

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: July 17, 2025

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To: Honorable Mayor and City Councilmembers
From: Mark Rincon, Public Works Director/City Engineer
Subject: Community Center Fire-Related Building Improvements Project - Budget Amendment and Contract Change Order 1

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RECOMMENDATIONS:

The item is to request Council 1) approve Contract Change Order 1 ("CCO-1") for the Community Center Fire-Related Building Improvements Project (CIP #0713-24.09, "Project") and authorize the Acting City Manager to sign CCO-1; and 2) adopt a resolution amending the budget for the Project.

EXECUTIVE SUMMARY:

Council approved the award of contract to Earthtone Construction for the Project on September 17, 2024 in the amount of \$59,252.00. During a Project walk-through at the conclusion of the work, it was determined that additional work is needed to make the newly constructed walls that has a waterproof membrane be nicer in appearance by painting the walls. Public Works staff would perform the painting work. However, in order for the walls to be "paintable" a smooth coat finish to the waterproofed walls would be needed. The requested action is to approve Contract Change Order 1 with the Contractor, Earthtone Construction in the amount of \$12,153.14. The total not-to-exceed amount for the construction contract is \$71,405.14, including the change order.

In addition, a Budget Amendment for the Project (Attachment 1), increasing the adopted budget by \$5,000.00 would be needed in order to approve CCO-1 (Attachment 2).

BACKGROUND AND DISCUSSION:

The Sebastopol Community Cultural Center ("Community Center") sustained major flood damage during the 2019 Flood. In a periodic inspection of the building, it was determined that while the building was structurally functional, several of the flood damaged components of the structure did not meet the current fire safety code requirements as the temporary repairs were not sufficient. To make the necessary flood-related repairs, the Project was included in the adopted Fiscal Year 2024-25 Capital Improvement Plan with an approved budget of \$70,000, including project management, construction, and contingencies.

Public Works bid the project and on September 17, 2024, Council approved the award of contract to Earthtone Construction ("Contractor") in the amount of \$59,252.00.

STAFF ANALYSIS:

The work performed by the Contractor was the installation of drywall called *densglass* for fire resistance in the main hall of the Community Center. Community Center staff then reinstalled fabric over the walls to make them look nicer in appearance. The Fire Department did a project walk-through at the completion of the work and noted that the fabric is a fire risk and should be removed.

In order to improve the appearance of the installed drywall, the walls would need to be painted. CCO-1 is to ready the walls to be painted. The work entails applying a skim coat to make the drywall smoother and give the paint a suitable surface to adhere to. CCO-1 also includes installing a trim piece to cover the transition between the drywall and the wood paneling on the upper part of the wall. CCO-1 is for the amount of \$12,153.14. Public Works staff have reviewed CCO-1 and recommend its approval.

In addition to approval of CCO-1, a Budget Amendment will be needed for the Project. Staff are recommending a small contingency in case there are minor punch list items when the final walk-through is completed by Public Works. Table 1 summarizes the adopted budget versus the proposed budget and the difference is a budget increase of \$5,000.

Table 1: Adopted 2024-25 Project Budget versus Proposed Project Budget

Description	Adopted	Proposed
Project management	\$10,000.00	\$1,500.00
Construction	60,000.00	59,252.00
Change Order 1		12,153.14
Contingency	Incl.	\$2,094.86
Total budget	\$70,000.00	\$75,000.00
Difference (increase)	\$5,000.00	

The total not-to-exceed amount for the construction contract is \$71,405.14, including the change order.

CITY COUNCIL GOALS/PRIORITIES/AND OR GENERAL PLAN CONSISTENCY:

This agenda represents the City Council goals/priorities as follows:

- Goal 3 – Infrastructure. Maintaining high quality infrastructure, facilities and services includes repairing/ replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure.

This agenda item represents the City Council General Plan Consistency:

- Community Services and Facilities CSF-6-16: Support improvements to expansion of, or replacement of the Sebastopol Community Cultural Center to address flood issues, and to improve services and facilities available to the community in order to enhance the quality of life for all City residents through the provision of quality community services and facilities.

FISCAL IMPACT:

Funding for this project is Flood Mitigation Fund 127. The estimated Fiscal Year 2024-25 Ending Fund Balance before this proposed Budget Amendment is \$862,583.00.

