


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: July 20, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: Larry McLaughlin, City Manager
Subject: Resolution Authorizing the Contract City Engineer to Sign Certain Documents
Recommendation: Adoption of Resolution Authorizing the Contract City Engineer to Sign Certain Documents on Behalf of the City
Funding: Currently Budgeted: ___ Yes ___ No ___X___ N/A
Net General Fund Cost: \$ none

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is for the adoption of a resolution authorizing the contract City Engineer to sign certain documents on behalf of the City. These documents mainly pertain to engineering-related documents that require City signature by the Caltrans Office of Local Assistance (OLA). Caltrans OLA involvement typically occurs when the City receives state and federal transportation grants and is the administering agency for the grants.

BACKGROUND AND DISCUSSION:

Under the Sebastopol Municipal Code, the duties of the City Engineer are specified and include, but not limited to, the approval of improvement drawings and plans, City Standards for construction, City permits and acceptance of improvements. On January 1, 2015, the City entered into an agreement with Joe Gaffney, independent consultant, to provide city engineering services and was appointed to serve as the City Engineer. The City Engineer reports to the City Manager.

Caltrans OLA requires City signatures on various forms and documents for the processing of transportation grants under Caltrans’ administrative authority. With recent submittals, Caltrans OLA would only accept signature from the City Manager, not from the City’s consulting City Engineer.

For the upcoming fiscal year, Caltrans will be administering the OBAG 2 grant for the Bodega Avenue Rehab and Bike Lanes project, and the Quick Strike grant for the SR 116 ADA Ramps and Bodega Avenue at Florence and Robinson Intersection Improvements project.

To expedite the review and signature of forms generated by and for Caltrans OLA, Caltrans requires an authorizing resolution when the City Engineer is a consultant. This will save time in securing signatures for the forms and avoid having the City Manager sign technical forms from Caltrans.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACTS:

There is no fiscal impact related to this action.

RECOMMENDATION:

That the Council adopt the Resolution authorizing the City Engineer Consultant to Sign Certain Documents on behalf of the City.

ATTACHMENT:

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
AUTHORIZING THE CITY ENGINEER CONSULTANT TO SIGN FORMS AND DOCUMENTS AS MAY BE REQUIRED
FOR SUBMITTAL TO AND APPROVAL BY THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION OF
FORMS AND DOCUMENTS PERTAINING TO GRANTS**

WHEREAS, the State of California Department of Transportation (Caltrans) Office of Local Assistance administers state and federal transportation grants and requires City signatures on various forms and documents for the transportation grants that the City has or will receive; and

WHEREAS, Caltrans Office of Local Assistance has deemed that consultants are not authorized to sign said forms and documents pertaining to transportation grants without authorization from City Council; and

WHEREAS, effective January 1, 2015, Council approved an agreement with Joseph G. Gaffney, Consultant, for City Engineering services and appointed Joseph G. Gaffney as the City Engineer for the City of Sebastopol to perform and execute the duties of the City Engineer; and

WHEREAS, the City Engineer’s duties are to review, approve, and sign engineering documents, plans, right of way certifications, and related forms on behalf of the City, including all forms pertaining to transportation grants that are administered by Caltrans Office of Local Assistance.

NOW, THEREFORE, BE IT RESOLVED that Joseph G. Gaffney, City Engineer for the City of Sebastopol is authorized to sign, engineering documents, plans, right of way certifications, and related forms on behalf of the City, including all forms pertaining to transportation grants administered by Caltrans Office of Local Assistance.

IN COUNCIL DULY PASSED, APPROVED and ADOPTED THIS 20th day of July 2021

- VOTE:
- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

APPROVED: _____
Mayor Una Glass

ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney