

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.16
(ID # 29794)

MEETING DATE:
Tuesday, March 03, 2026

FROM : FACILITIES MANAGEMENT

SUBJECT: FACILITIES MANAGEMENT REAL ESTATE (FM-RE) AND RIVERSIDE COUNTY EXECUTIVE OFFICE (RCXO): Riverside County District Attorney Riverside Centre Grand Jury Office Remodel Project - Approval of Notice of Completion for PUB Construction, Inc.; District 1. [Total Cost \$10,551 – 100% CIP Fund 30700 (Previously approved project budget)] (Clerk to Record Notice of Completion)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Accept the District Attorney Riverside Centre Grand Jury Office Remodel Project constructed by PUB Construction, Inc. of Diamond Bar, California, as complete and authorize the Chairman of the Board to execute the Notice of Completion;
2. Direct the Clerk of the Board to record the attached Notice of Completion for the District Attorney Riverside Centre Grand Jury Office Remodel Project; and
3. Authorize the release of undisputed retained funds in the amount of \$10,551 to PUB Construction, Inc. in accordance with the contract terms and applicable law, per the General Conditions of the contract.


ACTION:Policy, CIP


Vincent Yzaguirre 2/17/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, seconded by Supervisor Gutierrez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Perez, and Gutierrez
Nays: None
Absent: Washington
Date: March 3, 2026
xc: FM-RE, RCXO, Recorder

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 10,551	\$ 0	\$ 10,551	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% CIP Fund 30700 (PREVIOUSLY APPROVED BUDGET)			Budget Adjustment: No	
			For Fiscal Year: 2025/26	

C.E.O. RECOMMENDATION: [CEO use]

BACKGROUND:

Summary

On April 15, 2025 (Item 3.12), the Riverside County Board of Supervisors (Board) approved the in-principle and preliminary project budget in the amount of \$410,000 for the District Attorney - Riverside Centre - Grand Jury Office Remodel Project (Project). Riverside Centre is a County owned office facility located at 3901 Lime Street in Riverside and that provides space for Grand Jury staff and their operational needs. The Project scope of work included the demolition of one office, a closet area and interior window, as well as the installation of a new wall and door to separate the suite, replacement of the counter and sink in the breakroom, providing new flooring, furniture, security badge access, and rerouting of mechanical and electrical systems.

On August 27, 2024 (Item 3.25), the Board approved the construction contract for Job Order Contract (JOC) No. 20.3 between the County of Riverside (County) and PUB Construction, Inc. Pursuant to the contract, two JOC job orders were issued in the cumulative amount of \$211,018 for the Project. In addition, \$166,982 was executed for specialty consultants, inspections, and County Administration of the Project.

PUB Construction, Inc. has completed the work for the Project, and the work has been inspected and found to comply with safety requirements. This Board action will authorize the release of the undisputed contract retention funds in the amount of \$10,551 to PUB Construction, Inc. after the Notice of Completion has been recorded, per the contract terms and applicable law. The Project was completed under budget with an estimated savings of \$32,000.

Impact on Residents and Businesses

The Project has provided much needed and expanded office areas for the Riverside County Grand Jury operations. This new space has provided necessary and adequate space for both Civil and Criminal Grand Jury and has improved efficiency of operations.

Additional Fiscal Information

The JOC job orders issued pursuant to the contract with PUB Construction, Inc. are listed as follows:

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JOB ORDER CONTRACTS	DESCRIPTION	CONTRACT AMOUNT	RETAINED FUNDS
JOC020.3-FM08220013908.00	Grand Jury Office Remodel Project	\$ 192,226	\$ 9,611
JOC020.3-FM08220013908.01	Grand Jury Office Remodel Project Changes to HVAC ducting, pantry plumbing, and window shades due to existing conditions.	\$ 18,792	\$ 940
	TOTAL	\$ 211,018	\$ 10,551

All costs associated with this Board action were previously approved on April 15, 2025 (Item 3.12) and are 100% funded with CIP Fund 30700 in the amount of \$410,000. Retained funds in the amount of \$10,551 are accounted for within the previously approved project budget and will be expended in FY 25/26; therefore, no budget adjustment is required.