COMMUNITY OUTREACH:

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

As of the writing of this staff report, the City has not received any public comment on this item. 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.

RESTATED RECOMMENDATION:

That the City Council 1) approve Contract Change Order 1 for the Community Center Fire-Related Building Improvements Project and authorize the Acting City Manager to sign CCO-1; and 2) adopt a resolution amending the budget for the Project.

CITY COUNCIL OPTION(S):

1. Do not approve Contract Change Order 1 in the amount of \$12,153.14. If CCO-1 is not approved, the Budget Amendment Resolution does not need to be adopted by Council.

2. Approve Contract Change Order 1 in the amount of \$12,153.14 and adopt the Budget Amendment Resolution.

ATTACHMENTS:

1. Budget Amendment Resolution
2. Contract Change Order 1

APPROVALS:

Department Head Approval: Approval Date: 6/6/25

CEQA Determination (Planning): Approval Date: 5/29/25

This project is Categorically Exempt pursuant to CEQA Guidelines Section 15301 (a) and (d).

Administrative Services (Financial) Approval Date:

Costs authorized in City Approved Budget: ☐ Yes ☒ No ☐ N/A

Account Code (if applicable) Fund 127

City Attorney Approval: Approval Date: 6/2/25

City Manager Approval: Approval Date: 6/6/25

RESOLUTION NUMBER: 2025-____
CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING A BUDGET
AMENDMENT FOR COMMUNITY CENTER FIRE-RELATED BUILDING IMPROVEMENTS PROJECT
(CIP #0713-24.09)

WHEREAS, on September 17, 2024 the construction contract was awarded Earthtone Construction; and

WHEREAS, a budget amendment is needed primarily due to additional costs for changes to accommodate a construction contract change order needed to make further improvements to the newly constructed walls; and

WHEREAS, a budget amendment to the adopted Fiscal Year 2024-25 Capital Improvement Program (CIP) budget to proposed expenditures and funding sources is necessary for incorporating cost changes due to the reasons listed above; and

WHEREAS, on July 2, 2024 City Council adopted the Fiscal Year 2024-25 CIP Budget for the Community Center Fire-Related Building Improvements Project CIP #0713-24.09 ("Project") in the amount of \$70,000; and

WHEREAS, the adopted and proposed amended budget to incorporate cost changes as described above and required to complete the Project is shown in the table below.

Table: Adopted and Proposed FY 2024-25 Project Budget

Fund No.	Fund Name	<u>Adopted</u> CIP Budget FY 2024-25	<u>Proposed</u> CIP Budget Amendment	Change in Fund Allocation
127	Flood Mitigation	\$70,000.00	75,000.00	+5,000.00

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol does hereby approve a budget amendment for Community Center Fire-Related Building Improvements Project CIP #0713-24.09 from the designated fund and in the amount shown on the table above.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 3rd day of June 2025 by the following vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED: _____
Mayor Steven Zollman

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

APPROVED AS TO FORM: _____
Alex Mog, City Attorney



24132 Community Center Scope of Work

Bid Category	Date	Notes
GENERAL	02/06/25	Scope of work specifically Excludes: -Permits and Fees -Encroachment Permit for Public Right of Way Improvements -Special Inspections -Any wood trim materials supply or installation along top & bottom of wall. -Any priming or painting. -Removal of Asbestos and/or Hazardous materials -Anything not specifically listed within proposal inclusions.
Drywall	02/06/25	Includes for labor and materials necessary to apply a level 4 smooth coat finish to the denshield materials previously install in gym area. Drywall finish to be left prime/paint ready.
Finish Carpentry	05/22/25	Includes for labor, materials, and disposables necessary to supply and install 1x4 pine trim materials at transition between denshield and drywall around perimeter of gym.

24132 Community Center

Schedule of Values

Building -->	Gym Drywall Finish

CSI Code	Trade Category	Cost Type	Category Group	
	Wood, Plastics & Composites			
06-2013	Finish Carpentry	Commitment	Building Improvements	1,847.72
	Finishes			
09-2900	Drywall	Commitment	Building Improvements	8,365.00
Sub-Total				10,212.72
Overhead & Profit (18.00%)				1,838.29
Insurance (1.00%)				102.13
Grand Total				12,153.14
TOTAL PROJECT COST W/UNIT MIX: \$12,153.14				