH
CONTRACT CHANGE ORDER

Date January 7, 2025

Project: City Hall Elevator Modernization

Change Order 1

Purchase Order # 22500115

PROJECT TITLE: City Hall Elevator Modernization, Bid No. 2024-02

This change order compensates the contractor for the items listed below. Request for Change Order No. 1 dated January 7, 2025.

1. Performance and Payment Bond

TOTAL CHANGE TO CONTRACT AMOUNT: $2,245.00
CHANGE TO CONTRACT WORKING DAYS: 0

All work related to this change order shall be done in accordance with the Project Special Provisions, the Project Plans, and the Standard Specifications for Public Works Construction “Greenbook”, 2018 Edition (Standard Specifications). This change order shall include all labor, materials, tools, equipment and incidentals as required to complete the work complete and in place. No additional compensation shall be due to the contractor as a result of this change order.

This change order shall include all general contractor's overhead, extended overhead, profit, incidentals, bonds and lost time. Contractor shall not be entitled to any additional payments or time extensions beyond what is detailed in this change order.

ATTACHMENT 3

Estimated Cost: Increase **$2,245.00** Decrease -- No Change --

By reason of this change order the time of completion will be extended by -0- days.

Recommended By: _____
Orelia DeBraal, Public Works Director

Contract Summary

Approved: CITY OF SOLANA BEACH

Initial Contract Amount $89,800.00

By: _____
Alyssa Muto, City Manager

Date: _____

This Change Order $2,245.00

Approved: 24 Hour Elevator. Inc.

Total Contract to Date $92,045.00

By: _____

Additional Appropriation Required No

Date: _____