Evangelina Gregorio EO
 Evangelina Gregorio EO, Principal Mgmt Analyst 2/19/2026

Aaron Gettis
 Aaron Gettis, Chief Deputy County Counsel 2/18/2026

PLEASE COMPLETE THIS INFORMATION
RECORDING REQUESTED BY:

KIMBERLY RECTOR, CLERK OF THE BOARD
4080 LEMON STREET, 1ST FLOOR CAC
P O BOX 1147 – RIVERSIDE, CA 92502

MAIL STOP # 1010

AND WHEN RECORDED MAIL TO:
RETURN TO: STOP #1010
RIVERSIDE COUNTY CLERK OF THE BOARD
P. O. BOX 1147 – RIVERSIDE, CA 92502

2026-0066128

03/04/2026 02:10 PM Fee: \$ 0.00

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Recorded in Official Records
County of Riverside
Peter Aldana
Assessor-County Clerk-Recorder



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THIS SPACE FOR RECORDERS USE ONLY

NOTICE OF COMPLETION

(California Civil Code §§ 8100-8118, 9200-9208)

To be recorded with County Recorder within 15 days after completion.

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

Project title or description of work: District Attorney Riverside Centre Grand Jury Office Remodel Project (JOC020-FM08220013908.00), (JOC020-FM08220013908.01)

Date of Completion: Date Hereof

Nature of owner: Public Entity

Interest or estate of owner: In Fee

Address of owner: Clerk of the Board of Supervisors, County Administrative Center, 4080 Lemon St., Riverside, CA 92501

Name/address of direct contractor: PUB Construction, Inc.
23545 Palomino Dr., Suite 104, Diamond Bar, CA 91765

Street or legal description of site: 3901 Lime St., Riverside, CA 92501

Dated: MAR 03 2026

Owner: County of Riverside
(Name of Public Entity)

By: Karen S. Spiegel
Chair, Board of Supervisors
KAREN SPIEGEL

STATE OF CALIFORNIA)

COUNTY OF RIVERSIDE)

ss

I am the Chair of the governing board of the County of Riverside, the public entity which executed the foregoing notice and on whose behalf I make this verification; I have read this notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

ATTEST: Kimberly Rector, Clerk

Executed at Riverside, California on MAR 03 2026

By: [Signature]
Deputy

Karen S. Spiegel
Chair, Board of Supervisors
KAREN SPIEGEL

MAR 03 2026

3.16

FORM APPROVED COUNTY COUNSEL
BY: [Signature]
LISA SANCHEZ
DATE: 11/09/2020

**PETER ALDANA
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER**

Recorder
P.O. Box 751
Riverside, CA 92502-0751
(951) 486-7000

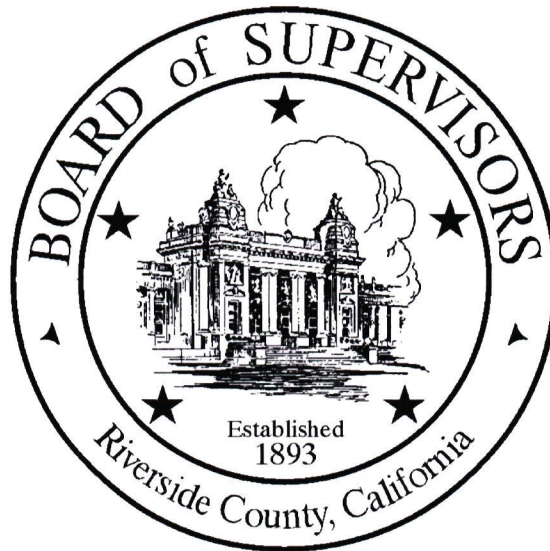
www.riversideacr.com

CERTIFICATION

Pursuant to the provisions of Government Code 27361.7, I certify under the penalty of perjury that the following is a true copy of illegible wording found in the attached document:

(Print or type the page number(s) and wording below):

CLARIFICATION FOR SEAL for the Riverside County Board of Supervisors
(EMBOSSSED ON DOCUMENT)



Date: 03/03/2026

Signature: _____

Print Name: Whitney Mayo, Clerk of the Board Assistant

ACR 601P-AS4RE0 (Rev. 09/2005)