

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: April 1, 2026

To: Mayor and Town Council
From: Denise Alcala, Management Analyst
Subject: Acceptance of Work for the Community Center Improvements Project 2025

Recommendation to Council:

Adopt a resolution accepting the contract work performed by N G Builder Company for the Community Center Improvements Project 2025 and direct the Town Clerk to record a Notice of Completion.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

The Windsor Community Center (Center), located at 901 Adele Drive, was built in 1995. The building is 6,593 square feet and is comprised of two adjoining meeting rooms, stage, patio, foyer, and commercial kitchen. The Center is a multi-purpose functioning building that supports recreation programming, preschool, youth camps, after-school and evening programs, and serves as a social event rental space for the community. The adjacent Lakewood Meadows Park includes 4.5 acres, two play structures, one full basketball court, and open turf area.

The Community Center Improvements Project 2025 was formally bid and on June 4, 2025, Council awarded a construction contract in the amount of \$333,443 with a 15% contingency for a not to exceed amount of \$383,460, to N G Builder Company for the construction of interior upgrades, including new flooring and paint, and exterior improvements including a patio expansion, the installation of a 16'x 33' metal canopy shade structure, fencing, drainage improvements and updated lighting fixtures. The recent improvements will enhance the center's functionality, comfort, and overall value to our community, supporting its continued role as a beneficial resource.

There were three change orders totaling \$49,056.64 during construction which increased the N G Builder Company contract total to \$382,499.64. The chart below represents the actual expenses incurred during the term of the contract.

Contractor - N G Builder Company	Agreement/Change Order Amount
Original Contract	\$333,443.00
Change Order #1	\$ 17,255.40
Change Order #2	\$ 7,644.50
Change Order #3	\$ 24,156.74
Total	\$382,499.64

Discussion:

Staff has determined that the work specified in the contract was substantially completed on March 17, 2026, and is recommending Council accept the project as complete.

Fiscal Impact:

There is no fiscal impact associated with the proposed action.

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301 because it consists of replacement or reconstruction of existing structures and facilities.

Attachment(s):

1. Resolution- N G Builder Company
2. Notice of Completion - N G Builder Company

Prepared by:

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Reviewed by:

Olivia Lemen
Parks and Recreation Director

Reviewed by:

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Administrative Services Director

Approved by:

Jon Davis
Town Manager