



CITY OF POMONA COUNCIL REPORT

May 18, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: AMEND FY 2025-26 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET AND AWARD CONSTRUCTION CONTRACT TO LETNER ROOFING CO. IN THE AMOUNT OF \$229,500 FOR “FOURTH STREET PD EVIDENCE BUILDING ROOF STRUCTURE REHABILITATION”

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Adopt the following resolution:

RESOLUTION NO. 2026-52 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, TO AMEND THE FY 2025-26 CAPITAL IMPROVEMENT PROGRAM BUDGET BY UNAPPROPRIATING \$50,000 OF PREVIOUSLY APPROPRIATED GENERAL FUNDS FROM “PD ROOF DRAINAGE MODIFICATIONS” FD428 | CC2590 CAPITAL IMPROVEMENT PROGRAM (CIP) | WORKTAG: PROJECT 71115 AND REAPPROPRIATING THESE GENERAL FUNDS TO “FOURTH STREET PD EVIDENCE BUILDING ROOF STRUCTURE REHABILITATION,” FD428 | CC2590 CAPITAL IMPROVEMENT PROGRAM (CIP) | WORKTAG: PROJECT 71123

- 2) Award a construction contract to the lowest responsive bid from Letner Roofing Co. for “Fourth Street PD Evidence Building Roof Structure Rehabilitation,” FD428 | CC2590 Capital Improvement Program (CIP) | Worktag: Project 71123 to include all Base Bid items in the total amount of \$229,500; and
- 3) Authorize the City Manager to execute the construction contract and any subsequent change orders on behalf of the City of Pomona (City).

EXECUTIVE SUMMARY:

Approval of the recommended actions will result in approval of Resolution No. 2026-52 (Attachment No. 1), which amends the FY 2025-26 Capital Improvement Program (CIP) budget by reappropriating \$50,000 of previously appropriated General Funds from the “PD Roof Drainage Modifications” project to the “Fourth Street PD Evidence Building Roof Structure Rehabilitation” project. This will then ensure sufficient funding to award a Public Works Construction Contract (Attachment No. 2) via cooperative purchase to Letner Roofing Co. in the total amount of \$229,500 to include the Base Bid items for “Fourth Street PD Evidence Building Roof Structure Rehabilitation,” FD428, Capital Improvement Project (CIP) Fund | CC2590 Capital Improvement Program (CIP) | Worktag: Project 71123.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Council members are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

The Project was adopted with the Capital Improvement Program (CIP), Fiscal Year 2024-25 and 2025-26 Budgets, respectively. Approval of the recommended actions will reappropriate \$50,000 from “PD Roof Drainage Modifications,” FD428 | CC2590 Capital Improvement Program (CIP) | Worktag: Project 71115 to “Fourth Street PD Evidence Building Roof Structure Rehabilitation,” FD428, Capital Improvement Project (CIP) Fund| CC2590 Capital Improvement Program (CIP) | Worktag: Project 71123 and will award a construction contract in the total amount of \$229,500 for Project 71123. The following table on page 3 details the fiscal impacts associated with the recommended actions:

Category	Fund: FD428 Cost Center: CC2590 Capital Improvement Program Project: PD Roof Drainage Modifications – Worktag Project 71115	Fund: FD428 Cost Center: CC2590 Capital Improvement Program Project: Fourth Street PD Evidence Building Roof Structure Rehabilitation - Worktag: Project 71123
Beginning Project Budget	\$200,000	\$300,000
Reappropriation of General Funds	(\$50,000)	\$50,000
Revised Budget	\$150,000	\$350,000
Expenditures/Encumbrances (as of May 1, 2026)	\$0	(\$42,749)
Construction Contract Award	N/A	(\$229,500)
Available Budget Remaining	\$150,000	\$77,751

PUBLIC NOTICING REQUIREMENTS

In accordance with the City of Pomona Ordinance No. 4366, the City is authorized to utilize cooperative purchasing agreements that have been competitively solicited by other public agencies. Pursuant to this authority, the City solicited and obtained services for this project through the OMNIA Partners cooperative purchasing program.

The cooperative contracts utilized (OMNIA Contracts No. R230404, R241608, and R220904) were publicly advertised and awarded through a competitive procurement process that satisfies applicable public contracting requirements. Accordingly, the use of these cooperative agreements complies with the City’s purchasing regulations and serves as an efficient alternative to traditional public notice and bidding procedures.

Therefore, no additional public notice or advertisement for bids are required for this project.

DISCUSSION:

The proposed project addresses structural deficiencies identified in the roof system of the 4th Street Police Department Evidence Building. A completed inspection revealed localized termite-related deterioration affecting portions of the wood framing members, as well as minor but recurring water intrusion in select areas of the roof assembly. While the observed damage is not currently indicative of some structural deficiency, it does present a risk of progressive degradation if left unaddressed.

The scope of the rehabilitation project includes removal and replacement of damaged wood framing, treatment to mitigate and prevent future termite activity, and repair of the roof membrane and flashing systems to eliminate sources of water intrusion. The project will also incorporate improvements to drainage and waterproofing details where feasible, to enhance the overall resilience of the roof structure.

The City utilized competitively solicited cooperative purchasing contracts through the OMNIA Partners program, specifically Contracts No. R230404, R241608, and R220904. Consistent with City Ordinance No. 4366, the City is authorized to “piggyback” on a cooperative purchasing agreement that have been competitively procured by other public agencies. These cooperative agreements were publicly solicited in accordance with applicable competitive bidding requirements and allow participating agencies to streamline project delivery while maintaining cost competitiveness and compliance with procurement standards. The use of these contracts expedited the procurement process and enabled the City to engage qualified vendors with established pricing and performance benchmarks.

Undertaking these repairs at this stage is considered a proactive measure that will extend the useful life of the facility and reduce the potential for more costly and disruptive interventions in the future. Additionally, maintaining the integrity of the Evidence Building is critical to ensuring the secure and compliant storage of materials essential to law enforcement operations.

The project has been evaluated for consistency with facility maintenance priorities and risk mitigation strategies. No expansion of the building footprint or change in use is proposed. Construction activities will be coordinated to minimize disruption to ongoing operations, and appropriate measures will be implemented to safeguard evidence during the rehabilitation process.

To fully fund the proposed improvements, Staff recommends the City Council adopt Resolution No. 2026-52 amending the FY 2025-26 CIP budget. The resolution reallocates \$50,000 from the “PD Roof Drainage Modifications” Project No. 71115 to the “Fourth Street PD Evidence Building Roof Structure Rehabilitation” Project No. 71123. This appropriation aligns available resources with facility priorities and supports timely completion of the roof rehabilitation work.

In summary, the recommended roof rehabilitation project is necessary to address existing deficiencies, prevent further structural deterioration, and maintain the operational reliability of the facility.

Prepared by:

Ruth Alvarado, Program Assistant

ATTACHMENT(S)

Attachment No. 1 – Resolution No. 2026-52

Attachment No. 2 – Letner Roofing Co. Proposal