


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

Meeting Date: April 6, 2021  
To: Honorable Mayor and Honorable City Councilmembers  
From: Joe Gaffney, City Engineer  
Subject: Notice of Completion, Contract No. 2019-05  
Park Village Renovations: New RV Pads plus Utilities  
Recommendation: Adopt Minute Order accepting improvements for public use; Authorize staff to file a Notice of Completion.  
Funding: Currently Budgeted:  Yes  No  N/A  
Net General Fund Cost: none  
Cost code was 700-2351-9901; PM code was 200303-09800.  
Fund 216 was used for funding source for project costs  
Initial price quote was \$81,463; contract total was \$93,694.

Account Code 700-2351-9901 PM 200303-09800 Costs of \$143,700 authorized in City CIP Approved Budget AK  
(verified by Administrative Services Department)

**INTRODUCTION/PURPOSE:**

This item is to request the City Council Adopt Minute Order accepting improvements for public use; Authorize staff to file a Notice of Completion for the Park Village Renovations: New RV Pads plus Utilities.

**BACKGROUND:**

The City of Sebastopol awarded the contract for the Park Village Renovations: New RV Pads plus Utilities Project to the Contractor, Schaefer Engineering, on November 2, 2020. The contract price was \$81,463.

**DISCUSSION:**

On April 6, 2021, the project was completed by Schaefer Engineering. The final project price was \$93,694 due to needing more base aggregate that estimated for the pads' sub-base. The contractor has completed the work within the contract time period, and it has been inspected and approved by the City Engineer.

This project was originally budgeted with \$143,700 in CDBG funds. The total project costs, including construction and staff time, was \$123,853, thus realizing a savings of \$19,847. The saved funds will be reallocated to the Park Village Apartments Remodel project.

A Notice of Completion is attached and will be submitted once the project has been accepted by the City Council.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving 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 the City Council discussion.

**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 IMPACT:**

Funding source for this project was budgeted to receive a reimbursement from CDBG HEAP Grant. The invoicing for this project to CDBG HEAP will be done by Engineering staff upon filing the Notice of Completion.

**RECOMMENDATION:**

That the City Council adopt a Minute order for the Park Village Renovations: New RV Pads plus Utilities Project for the following:

1. Accepting improvements for public use;
2. Authorize staff to file a Notice of Completion

**ATTACHMENT(S):**

Notice of Completion, Contract 2019-05

**When Recorded Return to:**  
City of Sebastopol  
P. O. Box 1776  
Sebastopol, CA 95473

Recorded for the benefit of the City of Sebastopol  
and exempt from recording fees pursuant to  
Government Code Section 6103.

(Space Above this Line is for Recorder's Use Only)

**NOTICE OF COMPLETION**  
**Contract 2019-05**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner of the interest or estate below in the property hereinafter described.
2. The full name of the undersigned is the City of Sebastopol, a Municipal Corporation.
3. The address of the undersigned is P. O. Box 1776, Sebastopol, CA 95473
4. The nature of the title of the undersigned is owner in fee.
5. All work of improvement on the property hereinafter described was completed as of March 15, 2021.
6. The name of the original contractor for the work of improvement was Schaeffer Engineering, of Santa Rosa, California.
7. The work of improvement is described as follows:

**Contract No. 2019-05**  
**Park Village Renovations: New RV Pads plus Utilities**  
 Original Contract Price: \$81,463.00  
 Final Contract Price: \$93,694.38

I am the City Engineer for the City of Sebastopol, a Municipal Corporation, the owner of the indicated interest or estate in the property described above. I make this verification on behalf of the City of Sebastopol. I have read the Notice and know its contents. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

CITY OF SEBASTOPOL  
A Municipal Corporation

Dated: \_\_\_\_\_

\_\_\_\_\_  
Joseph Gaffney, City Engineer